



DEPARTMENT OF DEFENSE

DCPAS

Defense Civilian Personnel Advisory Service

Enterprise HR Information Systems (EHRIS)

Proudly Offers
**Free Employment
Verification via
Self Service My Biz**

**This is the employee's
choice for quick, secure
email verification of
employment and/or salary
information!**

To learn more about
DCPAS products & services, visit us
online at:

<http://www.cpms.osd.mil>

Self Service, My Biz Employment Verification

Employment Verification (EV) is a Self Service My Biz tool allowing employees to email employment and/or salary information to an external organization (business, bank, credit union) directly from the Defense Civilian Personnel Data System (DCPDS)—via secure internet!

To email EV information to an external organization:

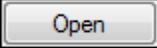
1. Log into the DCPDS Portal at <https://compo.dcpds.cpms.osd.mil/>
2. Select, My Biz, Employment Verification
3. Select your Details to Share, either
 - a. Employment Information, or
 - b. Employment and Salary Information
4. Enter Recipient Email Information
5. Ensure (verify) your email address is included in the My Email field to receive the password
6. Select Continue to preview the information.
7. Select 'Acknowledge and Submit' to send your EV information
8. Confirm your submission

**The My Biz – Employment Verification tool is
available from your workstation!**



Employment Verification Step by Step

Step	Action
1.	Using your CAC or non-CAC login, log on to the DCPDS portal at https://compo.dcpds.cpmc.osd.mil/ and follow through to the Navigator screen.
2.	Select the My Biz link. 
3.	To begin, select the Employment Verification link. 
4.	Employee Information Review your Employee Information and scroll down to select the information you would like to send.
5.	Select Information to Send Review the 'Related Information' box on the right and then make your selection to either send Employment Information or Employment and Salary Information. For example, select Employment and Salary Information option.
6.	Recipient Information Click in the To field to enter the recipient's email address. *To: recipient.email@yahoo.com *My Email: <input data-bbox="500 947 1032 993" type="text"/> Verify your email address in the My Email field. If your e-mail address is blank or incorrect, enter or overwrite the e-mail display. You can also update your work e-mail under My Biz>Update My Information>Profile Tab>Work E-mail Address.
7.	Click the Continue button. 

Step	Action
8.	<p>Employment Verification - Acknowledge and Submit</p> <p>To review the full page, scroll down. This page provides you with a preview of the information the recipient will receive.</p> <p>Select the Print Receipt button if you would like to print a full copy for yourself or save to your computer.</p> <p></p> <p>Select Open to view, print or save an exact copy of what the recipient will receive.</p> <p></p> <p>To close the open document and return to the Acknowledge and Submit screen select the red X. </p> <p>Note: There is no email address listed on the "Emailed To" field (at the bottom of the Receipt page) since this is a personal copy.</p> <p>Review the Recipient Information email address and your email address to ensure they are correct. If something is incorrect, go back.</p>
9.	<p>Now that you previewed your employment and salary information, select Acknowledge and Submit to email the employment verification.</p> <p></p>
10.	<p>Disclaimer</p> <p>The Disclaimer page displays.</p> <p>Read the Warning and select Yes  to complete the process. Select No to go back.</p> <p>Remember: You must provide the password to the intended recipient so that the document can be viewed.</p>
11.	<p>Confirmation</p> <p>The confirmation page displays with the email addresses listed.</p> <p>Click the Return To Home link at the bottom left to return to the Navigator screen where you started.</p> <p></p>
12.	<p>Logout</p> <p>Logout at the top right of the page. </p> <p>From this point, access your email to retrieve the system generated email with password. This password must be forwarded to the recipient in order to open the password protected document.</p>
13.	<p>Email</p> <p>This is an example of the subject line password email the employee will receive.</p> <p>Employment Verification 276963_20130206093722</p> <p>Open the email to review the password and remember; it is the responsibility of the employee to provide the password to the recipient.</p>

Step	Action
14.	<p>This is an example of the subject line email attachment the recipient will receive.</p> <p>[WARNING : MESSAGE ENCRYPTED] Employment Verification for Terrence</p> <p>The recipient will need the password from the employee to open the attachment.</p> <p> EmployeeVerification.pdf</p>

Sample: Employment Verification with Salary (sanitized)



Employment Verification

This document contains personally identifiable information. As the recipient of this information, you are responsible and legally accountable for safeguarding this product in accordance with any applicable national, state or provincial, or local laws that pertain to the protection of personally identifying information at your location.

Employment and Salary Information

Dear Sir or Madam,

The following information is provided in response to your request for an Employment and Income Verification; Reference Number: 276963_20130206103255.

Employee Name:

Information Current as of: 06-Feb-2013

Employer: U.S. Army Contracting Command
Headquarters Address:
 U.S. ARMY CONTRACTING COMMAND
 AMCOM CONTRACTING CENTER
 REDSTONE ARSENAL, AL 35898-5000
 A1
Duty Station: REDSTONE ARSENAL / MADISON / ALABAMA

Social Security Number (last 4-digits only):

Employment Status: Active
Most Recent Start Date: 21-Aug-2005
Original Hire Date: 03-Dec-1982
Total Time With Employer: 30 years 2 months 3 days

Job Title: BUSINESS MANAGEMENT OFFICER

Rate of Pay: Annually
Average hours Per Pay Period: 80
Total Pay: \$146,009.00
Total Pay YTD:

Emailed To: