

General Information

Who usually needs proof of employment or income?

- Banks/Mortgage Lenders
- Apartment Managers
- Creditors
- Social Service Agencies

We refer to these individuals as “requestors.”

How does the requestor obtain proof of employment or income from EmpInfo?

- The requestor will go to www.empinfo.com.
- The requestor will need the Employer’s Name: University of Utah
- The requestor will need your Social Security Number.
- If the requestor needs income verification, they will need an Authorization Code from you.

What is an Authorization Code?

- The authorization code is a six (6) digit numeric code. It is a key that you as an employee generate to give access to the income information to whoever uses that code. Each code generated can only be used once and will expire in 90 days if it goes unused.
- When you generate and provide the authorization code to a requestor, you are legally authorizing EmpInfo to release your income information to the requestor using the authorization code.

Why do I have to provide an Authorization Code to a requestor?

- The University of Utah wants to ensure your personal data is secure. An authorization code ensures that a requestor only gets the data you approve of them to receive.

Can I print my own information to provide to my requestor?

- Yes. You can go to www.empinfo.com to generate an employment letter for free.

Do I have to pay for proof of employment or income from EmpInfo?

- No. Requestors will need to set up an account on EmpInfo if they don’t have one already. The requestor will need to provide payment to EmpInfo for the verification.

How to Set-up an Online Account

1. Current Active Employees: Go to www.empinfo.com and enter your CIS uNID and password. This will take you to the homepage.
2. Terminated Employees: Go to www.empinfo.com. Click on the dropdown menu at the top that says, “Sign Up.” Click on “As Employee.” Enter the Company Name as University of Utah. Indicate whether or not you are a current employee. When you enter your university email, enter it as u*****@utah.edu. You will receive a confirmation email – once you have, please click on the “Set Up Account” button in the email message to finalize your account. You will be prompted to create a username and password, and to set up security questions.
3. Once logged in, you will be on the employee homepage.
4. From there, you can generate an authorization code or print employment letter(s). See pages 3 & 4 for step-by-step instructions.

How to generate an “Authorization Code”

You will need to generate an authorization code if your requestor needs verification of income. You will not need to provide an authorization code if your requestor simply needs proof of employment. As an employee, you have following options for generating an authorization code, all available 24/7, every day of the year:

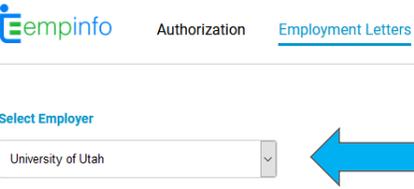
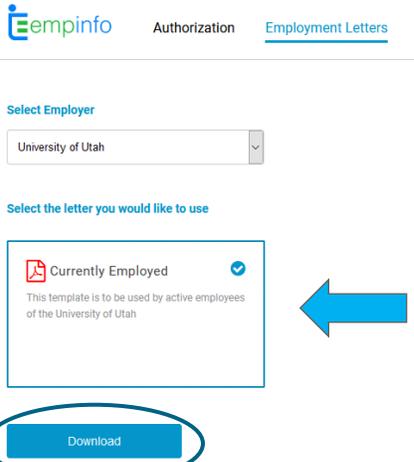
1. **Internet:**
 - **Online:** Go to www.empinfo.com. Follow the directions starting on page 3 of this guide.
2. **Text** CONSENT to [888-800-8190](tel:888-800-8190)
 - a. From your mobile phone, send text with a keyword CONSENT to 888-800-8190.
 - b. If your mobile number matches with one listed in HR records, you will get an auto response with an “Authorization Code”).
 - c. Share it with whomever you are granting access to your income information.
3. **Call** toll-free at [888-800-8190](tel:888-800-8190)
 - a. Call toll-free number: 888-800-8190 (supports both English & Spanish).
 - b. Identify yourself by entering your credentials (SSN and DOB).
 - c. Get the “Authorization Code” verbally and also as a text (optional).
 - d. Share it with whomever you are granting access to your income information.

After login, you will land on the employee homepage:

<p>Generating Authorization Code:</p> <p>empinfo Authorization Employment Letters</p> <p>Authorization Code</p> <p>Generate</p> <p>By Clicking Generate, I agree to the Terms and Condition</p> <p>Other ways to generate Authorization Code</p> <ul style="list-style-type: none"> Send email to MyConsent@empinfo.com (from work email only) Text CONSENT to 1-888-800-8190 Call on 1-888-800-8190 (English & Spanish) <p>Logs</p> <table border="1"> <thead> <tr> <th>DATE GENERATED</th> <th>AUTHORIZATION TYPE</th> <th>DATE ACCESSED</th> <th>ACCESSED BY</th> <th>STATUS</th> <th>ACTION</th> </tr> </thead> <tbody> <tr> <td colspan="6">No Authorization Codes Generated</td> </tr> </tbody> </table>	DATE GENERATED	AUTHORIZATION TYPE	DATE ACCESSED	ACCESSED BY	STATUS	ACTION	No Authorization Codes Generated						<p>Ensure you are on the "Authorization" tab</p> <p>a. Click "Generate"</p>
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<p>empinfo Authorization Employment Letters</p> <p>Authorization Code</p> <p>Generate</p> <p>By Clicking Generate, I agree to the Terms and Condition</p> <p>Other ways to generate Authorization Code</p> <ul style="list-style-type: none"> Send email to MyConsent@empinfo.com (from work email only) Text CONSENT to 1-888-800-8190 Call on 1-888-800-8190 (English & Spanish) <p>Authorization Code: 981780 Email Print</p> <p>This code will expire in 90 days or immediately when someone uses this code to verify your income.</p> <p>Logs</p> <table border="1"> <thead> <tr> <th>DATE GENERATED</th> <th>AUTHORIZATION TYPE</th> <th>DATE ACCESSED</th> <th>ACCESSED BY</th> <th>STATUS</th> <th>ACTION</th> </tr> </thead> <tbody> <tr> <td>06/04/2021</td> <td>981780 (Web)</td> <td></td> <td></td> <td>Active</td> <td>🔗 📧 🗑️</td> </tr> </tbody> </table>	DATE GENERATED	AUTHORIZATION TYPE	DATE ACCESSED	ACCESSED BY	STATUS	ACTION	06/04/2021	981780 (Web)			Active	🔗 📧 🗑️	<p>b. Email or Print to share the <i>Authorization Code</i> with whomever you are granting access to verify your earnings information.</p> <p>c. From this page, you can view all the codes you have generated as well as the date accessed, who it was accessed by, status, and you can take other actions as necessary. For example, you may delete any authorization codes you no longer wish to be active.</p>
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How to get an Employment Letter

You have the option to get a letter of employment whenever you'd like by following these steps:

<p>Printing a letter of employment:</p> 	<ul style="list-style-type: none"> Click “Employment Letter” on the employee Dashboard
 <p>Select the letter you would like to use</p> <div data-bbox="219 892 495 1060"> <p> Currently Employed This template is to be used by active employees of the University of Utah</p> </div> <p>Download</p>	<ul style="list-style-type: none"> Select Employer from Dropdown
	<ul style="list-style-type: none"> Select Type of Letter Click on Download

How to contact Customer Support

Phone: 1-800-274-9694

Email: Support@empinfo.com