

Employment Verification

What is Employment Verification?

- The process in which an employer affiliates an employee's registration with their company by confirming the registration type and adding a hire date.

Verifications come from two sources

- New license applications
- Employee Information Updates (individuals who currently hold a registration that are new to your company)

Who can perform Employment Verifications?

- Stakeholders - Owner/Partner/Corporate Officer/Shareholder/Manager (does not include Branch Managers)

Verify the individual works for your company

- Yes, add hire date or
- No and select a reason for denial

After employment is verified, payment must be made

- Employer can choose to pay
- Employee can self-pay

Employment Verification process

1. When individuals submit application, the confirmation screen directs them to inform their employer of pending employee verifications.
2. Business Stakeholders (owners/ partners/corporate officers/shareholders/manager) [Sign-In](#) with their personal email address (not the business email address) to view employee verification requests. If you have never logged in before or have forgotten your password, click on "[Can't Login](#)" and follow the steps to gain access to your TOPS profile.

The image shows a screenshot of the TOPS (Texas Online Private Security) website. The header includes the TOPS logo and the Texas Department of Public Safety seal. The main content area is titled "Welcome to the TOPS License and Endorsement Application" and provides instructions for users. A hand is holding a smartphone displaying the TOPS mobile app interface, which shows a "Thank you for your payment" message and a list of licenses. A red box highlights a "Sign In" form on the right side of the page, which includes fields for "Email Address" and "Password", a "Login" button, and a "Can't Login?" link. The footer contains three columns of links: "POPULAR LINKS", "APPLICANTS", and "INFORMATION".

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Sign In
Email Address required

Password required

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When you sign in, the "My Profile" tab will be displayed - click on the "My Businesses" tab

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Logged in as Sample Person. [Logout](#)

My Profile My Applications My Registrations My Business Applications **My Businesses**

Private Security Company

Type: Contracting Company License #: C04161901 Status: Active Expires: 05/31/2018

Add Branch View Details View Certificate Employee Report

ex. John Smith 78701 C123 Employee Search

+ Employment Verifications

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- Employment Verifications are found in My Businesses.
- If you are a stakeholder in more than 1 business, you will need to locate the appropriate business listing.
- Employment Verifications and Employee Payments will only be present if there are pending items.
- Click on the + sign next to Employment Verifications to view/access pending items.

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Private Security Company

Type: Contracting Company License #: C04161901 Status: Active Expires: 05/31/2018

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ex. John Smith 78701 C12: [Employee Search](#)

+ Employment Verifications

+ Employee Payments

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- Locate the individual requiring the verification. If it is the correct registration type, click the “Add Hire Date” action button.

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Employment Verifications

Name	Registration Type	Application Type	Received On	Address	Actions
Haynes, Roger	Alarm Salesperson	Original	07/12/2017	Austin, TX	Add Hire Date Deny
Fish, Blue	Alarm Salesperson	Original	06/28/2017	Beach, TX	Add Hire Date Deny

- Once you have verified the registration type is correct, add the date of employment.

Employee Haynes, Roger

Are these the correct registration type(s)? required
Alarm Salesperson

Yes No

Date of Employment
mm/dd/yyyy

Type: Contracting Company License #: C04161901 Status: Active Expires: 05/31/2018

Employment Verifications

Name	Registration Type	Application Type	Received On	Address	Actions
Haynes, Roger	Alarm Salesperson	Original	07/12/2017	Austin, TX	<input type="button" value="Add Hire Date"/> <input type="button" value="Deny"/>
Fish, Blue	Alarm Salesperson	Original	06/28/2017	Beach, TX	<input type="button" value="Add Hire Date"/> <input type="button" value="Deny"/>

- If the registration type is incorrect or you locate a person you do not wish to register, click the “Deny” action button.

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- Select the reason for “denial”.

Deny Employee Haynes, Roger

What is the reason for denying this employee? required

select one

- select one
- This person does not work for me
- Incorrect Registration
- Duplicate Registration

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Payment

- NOTE: An application is not submitted to DPS until payment is complete. The employer can elect to pay for the application or allow the employee to pay.
- Employer Payment: Following Employment Verification, a new item will appear under your business for Employee Payments. Employer will click on the + sign next to Employee Payments to view all applications that are ready for payment.
- Applicant Payment: Following Employment Verification, applicants that are new to private security will receive an email with a link to make the payment; applicants that are currently registered will login to their TOPS profile and click the pay button under “My Applications”.

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+ Employment Verifications

+ Employee Payments

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- If there are multiple employees listed, check the box to the left of the employee name to select the application for payment, or check the box to select all for payment. Then click on the Pay for Applications button.

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Employee Payments

Select All Payments

Pay	Name	Registration Type	Application Type	Address	Expiration	App Fee
<input type="checkbox"/>	Haynes, Roger	Alarm Salesperson	Original	Austin, TX	07/28/2017	\$62.00

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Type: Contracting Company License #: C04161901 Status: Active Expires: 05/31/2018

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Pay	Name	Registration Type	Application Type	Address	Expiration	App Fee
<input type="checkbox"/>	Haynes, Roger	Alarm Salesperson	Original	Austin, TX	07/28/2017	\$62.00

[Pay for Applications](#)

- Once you have selected Pay for Applications, you will be taken to a confirmation screen. If there is an application listed that should not be, it can be removed by checking the box to the left of the name and clicking the Remove button.




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[My Registrations](#)
[My Business Applications](#)
[My Businesses](#)

Business: Private Security Company Texas.gov Price: \$62.00

Remove	Name	Registration Type	Address	Application Expiration Date	Total
<input type="checkbox"/>	Haynes, Roger	Alarm Salesperson	Austin, TX	07/28/2017	\$62.00

[Remove](#)

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- If this is correct, select your method of payment – Credit Card or Electronic Check
- Selecting a method of payment will progress to the Payment process.
- Once payment is complete, you will see a confirmation page displaying the next steps. This information will also be sent in email.

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