

Quick Guide to Logging into The Work Number

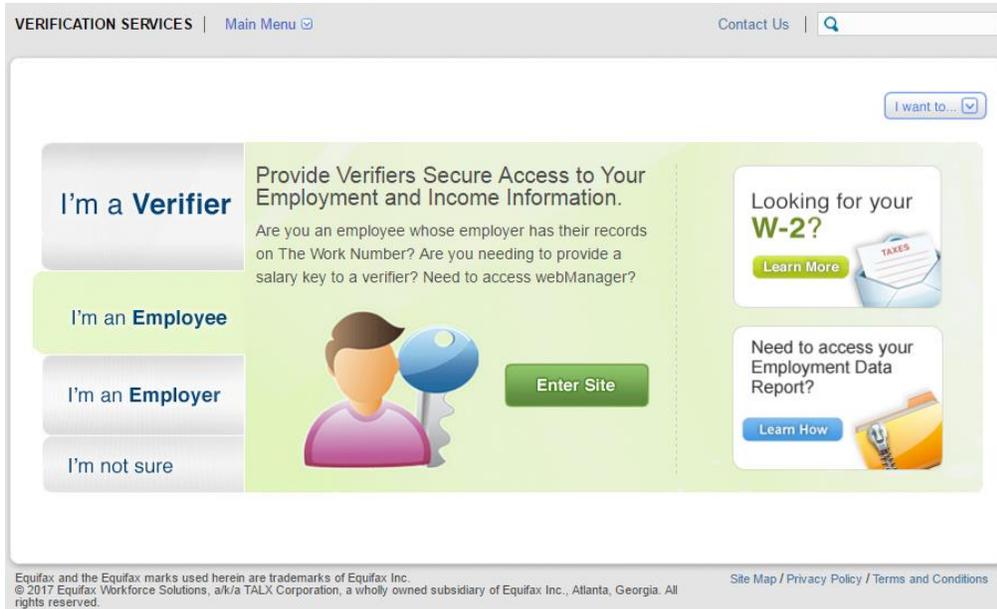
1. Go to <http://www.theworknumber.com/>
2. Select “I’m an Employee” and click “Enter Site”
3. Click the “Log In” button on the top right of the screen.
4. You will receive a pop-up window. Click “Log In”.
5. Enter Employer Code **18298**
6. On the next screen, select the option for the type of verification you need. If the type of verification you need requires you to log in, please follow steps 7-9.
7. Your userID is your full SSN (Ex. 123456789).
8. Your first time PIN is your 2-digit birth month and the last 2 digits of your birth year (ex. Birthday is 12/31/1990, your first time PIN is 1290). Click “Log in” and you will be prompted to change your PIN, setup your contacts, and create your security questions.
9. You have now successfully logged into The Work Number.

For further detailed instructions with screenshots on logging into The Work Number, please continue on to the Job Aid.

The Work Number Job Aid

Logging into The Work Number

1. Go to www.theworknumber.com
2. Select “I’m an Employee” and click “Enter Site”



VERIFICATION SERVICES | Main Menu | Contact Us |

I want to...

I'm a Verifier
Provide Verifiers Secure Access to Your Employment and Income Information.
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 webManager?

