

How to Provide Employment Verification Using EDA

1. Click Employee Direct Access link
2. Click Employment Verification
3. Select the details to share; either employment information only OR employment and salary information
4. Type in the email address for the person or lending institution to whom you are granting access
5. Type the number for expiration i.e., how many days are you going to give them to review this information
6. Type the number of visits to your information. The system will default to the 5 day expiration and /or 5 visits
7. Click CONTINUE
8. The preview screen will show you what those accessing your information will see. You can also leave a comment if need be
9. Click SUBMIT
10. Click YES when asked “Do you want to release information to (the email address you provided)?”.
11. An email will be sent to the email address that you provided with access information.