Important Employment Verification Information

We have received your request for employment verification for a BGSU employee. BGSU uses JobTrax Inc.’s www.verifyjobhistory.com to provide automated employment and income verification for our employees.

**To obtain proof of employment only** –
1. Login to www.verifyjobhistory.com to register.
2. You will need the following information:
   - BGSU’s employer code – 1419
   - The employee’s social security or employee ID number provided by the employee.
3. Pay for the transaction by credit card.

**To obtain proof of employment and income** –
- Follow steps 1 through 3 above. The employee must provide an authorization code to access their income information. Employee generate an authorization code by visiting www.verifyjobhistory.com or calling 1-800-281-5260.

**Special instructions for social service agencies** –
- Login to www.verifyjobhistory.com to register.
- Once your agency is registered you may begin to receive results online or by fax.

For additional questions or more information please call:
Job Trax Client Service Center
Monday-Friday; 8:00-5:00pm, EST
1-800-281-5260 or 1-440-247-211