



Instructions for Verification of Employment & Income

Be prepared with:

- ✓ 3-Letter Company Code: **BRO**
- ✓ Social Security Number
- ✓ Employee ID#
- ✓ Zip Code on Record with Brown & Brown

Steps to Obtain Verification

Teammate Registration*

- 1) Visit <https://myaccount.verisafejobs.com/index.html>
- 2) Click "Employee Registration" and complete fields
- 3) Accept Registration Agreements: Terms of Use, Privacy & FCRA
- 4) Check email for account activation link and click to confirm
- 5) Information window will appear: "Your registration has been confirmed!"

Teammate Login*

- 6) You can now login at <https://myaccount.verisafejobs.com/>
- 7) Create a temporary PIN (enter any 6 digits of your choice)
- 8) Check box to include or exclude payroll history
- 9) Select date range for PIN to remain active
- 10) Click "Activate PIN"
- 11) Print PIN statement instructions (using the download icon) and give to Verifying Party/Verifier

***Important Note:** For security purposes, this site requires the use of an updated browser when registering (eg: Google Chrome or Mozilla Firefox). **Outdated browsers like Internet Explorer are NOT secure and will NOT work.**

NOTE: YOU ARE NOT REQUIRED TO PAY FOR YOUR OWN VERIFICATION

* **FCRA Personal Use VOE** - VeriSafeJobs allows each employee one (1) free employment and income verification per calendar year. Once this verification is accessed, the details will be available for printing and downloading for seven (7) days. This is for informational purposes only and cannot be used for commercial verification. The data provided will only be refreshed once a year.

* **Government Assistance, Social Service inquiries:** (i.e. Child Support, Food Stamps, Immigration requests etc.) must be submitted to voe@verisafejobs.com or faxed to (855) 649-7008.

Contact Customer Support

Phone: (833) U-VERIFY / (833) 883-7439 | **Fax:** 855-649-7008 | **Email:** info@VeriSafeJobs.com

Hours: 8 AM – 8 PM ET | **Address:** 151 Industrial Way East, Bldg C-Suite 1, Eatontown, NJ 07724

www.verisafejobs.com