I'm an Employee

I'm an Employer

I'm not sure

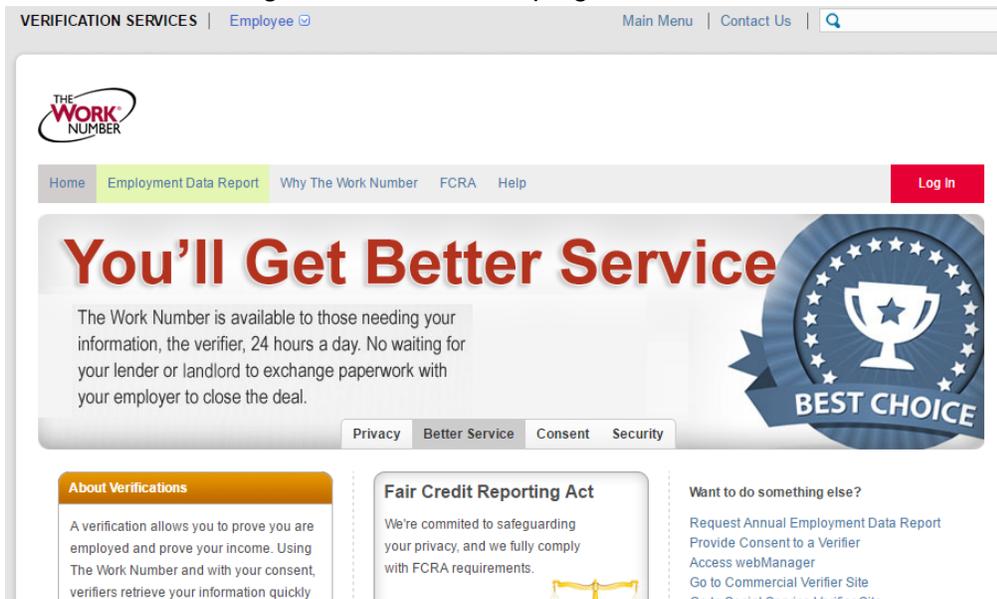
Enter Site

Looking for your **W-2?**
Learn More

Need to access your Employment Data Report?
Learn How

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3. Click the “Log In” button on the top right of the screen.



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Home | Employment Data Report | Why The Work Number | FCRA | Help | **Log In**

You'll Get Better Service

The Work Number is available to those needing your information, the verifier, 24 hours a day. No waiting for your lender or landlord to exchange paperwork with your employer to close the deal.

BEST CHOICE

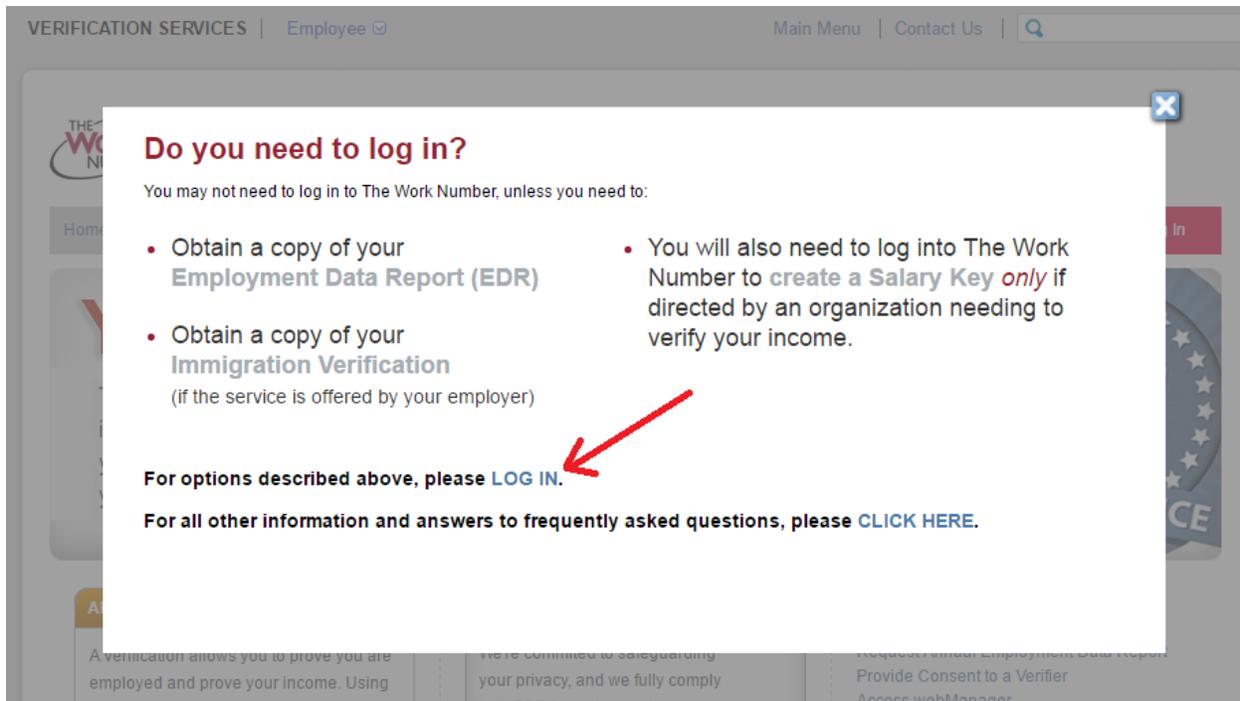
Privacy | Better Service | Consent | Security

About Verifications
A verification allows you to prove you are employed and prove your income. Using The Work Number and with your consent, verifiers retrieve your information quickly

Fair Credit Reporting Act
We're committed to safeguarding your privacy, and we fully comply with FCRA requirements.

