Beacon Partners with JobTrax

System Speeds Response Time for Employment and Income Verifications

Beginning January 1, 2016, Beacon will begin using a new system to automate verification of associates' employment and income for lender queries or credit checks. You'll use **JobTrax** (**www.VerifyJobHistory. com**) to make your information available for verification when you:

- Apply for any type of loan, including car and home mortgages
- Submit an application to landlord for an apartment lease
- Conduct other transactions that require an employment or income verification

You do not need to take any immediate action unless you are in the process of anything that requires employment and/or income verification.

IMPORTANT: As of January 1, Beacon Human Resources and Payroll personnel will NO LONGER handle requests for verifications of employment and income. All requests will be directed to JobTrax.

Get Started with JobTrax

When you need to have your Beacon employment or income information made available for verification, provide these items to the person or company (the verifier) making the request:

1. The JobTrax website: **www.VerifyJobHistory.com**
2. The Beacon Health System company code: 2574
3. One of these:
   a. Your Beacon associate identification number (preferred)
   OR
   b. Your first name, middle initial, last name and date of birth

Next Steps for Income Verification

As a Beacon associate, you will need to:
1. Log in to www.VerifyJobHistory.com
2. Generate an authorization code to give to the person or company requesting your employment or income verification. The authorization code will expire after 60 days.

If you have any questions or need help with this new process, please call the JobTrax Client Service Center at **440.247.2100**.

BEACON
HEALTH SYSTEM

Frequently Asked Questions

What is JobTrax (www.VerifyJobHistory.com)?
JobTrax is an automated service that provides instant employment verifications to third-party verifiers (lending institutions, credit companies, etc.).

What type of verification will JobTrax complete?
Verifications of employment and/or employment and income.

What information gets verified in a verification of employment?
Associate's name, hire date, termination date, employment status, last position worked.

What additional information gets reported in an income verification?
Base salary, bonus, overtime, commissions, other income and total pay. Three years of historical income is provided plus year-to-date information.

Whose information will JobTrax verify?
Data will be reported on all current associates, and associates who terminated after 2004. Current associates' income may also be verified.

What do I do to have a third-party (bank, employer, etc.) verify my employment?
Instruct the verifier to visit www.VerifyJobHistory.com. They will need your first name, middle initial, last name and date of birth OR your associate ID and the Beacon Health employer code which is 2574.

Is there anything different that I have to do to have my income verified?
Yes, register as an associate user. Log in and generate an authorization code that you can print or email to your verifier. You do not need to register if you only want to have your employment verified.

How long are authorization codes good for?
60 days.

Once an authorization code has been established can it be revoked?
Yes, as long as the verifier has not used it, the associate can deactivate any verifier's access at any time.

Will Human Resources and Payroll still provide any verbal or written verifications?
No, all verifications will be performed by JobTrax.

Is the JobTrax website at www.VerifyJobHistory. com secure?
JobTrax uses state-of-the-art encryption to secure all data and transmissions.