

# EMPLOYMENT & WAGE VERIFICATION

Human Resources Process Update



We are pleased to introduce a new automated Employment Verification service. Thomas & Company provides a secure, automated service for wage and employment verification to organizations (verifiers) that you authorize. This secure service is used when you apply for a mortgage or loan, a job, lease an apartment or any other instance where proof of employment or income is needed.

## OPTION 1: Employment Only Verification

### 1. Give your verifier the following information to obtain instant verification:

- a. Your SSN
- b. Company Code: NMHS68

### 2. Direct verifier to [www.Thomas-and-Company.com](http://www.Thomas-and-Company.com)

- a. Verifier will select the following button from the top menu & follow the steps provided:

[Request Employment and Wage Verification](#)

## OPTION 2: Employment & Wage Verification

### 1. Create an account at [www.Thomas-and-Company.com](http://www.Thomas-and-Company.com)

- a. Select the following button from the top right menu: [Request Employment and Wage Verification](#)
- b. Select [GET STARTED](#) then [EMPLOYEE ACCESS](#)
- c. Enter your name, email (home or work), SSN, Company Code (NMHS68) and Authentication ID (your birth date in mmddyyyy format)
- d. Select [Click Here to Verify your Email Address](#) and within 24 hours you'll receive an email granting you access to the site.

### 2. Generate Verifier PIN

- a. On the [www.Thomas-and-Company.com](http://www.Thomas-and-Company.com) homepage, click [GET STARTED](#)
- b. Verify the information is correct and click [AGREE & FINISH](#)
- c. Write down the PIN number and email it to your verifier so they can validate your wages.

### 3. Direct verifier to [www.Thomas-and-Company.com](http://www.Thomas-and-Company.com) and provide the following information:

- a. Verifier PIN (from Step 2)
- b. Your SSN
- c. Company Code: NMHS68

**Questions?** Thomas & Company Verifications Department  
Email: [Verifications@Thomas-and-Company.com](mailto:Verifications@Thomas-and-Company.com)  
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