

## EMPLOYER VERIFICATION PROCESS

To determine if an employer's registration has been approved (enabled), not approved (revoked) or disabled in the Employ Florida Marketplace (EFM), staff will need to select "Manage Employers," click on "Assist an Employer," select the appropriate region, click on the drop down box for "Registration Source" and select "Direct-Self Service Entry" and then click on the search button. A list of all employer self-registrations will appear. Clicking on "Access" in the column heading will list all "Disabled" employers first. All employers who are identified as "Disabled" will need to be verified by staff utilizing the following steps:

### Step One

Staff should determine if the employer has entered a job order and review the job order. Most illegitimate employer registrations do not result in a job order since fictitious job orders are easier to detect.

### Step Two

Staff can verify an employer registration by checking in the white business section of the phone book. If the phone number does not match, staff can do a reverse look-up on the phone number listed on the registration. A free reverse lookup is available at <http://www.anywho.com/rl.html>. If the company name matches the name on the reverse number lookup, and staff is satisfied that this employer is genuine, there is no need to proceed further. Approve the registration.

### Step Three

If staff is not satisfied at this point, the employer registration requires that a federal employer identification number (FEIN) or social security number (SSN) be entered. If it is a Florida based business, staff can verify the legitimacy by FEIN (if given) using EFM's "Staff Online Resources"- "FEIN Lookup" which is a site created by the Florida Department of State (DOS).

In the DOS site, click on the FEIN number and verify the information given against the EFM registration. If staff is satisfied that this is a match, there is no need to proceed further. Approve the registration.

If the employer uses a SSN, a lookup using the company name or the employer's name can be accomplished from the FEIN lookup screen by clicking on "Document Searches," then on "Corporation/Trademark/LLC/LP" and then on "Entity Name" or "Officer/Registered Agent" (use last name first). If staff is satisfied that this is a match, there is no need to proceed further. Approve the registration.

### Step Three

If staff is still not convinced at this point, staff should call the telephone number listed on the registration. Ask for the contact person listed on the registration. Ask questions regarding the company, how long in business, how many employees; ask again for the information on questions that are on the registration like FEIN, nature of the business, what benefits are offered, etc. to see if the answers match the responses on the registration. If there are no discrepancies in the answers, and staff believes the employer is legitimate, there is no need to proceed further. Approve the registration. If staff is still unsure, continue with the other steps until the employer is proved legitimate.

### Step Four

Check further if the registration has a post office box as its corporate address and can only be reached by leaving a message on an answering machine or with a call-center operator. Ask for a

physical address if you are able to contact the employer. A physical address can be verified through the county property appraiser's office (usually on-line). If you are not able to contact the employer or the physical address cannot be found through the property appraisal office, revoke the registration. If this is a legitimate employer they will probably call you back to find out why they were revoked. At that time staff should explain that they tried to contact the employer to verify the legitimacy of their registration and were unable to. From this point on follow the telephone verification process as directed in step three.

**Use of the first four steps should be adequate to verify the legitimacy of a business. The following steps can be taken if staff feels unsure that the business is legitimate or thinks it may be involved in illegal or immoral practices.**

#### **Step Five**

Staff can find out if the company is registered with a major business directory such as Dun & Bradstreet (<http://www.dnb.com/us/>) or Hoovers (<http://www.hoovers.com/free/>). on the Internet.

#### **Step Six**

Staff can do an Internet search on the company name to see if a website exists. Web-based businesses may have a TRUSTe certification to verify its legitimacy. Other organizations also specialize in certifying, rating and reviewing Web-based businesses. Staff should click on the certification seal to find if it is a link to the certifying entity. If not, staff should proceed to the next step.

#### **Step Seven**

Staff may want to schedule an employer visit if still unsure that this is a legitimate employer. If the employer does not wish to schedule an employer visit, then staff may wish to drive by the business address to verify that this is a correct address, and that it does appear to be a legitimate business.

#### **Step Eight**

If the company seems to be legitimate but something still seems out of the ordinary, staff can check the company's complaint record with the state consumer affairs department at (<http://www.800helpfla.com/alerts.html>) or state attorney general at ([http://myfloridalegal.com/lit\\_ec.nsf/Web+Search+Simple](http://myfloridalegal.com/lit_ec.nsf/Web+Search+Simple)).

Staff can also check with the local Chamber of Commerce in the city listed by the employer. Chamber information can be accessed at <http://www.globalindex.com/chamber/fl.shtml>.

**If staff cannot verify the legitimacy of an employer registration or believes that the business may be involved in an illegal or immoral practice, the one-stop center manager or the regional program manager should be alerted and the matter should be elevated to the agency.**