Want to do something else?
Request Annual Employment Data Report
Provide Consent to a Verifier
Access webManager
Go to Commercial Verifier Site
Go to Social Service Verifier Site

4. You will receive a pop-up window. Click “LOG IN”.



VERIFICATION SERVICES | Employee

Main Menu | Contact Us |

Do you need to log in?

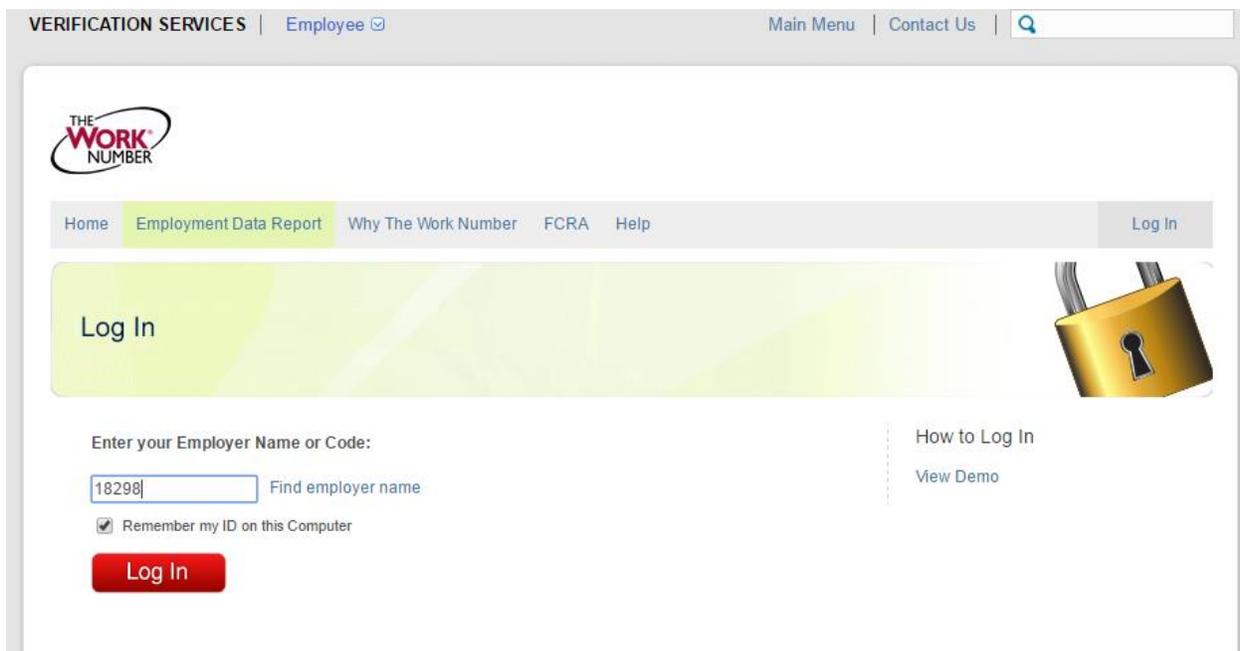
You may not need to log in to The Work Number, unless you need to:

- Obtain a copy of your **Employment Data Report (EDR)**
- Obtain a copy of your **Immigration Verification** (if the service is offered by your employer)
- You will also need to log into The Work Number to **create a Salary Key** *only* if directed by an organization needing to verify your income.

For options described above, please [LOG IN](#).

For all other information and answers to frequently asked questions, please [CLICK HERE](#).

5. Enter Employer Code “18298” and click “Log In”



VERIFICATION SERVICES | Employee

Main Menu | Contact Us |



Home | **Employment Data Report** | Why The Work Number | FCRA | Help | [Log In](#)

Log In

Enter your Employer Name or Code:

