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.

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.
5) Confirmation that Employment Verification was sent.

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).