

I.K. Hofmann USA, Inc. Employment Verification Process

I.K. Hofmann USA, Inc. receives volumes of requests from third parties (such as lenders, property managers, and social service agencies) that need to verify employment and salary history. Verifiers typically request this information by phone, e-mail, or fax.

To make the employment verification process more secure and improve workflow, **I.K. Hofmann USA** now uses Experian Employer Services' Experian Verify.

Should you require verification, you may refer them to the below:

Proof of Employment or income: Experian Verify website www.experianverify.com where they will complete the verification process.

Government or Social Service Request: Please have them submit your request by fax at (404) 829-1336 or by email to verify@experian.com.

If you (the employee) are charged a fee by a verifier for an employment or income verification from Experian, you can call 404-382-5400 and Experian will immediately reimburse you.

You may also access your verification records by visiting the Experian Verify website by following the instructions below.

1. Visit www.experianverify.com and choose "I am an Employee."

2. Enter the following:

- Access Code: **2A8A419D**
- Full Social Security Number
- Full Name
- Date of Birth
- Email Address

3. Click **Create an Employee Account**.

A password setup link will be sent to your email address.

Click the link to create a password and activate your account.

4. Log in with your credentials.

The image displays four sequential screenshots of the Experian Verify website interface, illustrating the steps for an employee to create and access their account. The top screenshot shows the 'Income & Employment Verification Fulfillment' banner. The second screenshot shows the 'Create Account' page with a '1' indicating the 'I am an Employee' selection. The third screenshot shows the 'How to create account' page with a '2' indicating the 'Create Employee Account' button. The fourth screenshot shows the 'Welcome to Experian Verify Employee Portal' page with a '4' indicating the 'Login' button.