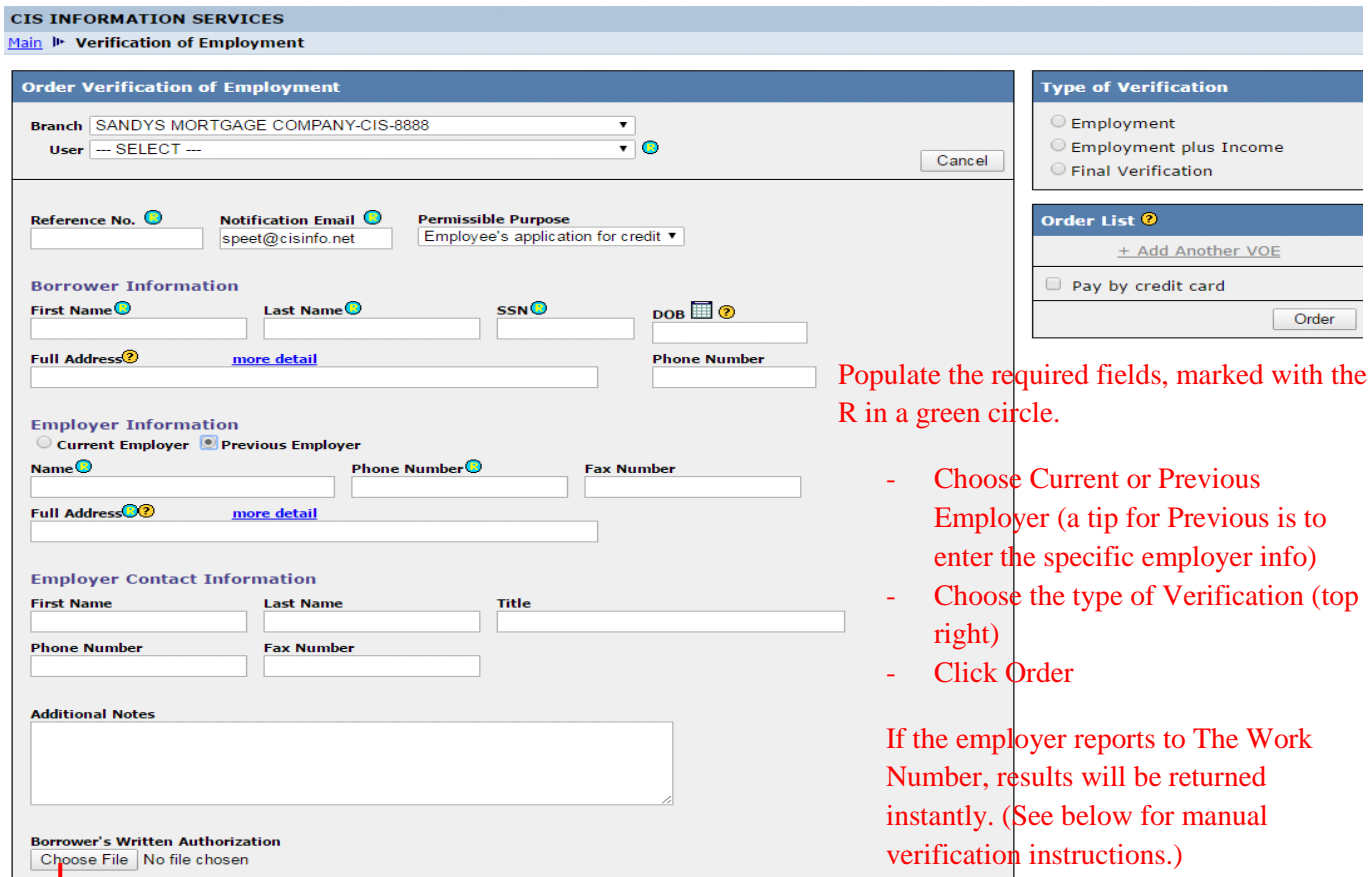


How to Order Verification of Employment/Income (VOE) from CIS

The VOE product will allow you to validate the consumer's employer and their status at the company. Employers listed in The Work Number database can be instantly verified. For employers not reporting to The Work Number, manual verification can be completed. Select the **Employment/Income/Asset Verification** category under Products & Services, then click **Order Verification of Employment**. The below screen will appear:



For requests where Income is required, the borrower authorization must be uploaded with the request.

Manual Verification:

Only AFTER the consumer details have been submitted & validated against The Work Number (TWN), is manual verification able to be requested. This process maximizes instant fulfillment, as the number of employers reporting to TWN is dynamic. When the employer does not report to TWN, after the original request is returned with no results, a screen will appear to input Employer Contact Information. For self-employed consumers, Tax Preparer contact information may be submitted, if needed. Upload the Borrower Authorization form with ALL manual VOE requests!

Re-Verify:

A previously fulfilled request can be Re-verified prior to closing, by selecting Final Verification under Type of Verification.

+Add Another VOE:

Use this selection to request an additional employer(s) for the same consumer.