Public Service Loan Forgiveness Employment Certification
Sutter Employees can now obtain an instant Employment Certification Form (ECF) for their PSLF application. **NOTE:** If you have any questions and/or concerns regarding the new process or experiencing login issues, please contact Experian Verify directly at **404-382-5400** or verify.pslf@experian.com, and they will be able to help you.

Follow the instructions below: Please visit https://voie.experian.com/app/ee/eeregister.aspx

1. To set up an Employee Account with Experian Verify:
2. “Create Account” and enter the following information:
   a. **Employer Access Code**: 6D964A49
   b. **SSN/SIN/ID**: Enter your Employee ID (EEID). If you don’t know your Employee ID, you can look it up in Workday. If you don’t have access to Workday, you can reach out to the Sutter Health Employee Line at **1-916-297-8300** or **1-855-398-1631** to obtain this information.
   c. **First Name**
   d. **Last Name**
   e. **DOB**: Enter your date of birth in mm/dd/yyyy format
   f. **Email Address**: Enter your Work Email Address (preferred) or Personal Email Address
3. Click on the checkbox “I agree to the terms of use.”
4. Click Create an Employee Account. Note: A password setup link will be sent to your email address. Click the link to create a password and activate your account.
5. Login with your credentials.

Once logged in:

1. Select “PSLF Letter”
2. A letter with submittal instructions and completed ECF will be generated

**PLEASE NOTE:** Experian’s PSLF fulfillment team does **not** submit your application, communicate with MOHELA/Fed Loans, or have any additional insight to your application status. **Any questions regarding your status will need to be directed to MOHELA/Fed Loans.** Updated information regarding submittal can be found at studentaid.gov.

After you get the initial employment verification from Experian.com, you will use the following information to get the **final** verification that student aid is requesting.

1) Sutter Bay Hospitals EIN: 94-0562680
2) “Electronic Signature”
3) Use verify.pslf@experian.com for the Employer’s Email Address.

Experian will then complete the DocuSign request from Federal Student Aid, on behalf of Sutter. Example: