

How to Order Verification of Employment/Income from CIS

VOE/I validates the borrower's employment status, position and income. Employers listed in The Work Number (TWN) database can be instantly verified. For employers not reporting to TWN, 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:

Salary Key – NOT required unless the employer name is included in the listing found by selecting the yellow question mark.

Specific Employer – NOT required unless one of the criteria shown when selecting the yellow question mark is met.

For requests requiring Income: attach the borrower authorization. Use the Choose File button, which will appear above Product Selection, after Employment plus Income is selected for Type of Verification.

Manual Verification (see screenshot on below page): After the borrower details have been submitted to The Work Number (TWN), if a No-Hit is returned, manual verification may be requested. This process maximizes instant fulfillment, as new employers and updated information is constantly being reported to TWN. When a No-Hit from TWN is returned, a screen will appear to input employer contact details (as shown below). There is no charge for a No-Hit.

Re-Verify: A previously fulfilled request can be Re-verified prior to closing, by selecting Re-Verify.

+Add Another VOE: Use this option to request an additional verification for the same borrower. +Add Another VOE will become an active link after the required fields for the first request are complete. Instead of selecting Order after the first request is input, select +Add Another VOE. When all requests have been input, select Order to submit all individual verifications for the borrower:

Individual requests appear successively in order input. Select +Add Another VOE to input additional verifications. Submit all requests by selecting the Order button.

To Add an Additional Employer After TWN has returned a verification, select **Verify an Additional Employer** from the top right of the VOE/I report:

Order Details			
Order Number:	79493	Vendor Reference Number(s):	32278147175
Ordered By:	SHARIN PEET	Reference Number:	
Date Ordered:	10/29/2019 1:20 PM	Employee:	Rodgers, Roger - *****5005
Order Type:	Employment plus Income	Employment Filters:	Current Employers
		Date Last Updated:	10/29/2019 1:20 PM

1 Employment Record(s) verified... Verify an additional Employer

EMPLOYMENT PLUS INCOME - Enterprise USA

Verification Type: Employment plus Income
 Permissible Purpose: Employee's application for credit
 Information Current As Of: 10/01/2019

Requesting Manual Verification, enter the employer information as shown below. When entering a manual request following a No-Hit from TWN, the message in blue font is shown:

The record you requested is not available on our automated service. Please enter the information below and you will receive an email when the verification is complete.

Reference No. Notification Email Permissible Purpose

Borrower Information

First Name Last Name SSN DOB

Full Address [more detail](#) Phone Number

Employer Information

Current Employer Previous Employer Enter employer details

Name Phone Number Fax Number

Full Address [more detail](#)

Employer Contact Information Enter contact information for borrower's employer

First Name Last Name Title

Phone Number Fax Number

Additional Notes

Borrower's Written Authorization No file chosen ←

[Add Additional Documents](#)

After completing required fields and attaching the authorization, select the Type of Verification required and submit your request.