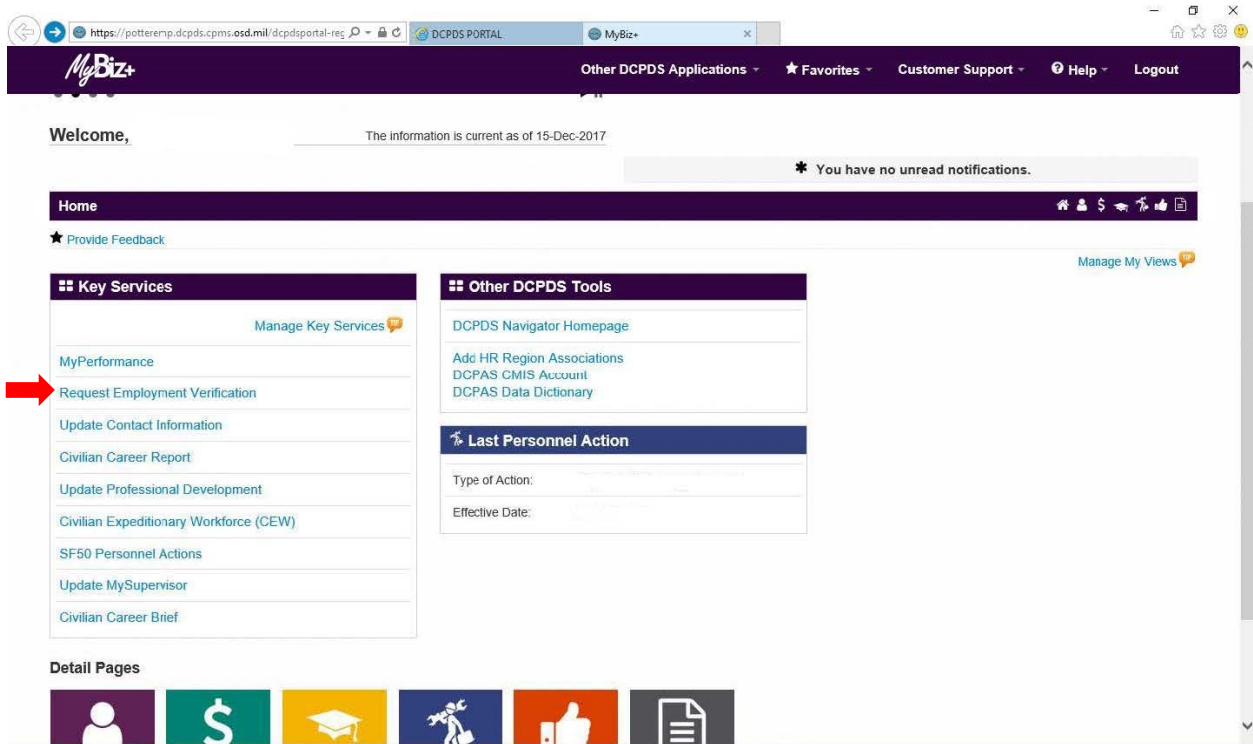
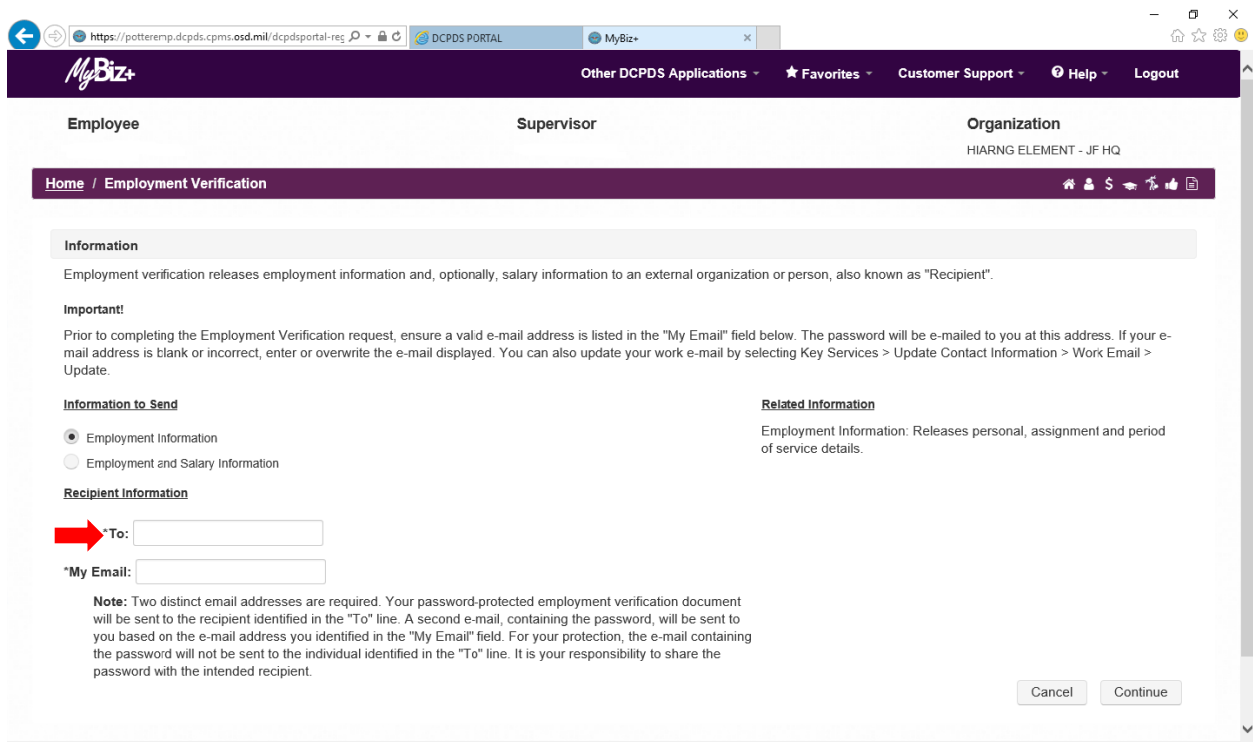


