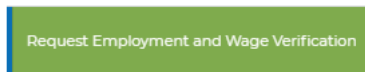
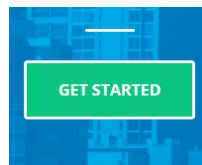


## OBTAINING A VERIFIER PIN

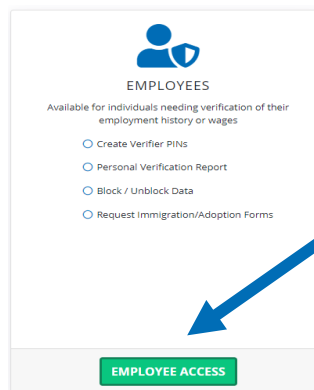
1. Go to [www.Thomas-and-Company.com](http://www.Thomas-and-Company.com)
2. Click on the green button labeled “Request Employment and Wage Verification” at the top right-hand side of the website.



3. On the next page, click on the green “Get Started” button at the bottom of the screen.



4. On the following screen, click on the green “Employee Access” button located under the “Employees” box.



5. You will then be asked questions to confirm your identity. Enter the necessary information and then click the green “Continue” button.

*You will be asked to confirm the following information: Name, Email Address and Social Security Number. Please note that we recommend the you use a personal email address so that the email containing your link into the website does not get blocked as we have seen this happen when using a work email address.*

Employee Login

Your Name

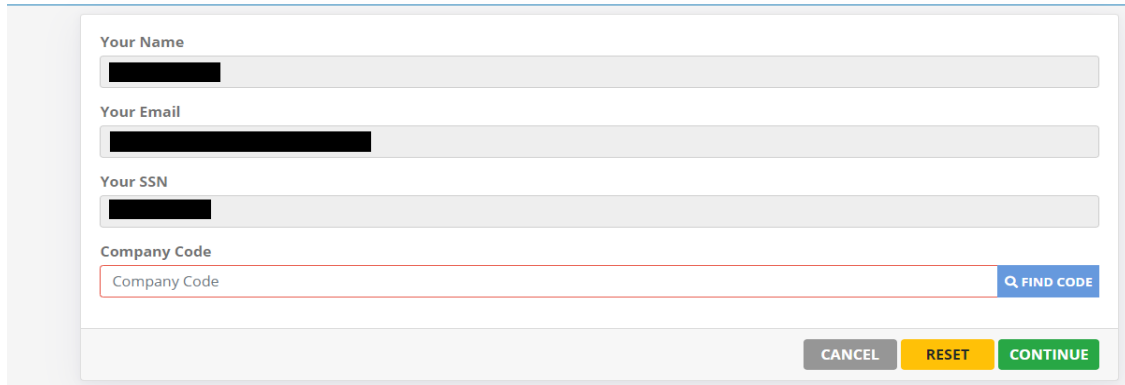
Your Email

Your SSN

CANCEL CONTINUE

- The next step is to enter your Company Code: **LUX122**. After entering in the company code, click on the green “Continue” button.

## Employee Login



The screenshot shows the 'Employee Login' form with the following fields: 'Your Name', 'Your Email', 'Your SSN', and 'Company Code'. The 'Company Code' field contains the text 'Company Code' and has a magnifying glass icon and the text 'FIND CODE' to its right. At the bottom right of the form are three buttons: 'CANCEL' (grey), 'RESET' (yellow), and 'CONTINUE' (green).

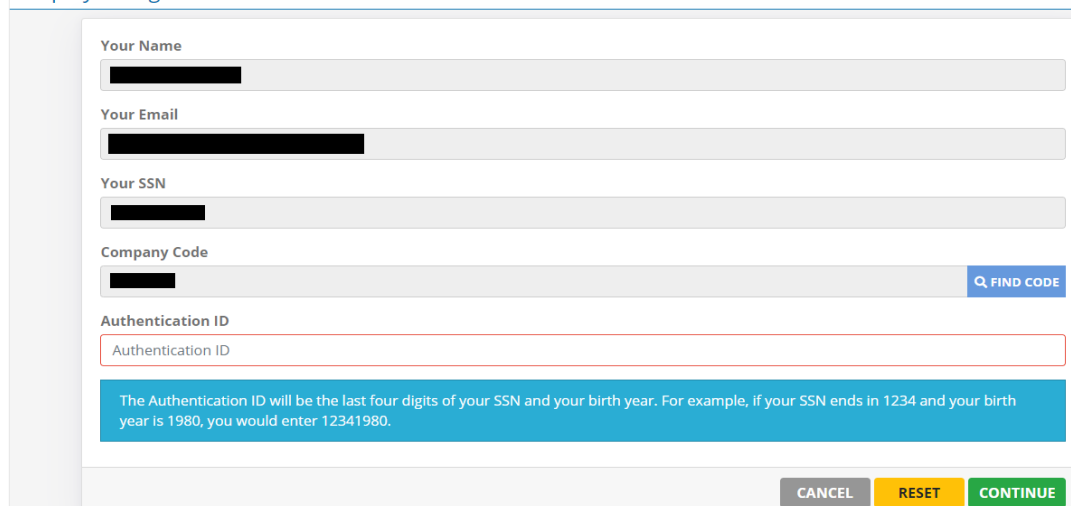
- You will then be asked to confirm your “Authentication ID”. The Authentication ID is specific to each employee.

