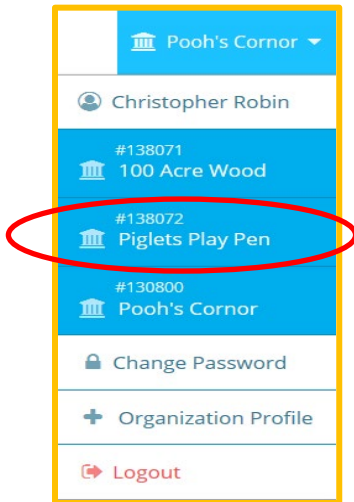


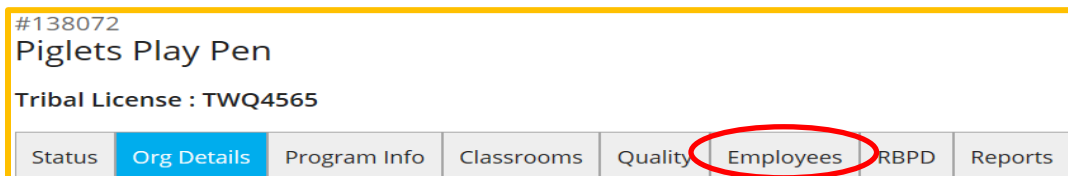
### DEVELOP – VERIFYING EMPLOYMENT FOR EMPLOYERS

In Develop, when an employee fills out their Individual Membership Application, they can add current and former employers. Once reported, the employer needs to verify the information is correct. Employers are responsible for maintaining accurate information for their Organization in Develop.

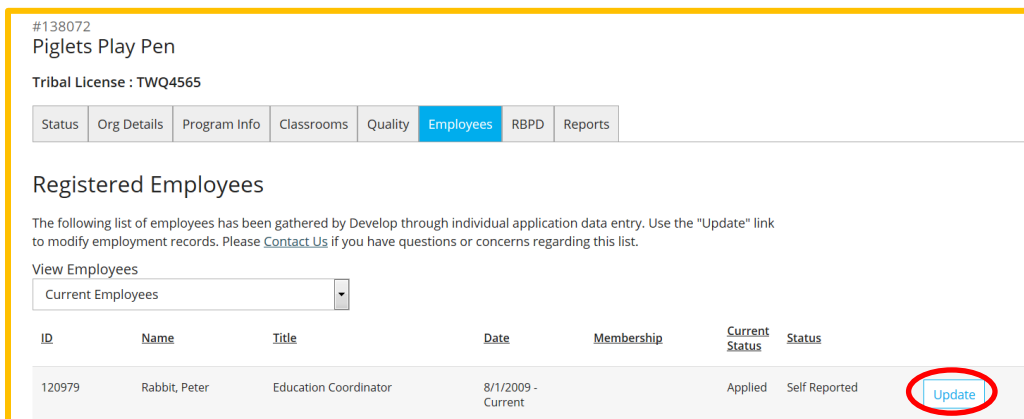
1. Login to your Develop profile with your email address and password.
2. Select your Organization from the drop down menu.



3. Click the **Employees Tab**.



4. The list of employees that have report your organization as their employer will be displayed. Click **Update**.



# Develop – Verifying Employment for Employers

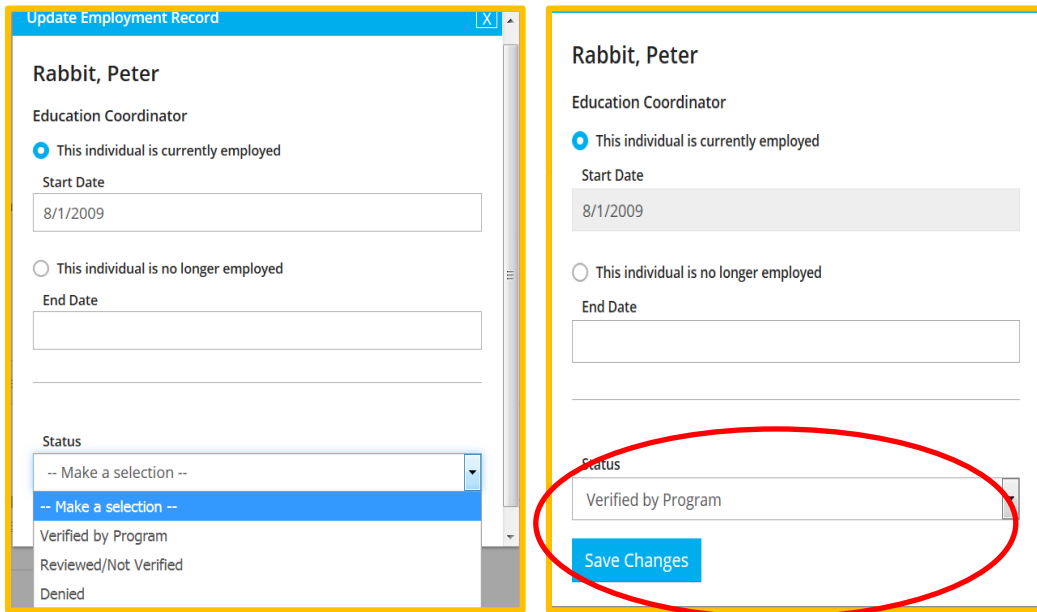
- 5. A pop-up window will display with the employees information. You have three choices for the employee status:

Verified by program – the user is a current employee

Reviewed/Not Verified – the information was reviewed, but not verified

Denied – the user is not an employee

Make your selection and click on **Save Changes**.



- 6. The employee will now show as Verified by Program.