1) Technician logs into their MyBiz+ Homepage at <https://compo.dcpds.cpms.osd.mil/> and clicks on “Request Employment Verification” under the “Key Services” tab.



2) Technician will input an email address to where the Employment Verification should be sent to (note: the “My Email” address will be automatically be populated with the technician’s email address from MyBiz+).



3) Technician verifies information by clicking on the “Acknowledge and Submit” button.

Acknowledge and Submit

Recipient Information Print Receipt

To:
My Email:
Reference Number: 463789_20171215163041

By selecting the 'Acknowledge and Submit' button, I understand and acknowledge that I am sending my employment or employment and salary information to the email addressee via the Internet.

Preview

Information as of: 15-Dec-2017	Employer: Department of the Army
Headquarters Address: THE ADJUTANT GENERAL - HI, JOINT FORCE HQ - HI HRO TECH PERS MGT BR HONOLULU, HI	Duty Station: HONOLULU / HONOLULU / HAWAII
Employment Status: Active	Social Security Number (last 4-digits only):
Service Computation Date - Length of Service: 16-Aug-2012	Most Recent Start Date: 28-Jul-2015
Job Title: HUMAN RESOURCES SPECIALIST (INFORMATION SYSTEMS)	Total Time With Employer:

Note: For further information, contact your Human Resources Office (HRO).
By selecting 'Cancel', Employment Verification email will not be sent to the recipients.

[Accessibility/Section 508](#) | [Privacy and Security Policy](#) | [System Help Desk Contacts](#)

4) Technician needs to click on “Yes” button and Employment Verification will be sent to the email address entered in the “To” and a password sent to the technician’s email address.