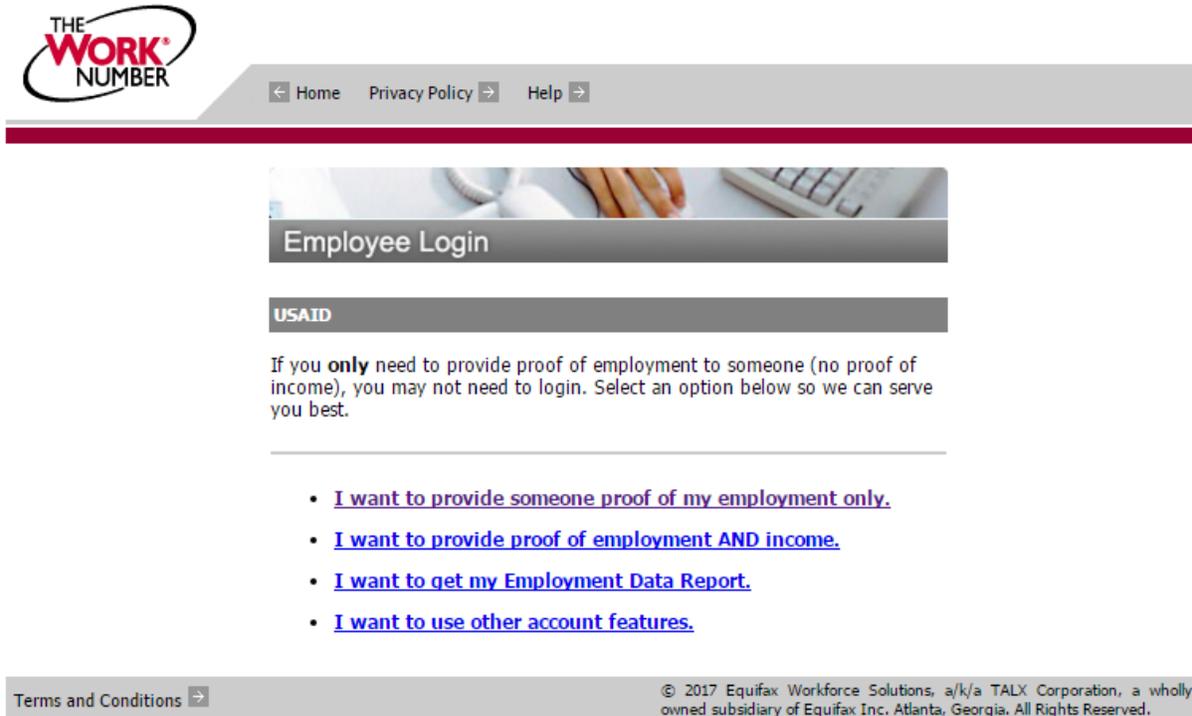
 [Find employer name](#)

Remember my ID on this Computer

[Log In](#)

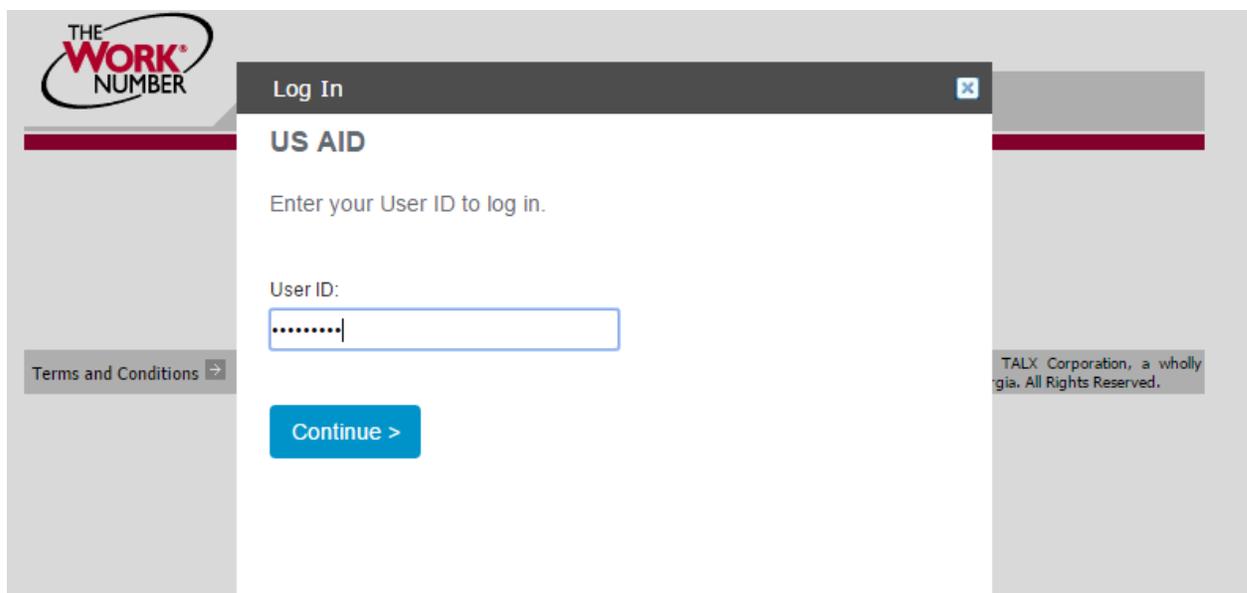
[How to Log In](#)
[View Demo](#)

6. On the next screen, select the option for the type of verification you need. If the type of verification you need requires you to log in, please follow the following steps.



