



## Employment Verification

Employees who have work or home email can provide employment verification through Employee Direct Access (EDA). Those who do not have email will need to continue to request verification through Human Resources. However, verification through EDA is the preferred way for this to occur. Here is how to do this through EDA:

- 1) Log onto Myhenrico.org
- 2) Click **Employee Direct Access** link
- 3) Click **Employment Verification**
- 4) Select the details to share; either **employment information only** OR **employment and salary information**
- 5) Type in the email address for the person or lending institution to whom you are granting access
- 6) Type the number for **expiration** i.e., how many days are you going to give them to review this information
- 7) Type the number of **visits** to your information. The system will default to the 5 day expiration and /or 5 visits
- 8) Click **CONTINUE**
- 9) The preview screen will show you what those accessing your information will see. You can also leave a comment if need be
- 10) Click **SUBMIT**