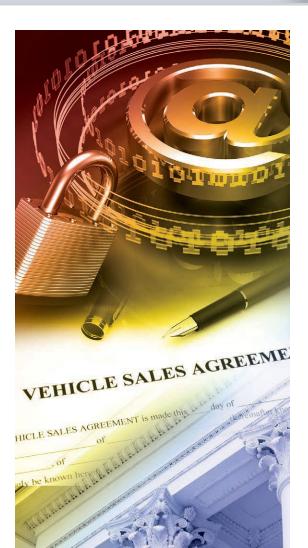




## My Biz+Self Service EMPLOYMENT VERIFICATION

Reference Guide



For more information about DCPAS and the products and services provided, visit us online at:

## http://www.dcpas.osd.mil

To submit Employment Verification comments and/or suggestions, visit the Seff Service Interactive Customer Evaluation (ICE) tool. Just log into MyBiz+ and select the ICE MyBiz+ link.

**Employment Verification (EV)** is a Self Service MyBiz+ tool allowing **current DoW employees** to email employment and/or salary information to an external organization (business, bank, credit union) or person directly from the Defense Civilian Personnel Data System (DCPDS) in a password-protected document via email.

All you need is the recipient's email address along with your work or personal email address to use as a confirmation and validation of your employment verification.

## **Employment Information Provided**

- Employee Name
- Current Date
- Employer Name
- Employer Address
- Duty Station
- Last Four of SSN
- Employment Status
- Recent Start Date

- Original Hire Date
- Total Time with Employer
- Position Title
- Rate of Pay
- Salary (if selected)
- Reference Number
- Email to Address

Contact your servicing Human Resources Office if you have any questions regarding the accuracy of your employment information.

## Steps to Send EV Information

- Log into the DCPDS Portal at https://compo.dcpds.cpms.osd.mil/
- 2. Select MyBiz+ and then "Request Employment Verification"
- 3. Select your details to share, either
  - a. Employment Information, or
  - b. Employment and Salary Information
- 4. Enter recipient's email information in the "To" field
- 5. Verify that your desired email address is included in the "My Email" field to receive the password
- 6. Select **Continue** to preview the information
- Select Acknowledge and Submit to send your EV information
- 8. Confirm your submission
- 9. Provide password to recipient to view EV information

Access to the MyBiz+ Employment Verification tool is only available with your Common Access Card (CAC).