

To obtain an instant Employment Certification Form (ECF) for your PSLF application. Please follow the instruction below (Steps 2-4 are only necessary if you have never registered for the portal):

- 1. Please visit https://voie.experian.com/app/ee/eeregister.aspx
- 2. Select "create an employee account"
- 3. Enter the following:
 - a. Access Code: 44385186
 - b. Full Social Security Number
 - c. Full Name
 - d. Date of Birth
 - e. Email Address
- 4. Login with your Credentials by following prompts: A password setup link will be sent to your email address. Click the link to create a password and activate your account.
- 5. Once logged in select the "Letters" on homepage or sidebar menu
- 6. Select "PSLF Letter"
- 7. A letter with submittal instructions and completed ECF will be generated
- 8. You will need to calculate your "Average Hours per Week" by accessing your Income Verification in the employee portal.
- 9. If submitting online to MOHELA/Fed Loans/StudentAid, be sure you select "Manual Signature" from your employer.

Experian's PSLF fulfillment team <u>does not</u> 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.

