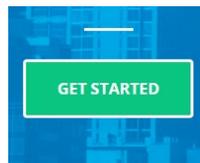


## OBTAINING A PERSONAL REPORT

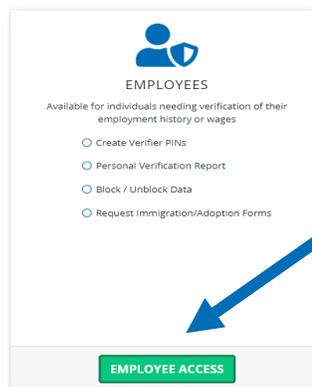
1. Go to [www.Thomas-and-Company.com](http://www.Thomas-and-Company.com)
2. Click on the green button labeled “Request Employment and Wage Verification” at the top right-hand side of the website.



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

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

Employee Login

Your Name  
[Redacted]

Your Email  
[Redacted]

Your SSN  
[Redacted]

Company Code  
Company Code Q FIND CODE

CANCEL RESET CONTINUE

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

*The Authentication ID are the last four digits of your social security number followed by your birth year. For example, if the last four digits of your SSN are 1234 and your birth year is 1984, then your Authentication ID will be: 12341984.*

*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

Your Name  
[Redacted]

Your Email  
[Redacted]

Your SSN  
[Redacted]

Company Code  
[Redacted] Q FIND CODE

Authentication ID  
Authentication ID

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.

CANCEL RESET CONTINUE

- 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 says “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**

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.

12. The website will then direct you 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 blue “Get Started” button by Generate Personal Verification Report.

Employee Access

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		OPTIONS	
Name	<input type="text"/>	Generate Verifier PIN Provide your Wage or Employment information to a verifier.	<input type="button" value="GET STARTED"/>
Email	<input type="text"/>	Generate Personal Verification Report Obtain a personal verification report.	<input type="button" value="GET STARTED"/>
SSN	<input type="text"/>	Wages Blocked	<input type="button" value="No"/> <input type="button" value="BLOCK"/>
Company Code	<input type="text"/>		
Authentication ID	<input type="text"/>		

- 13. You will then need to agree to create your personal report. To do this, click on the green “Agree & Finish” button.

AGREE & FINISH

Your Name [REDACTED]

Your SSN [REDACTED]

Authentication ID [REDACTED]

Employer [REDACTED]

By clicking "Agree & Finish", 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. I understand that the information provided in this document is an unofficial report, intended for my personal use only. It is not intended for verification purposes.

CANCEL AGREE & FINISH

- 14. After clicking on “Agree & Finish”, your personal report will populate. Once the personal report has been printed and/or saved, click the green “Finished” button at the bottom to be taken back to the main page of the employee portal.

YOUR PERSONAL VERIFICATION REPORT

Please print or save this report for your records.

PRINT REPORT

**Personal Work Summary**

Company	[REDACTED]
Name	[REDACTED]
First Day of Work	03/01/2009
Last Day of Work	Current
Position Type	Hourly
Position	Field Technician
Pay Rate	\$26.50

**THOMAS & COMPANY**  
More profit. Less stress. Better business.  
One Vantage Way  
Suite A-105  
Nashville, TN 37228

The subject of this report may be, or may have been, employed by an affiliate of the company named in this report rather than by that company itself.

**Remarks**

[REDACTED]

This form was generated by the employee for personal records, or government requests and is not intended to be used for commercial verifications.

If there are any questions, please contact the Employment & Wage Verification Department at the number below.

One Vantage Way, Suite A-105  
P.O. Box 280100  
Nashville, TN 37228  
phone: (615) 620-0569  
fax: (615) 733-4475

FINISHED