

# 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.**

**Google Chrome:**



After clicking the Print button, select the Download icon,

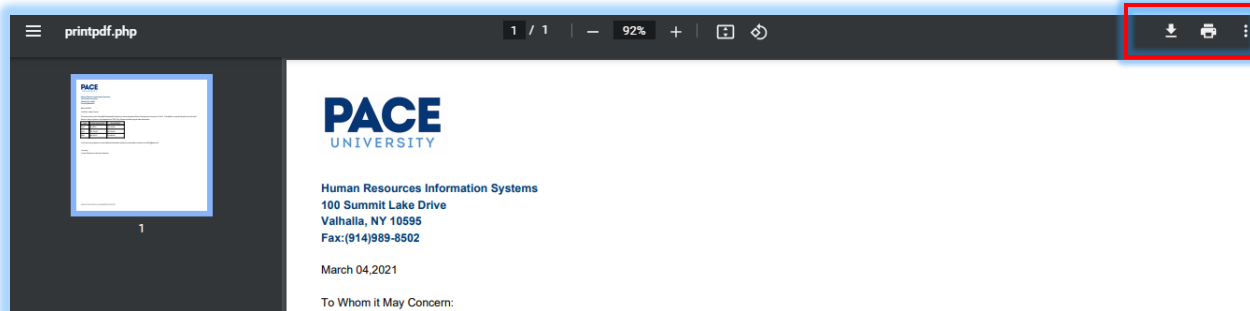


to download the document as a PDF and save. The document can then be printed.

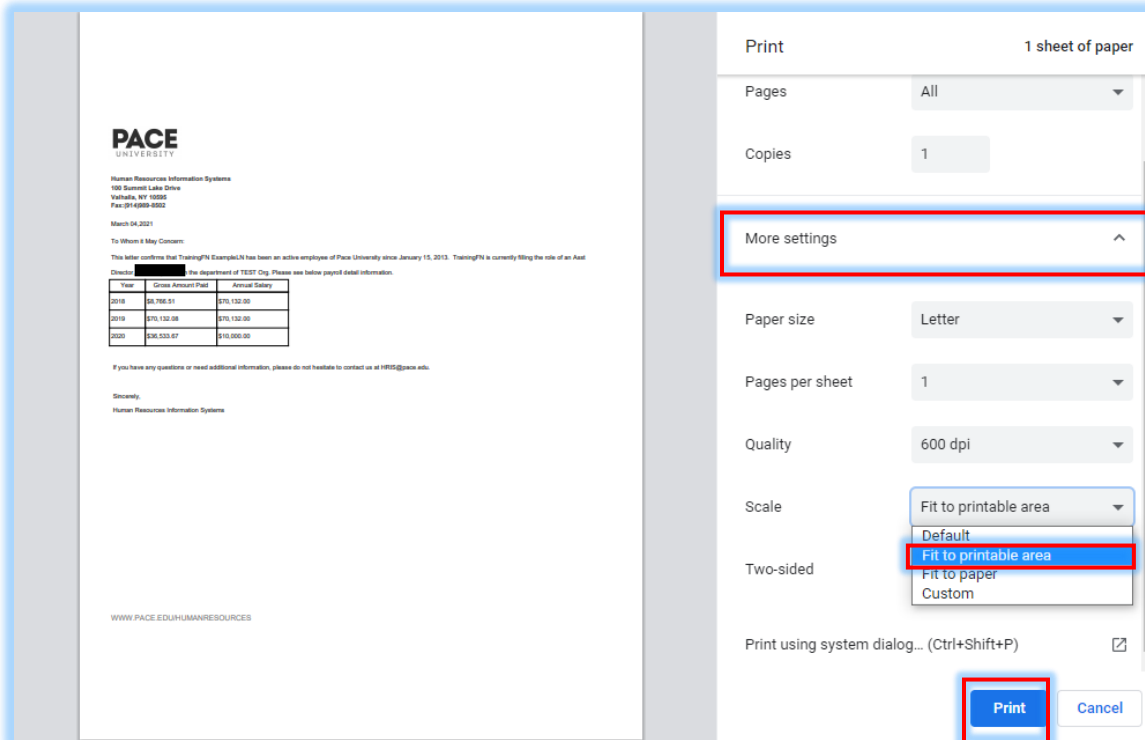
OR click on the Print icon,



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**.

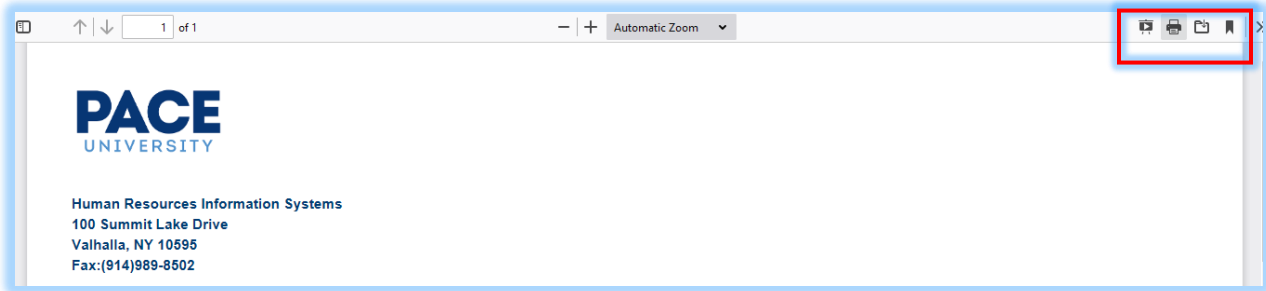


**Firefox:**



After clicking the Print button, select the Download icon,  to download the document as a PDF and save. The document can then be printed.

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**.