Employee **Supervisor** **Organization**
HIARNG ELEMENT - JF HQ

Home / Employment Verification

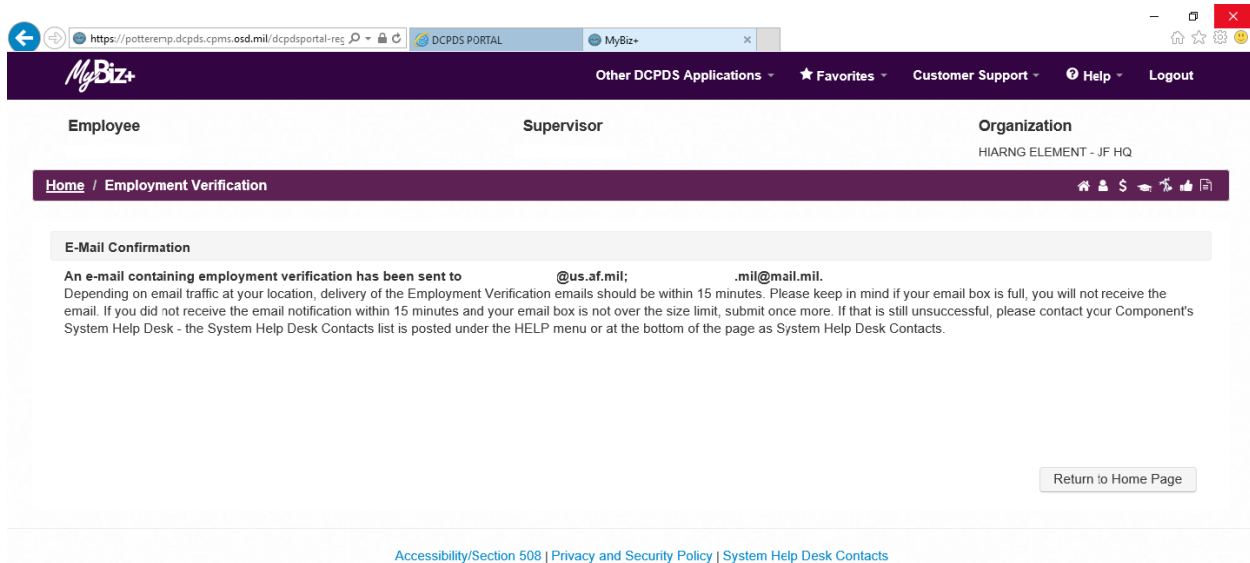
Confirmation

Disclaimer: It is your responsibility to ensure the recipients listed receive your Employment Verification.

By selecting 'Yes' your Employment Verification will be sent in a password protected PDF document to @us.af.mil. A second email containing the computer generated password will be sent to you at .mil@mail.mil. You are responsible for providing the password to the intended recipient so the document can be viewed.

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5) Confirmation that Employment Verification was sent.



The screenshot shows a web browser window with the URL <https://potteremp.dcpds.cpmc.osd.mil/dcpdsportal-reg>. The page title is "DCPDS PORTAL" and the user is logged in as "MyBiz+". The navigation bar includes "Other DCPDS Applications", "Favorites", "Customer Support", "Help", and "Logout". The main content area is titled "Home / Employment Verification" and displays an "E-Mail Confirmation" message. The message states: "An e-mail containing employment verification has been sent to [redacted]@us.af.mil; [redacted].mil@mail.mil. Depending on email traffic at your location, delivery of the Employment Verification emails should be within 15 minutes. Please keep in mind if your email box is full, you will not receive the email. If you did not receive the email notification within 15 minutes and your email box is not over the size limit, submit once more. If that is still unsuccessful, please contact your Component's System Help Desk - the System Help Desk Contacts list is posted under the HELP menu or at the bottom of the page as System Help Desk Contacts." A "Return to Home Page" button is located at the bottom right of the message. At the bottom of the page, there are links for "Accessibility/Section 508", "Privacy and Security Policy", and "System Help Desk Contacts".

6) Whomever is listed in the “To” email address from screens above will receive the technician’s Employment Verification (note: technician will have to provide the password to receiver).



The screenshot shows an email from the Department of Defense. The header includes the Department of Defense seal and the text "Employment Verification". A "Return to Home Page" button is visible. The main body of the email contains a "NOTE" stating: "NOTE: This document contains personally identifiable information provided to you solely for the purpose of employment and/or salary verification at the request and with the consent of the person to whom this information pertains. This information is subject to the Privacy Act of 1974, 5 U.S.C. § 552a, and is not to be used or disseminated for any other purpose without the express consent of the individual to whom it pertains. Be advised this information should also be safeguarded in accordance with other applicable federal, state or local laws." Below the note is the section "Employment Information". The email is addressed to "Dear Sir or Madam," and provides the following information: "The following information is provided in response to your request for an Employment Verification; Reference Number: 463789_20171215163041." The "Employee Name:" field is blank. The "Information Current as of:" is "15-Dec-2017". The "Employer:" is "Department of the Army".