Research Foundation of the City University of New York Employee Process

To access your employment verification information, please follow these steps:

✔ Open your internet browser and go to www.quickconfirm.com.
✔ Click LOG IN located on the upper right side of the screen.
✔ Select EMPLOYEES to access the Employee Portal.
✔ Your company code is RFC0018681.
✔ Your user ID is your Employee ID Number.
✔ If you are signing on for the first time, then your password is your date of birth in MMDDYYYY format and the last four digits of your Social Security Number, MMDDYYYY####. You will then be prompted to change your password, as well as to select a few security questions and answers.

To set up a SALARY AUTHORIZATION:

After logging in, click on the tab at the top of the screen that reads "Authorize A Salary Verification". Follow the prompts to set up an authorization number and provide the verifier with the number, and your Company Code. You should also provide the website address. The verifier will then be able to access the appropriate information. In cases where the requestor needs your Social Security Number, you should only provide it in a secure/protected manner.

Please Note: This last step is not necessary if the verifier does not require salary verification. If the verifier simply needs to verify employment dates and status, you need only supply your Company Code, Social Security Number and our website address: **www.quickconfirm.com**.

If you need any further assistance, please email support@quickconfirm.com Or call 631-651-8730 option 3 or 888-505-6745 option 3.