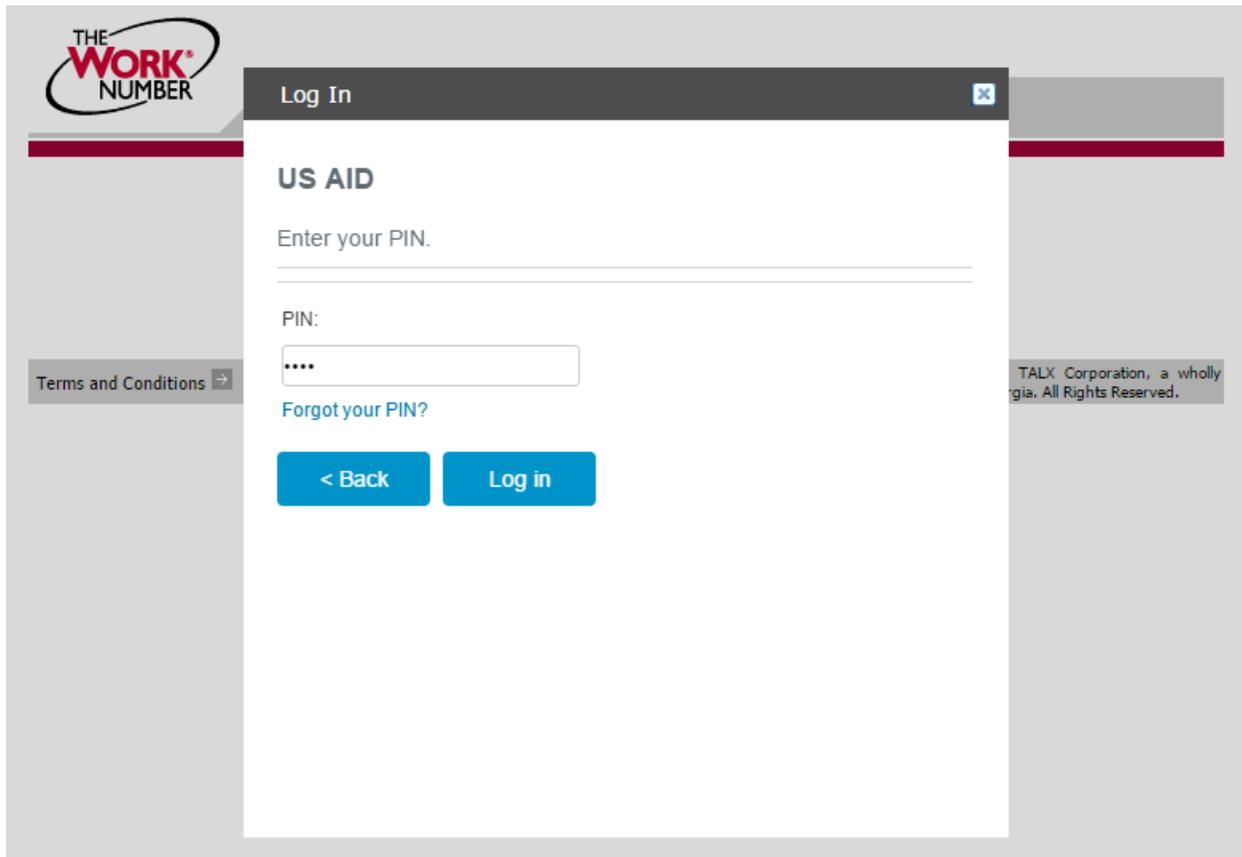
The screenshot shows the 'Employee Login' page. At the top left is the 'THE WORK NUMBER' logo. Below it is a navigation bar with links for 'Home', 'Privacy Policy', and 'Help'. The main heading is 'Employee Login'. Below this is a 'USAID' section with the text: 'If you **only** need to provide proof of employment to someone (no proof of income), you may not need to login. Select an option below so we can serve you best.' There are four bullet points with blue underlined links: 'I want to provide someone proof of my employment only.', 'I want to provide proof of employment AND income.', 'I want to get my Employment Data Report.', and 'I want to use other account features.' At the bottom, there is a 'Terms and Conditions' link and a copyright notice: '© 2017 Equifax Workforce Solutions, a/k/a TALX Corporation, a wholly owned subsidiary of Equifax Inc. Atlanta, Georgia. All Rights Reserved.'

