

Ask HR

From the Office of Human Resources at the University of Illinois at Springfield

Question: I have applied for a Loan and the servicer wants to verify my employer's information. What do I do?

Answer:

Create a Vendor Access Number (VAN) on NESSIE.

https://nessie.uihr.uillinois.edu/cf/index.cfm?Item_id=1076&rlink=1974

Click Continue and enter your NetID and password. You will then be prompted for a PIN. Click Establish a VAN and click continue.

- For the VAN, you can choose any set of numbers.
- Since you'll be giving this to someone you *expect* to look into your information, you can make it reasonably simple. You'll also choose the type of information the inquirer is privy to, and that will depend on what they need.
- *Copy the link on this page*
- <https://hrnet.uihr.uillinois.edu/evs> - and give it to your vendor, along with your VAN.
- They will also need some basic information from you – email, phone number, and social security number in order to be able to log into the site.

That's it!

NOTE: Please be aware that each VAN request only creates 1 instance of the vendor request page. After a vendor accesses the information, the page will expire and you will need to create another one, should you need one. The page will also expire on its own after 30 days if it is not used.

Contact the Office of Human Resources for employment verifications.

Office of Human Resources

Visit our website

www.uis.edu/humanresources/

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