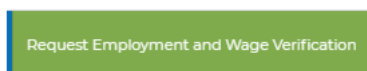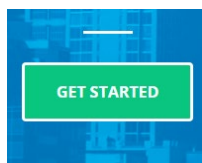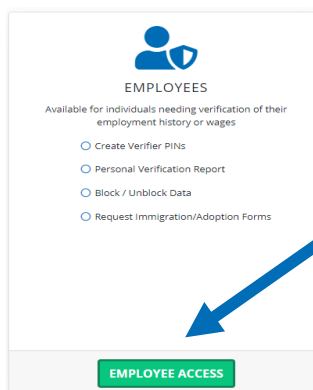# OBTAINING A VERIFIER PIN

1.   Go to 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.

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

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.

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

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

Hello ▮▮▮▮▮,
Thank you for accessing T&C Verify.
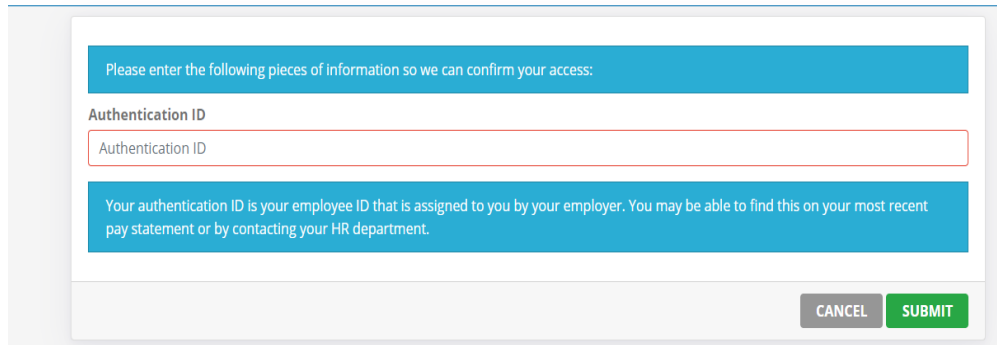
Click Here to Confirm Email

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

Thomas & Company
www.thomas-and-company.com
Verifications Department
verifications@thomas-and-company.com
(615) 620-0569

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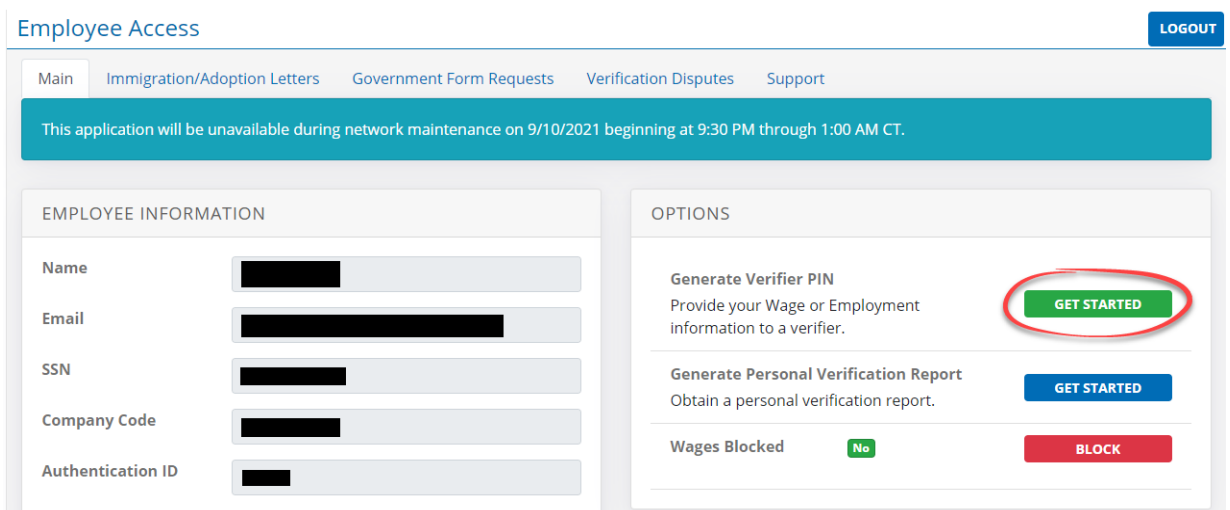
12. The website will then direct to the main screen of the employee portal. On the right-hand side of the page will be the Options section of the portal. Click on the green "Get Started" button by Generate Verifier PIN.

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

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.