7. Your userID is your full SSN (Ex. 123456789). Click “Continue”



The screenshot shows a 'Log In' modal window. The modal has a title bar with 'Log In' and a close button. Below the title bar is the 'US AID' logo. The text inside the modal says 'Enter your User ID to log in.' Below this is a 'User ID:' label and a text input field containing several dots. At the bottom of the modal is a blue 'Continue >' button. The background shows the 'THE WORK NUMBER' logo and a 'Terms and Conditions' link. A copyright notice is visible in the bottom right corner: 'TALX Corporation, a wholly owned subsidiary of Equifax Inc. Atlanta, Georgia. All Rights Reserved.'

8. If this is the first time logging in, then your first time PIN is your 2-digit birth month and the last 2 digits of your birth year (ex. Birthday is 12/31/1990, your first time PIN is 1290). Click “Log in” and you have the ability to change your PIN, setup your contacts, and create your security questions

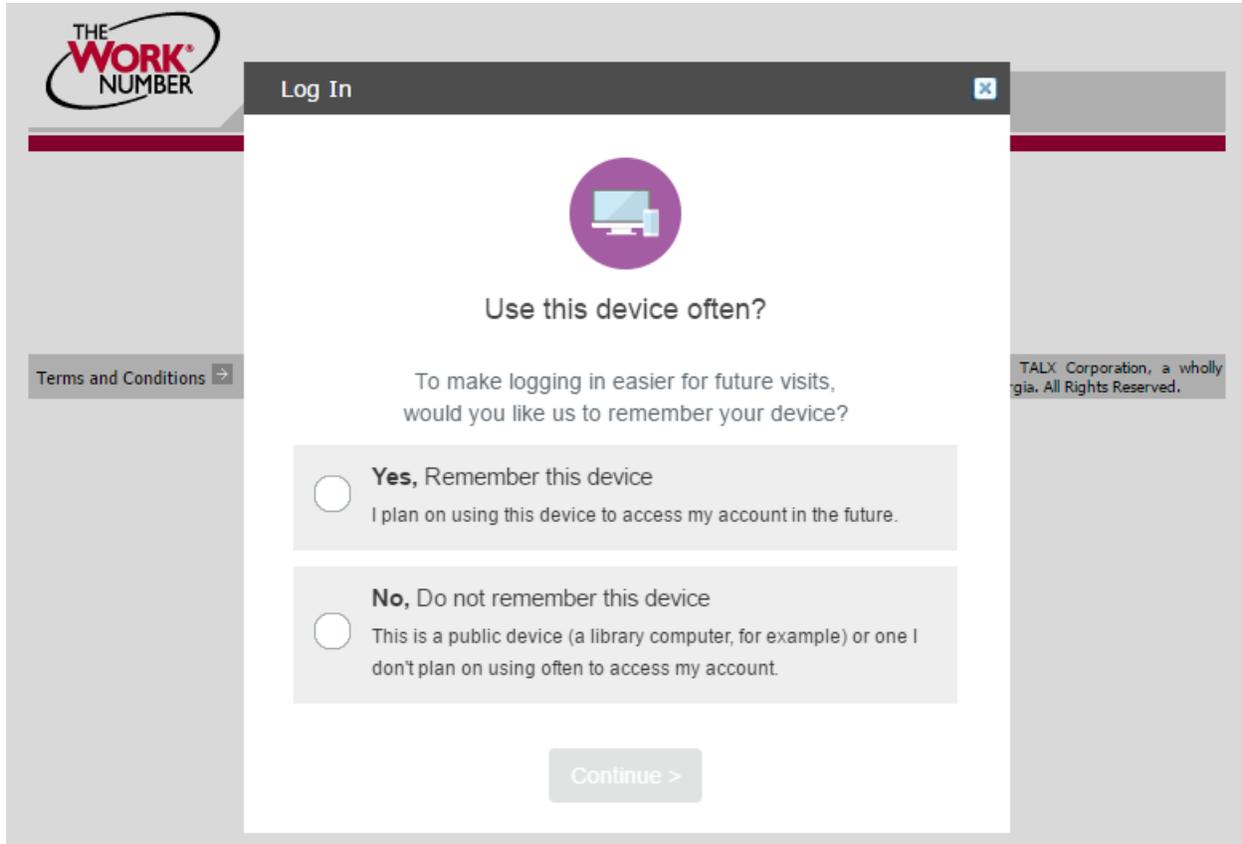


The screenshot shows a 'Log In' modal window with the following elements:

