



## DashHire - Experience Verifications (EV)

### Message to Former Employees

We utilize Verifent to request Experience Verification requests to streamline the process and for data security purposes. To request an Experience Verification from your Former Employers, please follow the steps below:

#### Step 1: Hiring Entity

1. Visit [www.verifent.com](http://www.verifent.com). Click 'Get Started.'
2. Click 'Login'
  - a. If you do not have login credentials, please click 'Register'. You will need to create an account.
3. Click 'Request EV' and click 'Choose Your Hiring Entity.'
  - a. If your Hiring Entity does not drop down as you type, choose 'Hiring Entity Not Found,' and select the State where your Hiring Entity is located. Go to Step 2.
4. Click 'Save Hiring Entity' and 'Continue.'

#### Step 2: Enter Your Information

1. Choose forms to request.
2. Enter your information and click 'I Agree.'

#### Step 3: Former Employer(s)

1. Click 'Enter ALL Former Employers.'
2. Enter the Former Employer(s) that you need an Experience Verification from.
  - a. If your Former Employer(s) does not drop down as you type, click 'Former Employer Not Found,' and enter the information requested.
  - b. **\*\*Note: Multiple Former Employers can be selected\*\***
3. Click 'Close,' select your 'Last Place of Employment,' and click 'Next Step.'
4. Confirm your order by clicking 'Next Step.'
5. Review and submit your verification requests.

