

IMPORTANT EMPLOYMENT VERIFICATION INFORMATION

Morehouse School of Medicine uses UConfirm to help us manage employment and salary verifications on our employees.

Please use the following process to complete the verification for this employee:

To Obtain Proof of Employment or Salary Information

- 1) Go to www.uconfirm.com and click on "Verifier Login"
- 2) Follow the prompted instructions
- 3) You will need the following information:
 - Employee's Social Security Number
 - The Employer's name is: "Morehouse School of Medicine"
 - Valid credit card (e.g., MasterCard, VISA, American Express or Discover)
 - If income data is required, written authorization from employee is required. (You will be prompted during the request process to upload or fax the authorization to uConfirm.)

Are you a new UConfirm Verifier?

Go to <u>www.uconfirm.com</u> and click on "New Verifier Login" to complete a brief one-time registration process.

For additional assistance, please contact:

UConfirm Customer Support Toll Free: 866-312-8266 support@uconfirm.com