- Log In** (modal title)
- US AID** (header)
- Enter your PIN. (text label)
- (text input field)
- PIN: (text label)
- (password input field)
- [Forgot your PIN?](#) (link)
- [< Back](#) (button)
- [Log in](#) (button)

Additional elements visible in the background include the 'THE WORK NUMBER' logo, a 'Terms and Conditions' link, and a footer for 'TALX Corporation, a wholly owned subsidiary of TALX Corporation. All Rights Reserved.'

9. You will see a pop window asking you if you want the website to remember you, select one of the options and click “Continue”



THE WORK NUMBER

Log In

Use this device often?

To make logging in easier for future visits, would you like us to remember your device?

Yes, Remember this device
I plan on using this device to access my account in the future.

No, Do not remember this device
This is a public device (a library computer, for example) or one I don't plan on using often to access my account.

Continue >

Terms and Conditions →

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10. You have now successfully logged into The Work Number

Employment Verifications | My Other Solutions Member: | My Account Log Out

Alerts and Settings | Help | Contact Us

THE WORK NUMBER [Main Menu](#)

Employee

Home | [Prove Employment / Income](#) | [Salary Key](#) | [Employment Data Report](#)



[Prove Employment to Verifiers](#)



[Prove Income to Verifiers](#)

Most Recent Salary Key Activity

Salary Key	Date Requested	Last Updated	Status
Data Unavailable			

[+ New Salary Key](#)

Employment Data Report

[Request Instant Online Report](#)

[How to request an online EDR](#)

[Download Manual Request form](#)



How to Create a Salary Key

How to Provide Verifiers Access to your Employment and/or Income Verification

To prove Employment to Verifiers **, follow the quick instructions below:

1. Give the lender the Employer code “18298”
2. Give the lender your full Social Security Number
3. Tell your lender to go to www.theworknumber.com and enter this information to get a verification

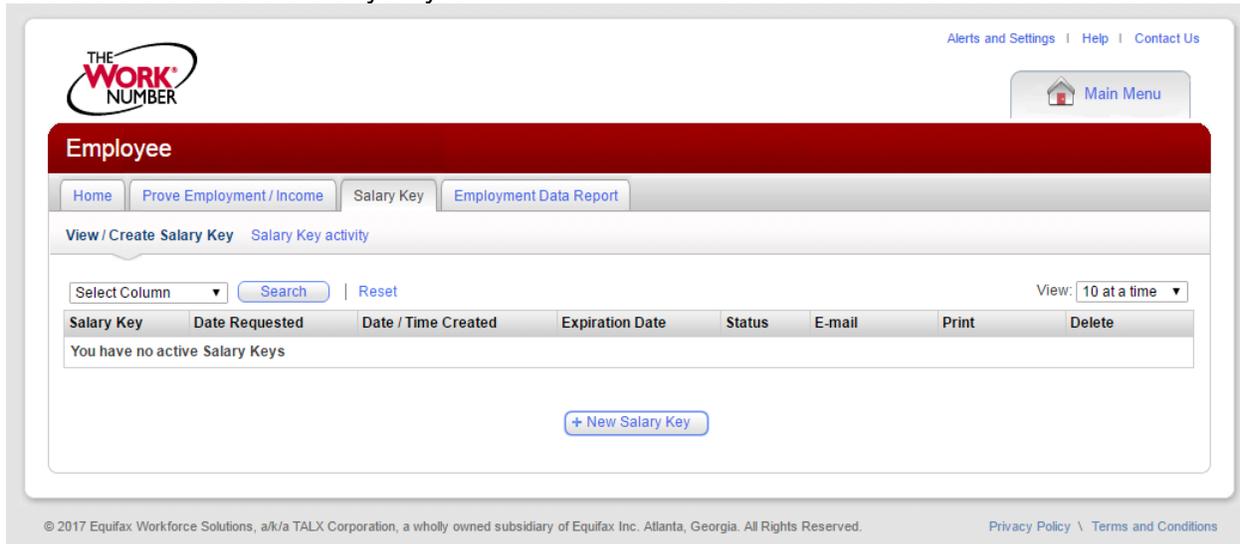
To prove Income to Verifiers **, follow the quick instructions below:

