



The Work Number<sup>®</sup> is an automated service that accelerates credit decisions by providing verifiers mortgage lenders, credit card companies, auto dealers and more—with proof of your employment or income, instantly and securely.

This document provides step-by-step instructions on how you can access The Work Number to perform two functions available to employees:

- View your free annual Employee Data Report, a record of your information contained on The Work Number database and a list of the verifiers who have accessed that information
  - or-
- b. Generate a **Salary Key**, a single-use, six-digit code that you can provide to a verifier as consent to access your income information. *Note: In most cases, your consent is provided at the point of application for a service—when you sign a loan application or similar agreement—and a Salary Key is not required, but if you are asked to provide one, the below instructions will show you how.*

# Accessing the www.theworknumber.com

1. Click the "I'm an Employee" tab VERIFICATION SERVICES | Main Menu Contact Us 2. Click "Enter Site" I want to **Commercial Verifiers** Social Service Verifiers 3. Enter your employer's name or code I'm a Verifier Are you a government agency Do you need proof of employment or income to grant looking for employment and income to determine eligibility for government assistance? credit? Do you need proof of employment or income to monitor your portfolio of loans? Do you want to check work (or use the "Find Employer Name" history for a job candidate? look-up feature) I'm an Employee 4. Click "Log In" I'm an Employer VERIFICATION SERVICES | Main Menu Contact Us Provide Verifiers Secure Access to Your Employment and Income Information. Looking for your I'm a Verifier W-2? Are you an employee whose employer has their records on The Work Number? Are you needing to provide a salary key to a verifier? Need to access webManage I'm an Employee Enter Site I'm an Employer I'm not sure WORK ent Data Report Why The Work Number FCRA Help Enter your Employer below acv Employer Name or Code 3 id employer name personal information is protected With your consent your personal data can be retreived only by credentialed verifiers. Log In Δ Privacy Better Service Consent Security

# Accessing the www.theworknumber.com (continued)

## 5. Enter your User ID

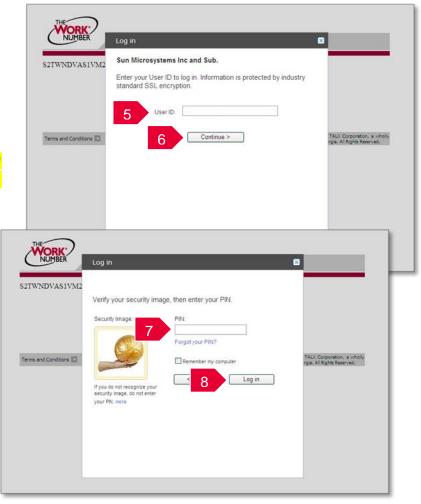
Note: If this is your first time accessing The Work Number, you will use a default User ID and PIN sequence established by your employer. For Penn State employees, the default ID&PIN scheme is: ID: Social Security Number (9 digits, no dashes) PIN: Last Four Digits of SSN and Birth Year

#### 6. Click "Continue"

### 7. Enter your PIN

Note: If this is your first time accessing The Work Number, you will be guided through some additional, simple account setup steps. Our site protects your data privacy using a secure, Risk Based Authentication system similar to many banking and financial services sites.

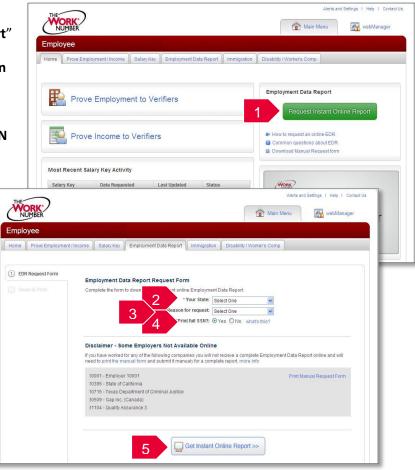
#### 8. Click "Log In"



Alerts and Settings | Help | Contact Us

# Accessing your Employee Data Report (EDR)

- 1. Click "Request Instant Online Report"
- 2. Select the state you are employed in
- 3. Select a reason for your request
- Select whether to show your full SSN on the report or mask it
- 5. Click "Get Instant Online Report"



# EDR by mail

Note: In some cases your EDR might not be available for online viewing. However, you can select the **"Print Manual Request Form"** option, complete the form, mail it to the address listed, and a paper copy of your EDR will be mailed to you within 15 days of receipt and processing.

	NUMBER	Main Menu 🚮 webManager
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informati when you simply or	In its bis used to request a copy of your Employment Data Report. An Employment Data Report is a disclosure of the tion available to authorized companies economicg your employment at a TAX. Clinet, as well as details of inflamces intermation was provided to authorized companies. To necesia a cargo your perhlphytemic Data Report by mail complete and other this form along with petor of identity and proof of address. One item from each of the following genesis is required:	n Disability / Worker's Comp
Proof of Please in of the fol - Stat - Stat	Hearing Proof of Address Models photograp Hearing indicate a photograp of one of the following, dates which the last two months Moning Units must inference requestor's name and making address); Hearing II Hearing II Hearing	nt Data Report.
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1		● Yes ○ No what's this?
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	Street Address (residence)	
	City, State, Zip:	e
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6	(10396) State of California:	
	(14817) Oregon State University	
Your Soci	ial Security Number will be displayed on your Employment Data Report unless you indicate otherwise below.	
3	Check here it, for security reasons, you want no more than the last four digits of your Social Security Number to appear on your Employment Data Report.	
Please rea	ad and sign the following statement. Your signature acknowledges your agreement.	Online Report >>
4	By submitting this form, I state that all of the information contained is true to the best of my knowledge.	
	Signature: Date:	
	spleting this form, please return it by mail or fax. The mailing address and fax number are provided below. If to include your proof of identity and proof of address from the lists above.	
nembe	TALX Corporation Fax: (877) 879-8182	
5	ATTN: EDR 1845 Borman Ct.	
	Suhe 337 St. Louis, MO 63146	
	Your request will be processed within 15 days of receipt and then mailed to you.	

# **Creating and managing Salary Keys**

Note: In most cases, your consent to have a verifier access your income information has already been established at the time of application and you will not need to generate a Salary Key. However, if instructed to do so, here's how:

### 1. Click "Prove Income to Verifiers"

### 2. Click "Create Salary Key"

 Provide the newly created salary key to the verifier, along with your employer name or code and your social security number.

Note: At any point, select the "Salary Key Activity" link to view the status (used, unused, expired of any keys you have created.

