

Verifier Instructions: VERIFICATION OF U.S. EMPLOYMENT AND INCOME (effective November 1, 2023)

We have received your request for a verification of employment and/or income for a U.S. employee of Illinois Tool Works, Inc. or its U.S. divisions and subsidiaries.

Please note that our company uses **VeriSafeJobs** to administer all income and employment verification requests. VeriSafeJobs's automated service is available 24/7, delivering a faster and more streamlined completion of verifications for our employees and reducing our liability risks by ensuring our employees' employment information is accurate and authorized.

To complete a verification, please following these simple steps:

Step 1: Collect Required Info (from the employee)

1. Company Code **ITW**
2. 6-digit PIN *
3. Employee's Social Security Number

** If you do not have this, you'll need to collect a completed borrowers' authorization form from the employee. Once you register (step 2), you can upload the form to receive the required information to complete the verification within 24 hours.*

Step 2: Register and Login to VeriSafeJobs**



1. Using a smart phone or tablet, scan the QR code (on the left) or go to: <https://myaccount.verisafejobs.com/index.html> using a modern browser.
2. Click on "Commercial Registration" and register using your work email.
3. Verify your identity with Multi-Factor Authentication (MFA)
4. Check email for One Time Passcode (OTP)

Step 3: Complete Verification

1. Once logged in, follow the prompts to select and purchase your verification.
2. Enter your payment information to complete your purchase.
3. Verification will be immediately available for download once your purchase is complete.



VeriSafeJobs Support Center

Phone: (833) U-VERIFY/ (833) 883-7439

Fax: (855) 649-7008

Email: voe@verisafejobs.com

Hours: Mon-Fri, 8:00am – 8:00pm EST

<https://www.verisafejobs.com/>