Printing Employment Verification Letter

Please follow the below instructions on how to print an Employment Verification Letter after generating the letter via the Employment Verification System. **Google Chrome and Firefox are the preferred browsers.**

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Google Chrome:



After clicking the Print button, select the Download icon, document can then be printed.

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to download the document as a PDF and save. The

OR click on the Print icon,

to print the document.



To ensure the print area fits on the size of the page, click on **More Settings** and select **Fit to printable area**. Then click **Print**.

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OR click on the Print icon, 👘 to print the document.



To ensure the print area fits on the size of the page, click on **More Settings** and scroll down to select **Fit to page width** listed under Scale. Then click **Print**.