1. Give the lender the Employer code “18298”
2. Give the lender your full Social Security Number
3. Create a Salary Key to give to the lender as your authorization for release of income
4. Tell your lender to go to www.theworknumber.com and enter this information to get a verification

***Verifiers must be registered with The Work Number to access your employment information. As an alternative they may also call 800-367-5690 to obtain this information.*

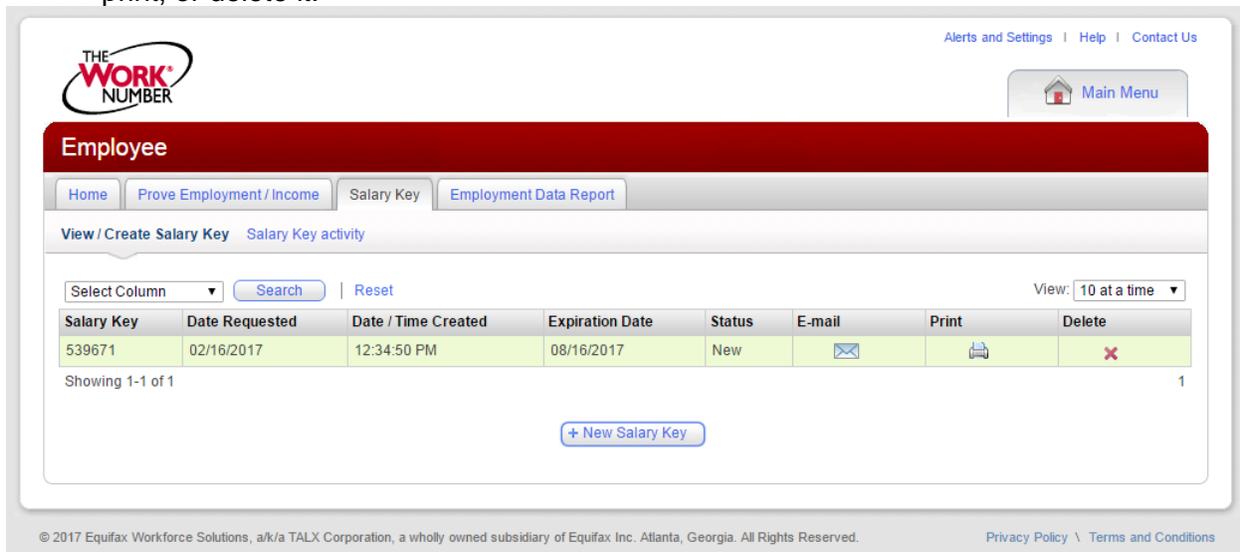
How to Create a Salary Key

1. Login to <http://www.theworknumber.com/>
2. Select the “Salary Key” tab
3. Click the “New Salary Key” button



The screenshot shows the 'Employee' section of the Work Number portal. The 'Salary Key' tab is selected. Below the navigation tabs, there is a search bar with a 'Search' button and a 'Reset' link. A table with the following columns is displayed: Salary Key, Date Requested, Date / Time Created, Expiration Date, Status, E-mail, Print, and Delete. The table is currently empty, with the text 'You have no active Salary Keys' below it. A '+ New Salary Key' button is located at the bottom of the table area. The footer contains copyright information for Equifax Workforce Solutions and links to Privacy Policy and Terms and Conditions.

4. Your new Salary Key will be added to the list and highlighted. From there you can email, print, or delete it.



The screenshot shows the 'Employee' section of the Work Number portal after a new salary key has been created. The 'Salary Key' tab is selected. The table now contains one entry with the following data:

Salary Key	Date Requested	Date / Time Created	Expiration Date	Status	E-mail	Print	Delete
539671	02/16/2017	12:34:50 PM	08/16/2017	New			

Below the table, it says 'Showing 1-1 of 1'. A '+ New Salary Key' button is still present at the bottom. The footer contains copyright information for Equifax Workforce Solutions and links to Privacy Policy and Terms and Conditions.

If you have any questions or need assistance, you can contact the Work Number at: <http://www.theworknumber.com/> or call The Work Number Client Service Center at 1-800-996-7566 or 1-800-424-0253 (TTY – Deaf). All other questions should be referred to the HR Contact Center at 202-712-1234, Option 2, or HR-Helpdesk@usaid.gov.