*The Authentication ID is the last four digits of your social security number followed by your date of birth in MMDDYYYY format. For example, if the last four digits of your SSN are 1234 and your birthdate is June 1, 1980, your Authentication ID will be: 123406011980.*

*You will also be provided an explanation as to what your Authentication ID is in the blue box.*

After entering in the Authentication ID, click on the green “Continue” button.

## Employee Login



The screenshot shows the 'Employee Login' form with the following fields: 'Your Name', 'Your Email', 'Your SSN', 'Company Code', and 'Authentication ID'. The 'Authentication ID' field contains the text 'Authentication ID'. Below the 'Authentication ID' field is a blue box with the following text: 'The Authentication ID will be the last four digits of your SSN and your birth year. For example, if your SSN ends in 1234 and your birth year is 1980, you would enter 12341980.' At the bottom right of the form are three buttons: 'CANCEL' (grey), 'RESET' (yellow), and 'CONTINUE' (green).

- 8. Next you will be asked to confirm your email address again. After entering in the email address, click on the green “Continue” button.

Employee Login

Please Confirm Your Email

[CANCEL](#) [RESET](#) [CONTINUE](#)

- 9. The below notification will be shown on the screen. At this time, the website can be closed out and an email will be sent to the provided email address with the link allowing access to the employee portal.

Employee Login

Thank you

An email message has been sent to you from "verifications@thomas-and-company.com" with a link to verify your email address (NOTE: This link will expire 24 hours after it has been created). Please follow the instructions in that email to access your employment information.

[Back to Home](#)

- 10. Below is an example of the email that will be sent. Click on the blue box that reads “Click Here to Confirm Email” and it will open the Thomas & Company website.

## Email Verification

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**Hello** [REDACTED]  
Thank you for accessing T&C Verify.

**Click Here to Confirm Email**

Note: This link will expire within 24 hours from the time it was created.

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**Thomas & Company**  
[www.thomas-and-company.com](http://www.thomas-and-company.com)  
Verifications Department  
[verifications@thomas-and-company.com](mailto:verifications@thomas-and-company.com)  
(615) 620-0569

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Communication Privacy Notice: The information contained in or included with this communication is intended solely for the person(s) or agency(ies) to which the communication is addressed. If you are not the intended recipient, you are hereby notified that any unauthorized use, distribution, or copying of this communication, or any information included with it, is strictly prohibited. If you believe you may have received this communication in error, please notify us immediately by telephone (615-492-8139) and delete or destroy the communication and any material included with it.

11. After accessing the website through the emailed link, you will be asked to confirm your Authentication ID again. After entering in the Authentication ID, click the green “Submit” button.

Employee Confirmation

Please enter the following pieces of information so we can confirm your access:

Authentication ID

Authentication ID

Your authentication ID is your employee ID that is assigned to you by your employer. You may be able to find this on your most recent pay statement or by contacting your HR department.

CANCEL SUBMIT

12. The website will then direct to the main screen of the employee portal. On the right-hand side of the page will be the Options section of the portal. Click on the green “Get Started” button by Generate Verifier PIN.

Employee Access LOGOUT

Main Immigration/Adoption Letters Government Form Requests Verification Disputes Support

This application will be unavailable during network maintenance on 9/10/2021 beginning at 9:30 PM through 1:00 AM CT.

EMPLOYEE INFORMATION

Name [REDACTED]

Email [REDACTED]

SSN [REDACTED]

Company Code [REDACTED]

Authentication ID [REDACTED]

OPTIONS

Generate Verifier PIN  
Provide your Wage or Employment information to a verifier. **GET STARTED**

Generate Personal Verification Report  
Obtain a personal verification report. **GET STARTED**

Wages Blocked **No** **BLOCK**

13. To agree to creating the verifier PIN, click on the green “Agree & Finish” button.

## Employee Access

AGREE & FINISH

**Your Information**

Your Name [REDACTED]

Your SSN [REDACTED]

EMPLOYERS SELECTED FOR PIN:

[REDACTED]

Data to Release

Employment & Wage

By clicking "Agree & Finish" below to create this Verifier PIN, I agree to the following:

1. The Name, Social Security Number, and all other information I have provided are correct and apply to me.
2. By providing this Verifier PIN to a third party, I am authorizing that party to obtain any and all of my Employment & Wage data related to Thomas and Company - Account set up for Demo
3. I am solely responsible for securing this PIN and not allowing anyone to know this PIN unless I want that person or business to have access to my Employment & Wage data.

CANCEL AGREE & FINISH

14. After clicking on “Agree & Finish”, the PIN will be provided. From here, you have the option to email or print the verifier PIN.

Once the PIN has been emailed and/or printed to the verifier, click the green “Finished” button at the bottom to be taken back to the main page of the employee portal.

SS

YOUR VERIFIER PIN

**IMPORTANT:** This PIN, when combined with certain other information, will give access to your employment and wage information. This PIN will be valid for 30 days and may be used an unlimited number of times, by an unlimited number of users, within that 30 day period. You are solely responsible for securing your PIN and not allowing anyone to know your PIN unless you want that person or business to have access to your employment and wage information. Should you for any reason need us to disable this PIN before its expiration date, call us at (615) 620-0569. In addition, while any employment or wage information concerning you that we provide through this service came to us from your current or former employer, you should call us at (615) 620-0569 if you believe that any employment or wage information we provide concerning you is inaccurate.

Verifier PIN: [REDACTED]

PIN valid through: October 07, 2021

EMAIL VERIFIER PIN PRINT VERIFIER PIN

Your Name [REDACTED]

Your SSN [REDACTED]

Authentication ID [REDACTED]

Valid for [REDACTED]

FINISHED