Guide to The Work Number

Here's an overview of some of the actions and resources available to you on theworknumber.com:

The Work Number® from Equifax is private and quickly provides automated income and employment verifications to help keep your life moving! No more searching for paystubs!

If someone needs proof of my employment – what do I do?

If the banker, the property manager, the car dealer or caseworker asks you how much money you make or to prove where you work, just tell them to go to www.theworknumber.com.

Why? Because your employer has picked The Work Number to provide this information so you can get the decisions you need 24 hours a day, 7 days a week.

If someone needs help (including mortgage lenders, property leasing, financial institutions, a government agency, etc.)?

- www.theworknumber.com
- 800-367-5690 M-F 8:00 am to 8:00 pm (ET)
- member@equifax.com

What can theworknumber.com do for me?

Get Access to your Employment Data Report (EDR):

Your Employment Data Report (EDR) provides your current and historical employment and income information on The Work Number database, as well as a list of all verifiers who have requested your information in the previous two years. Because The Work Number database complies with the Fair Credit Reporting Act, the EDR is available to you for free.

- www.theworknumber.com and click on "Solutions" then "Employment Data Report" to learn more
- 866-604-6570 EDR Request Line

See something that doesn't look right? Ask for Data Dispute Assistance:

If you notice something inaccurate on your Employment Data Report (EDR) call The Work Number Employee Service Center for assistance:

- 866-222-5880 M-F 8:00 am - 8:00 pm (ET)
- TTY- hearing impaired: 800-424-0253

The Employer Code is 21818

Want to freeze your information available to Verifiers? Ask for a Data Freeze:

If you would like to put a freeze on your employment information available to Verifiers, call The Work Number Employee Service Center for assistance:

- 866-222-5880 M-F 8:00 am - 8:00 pm (ET)
- TTY- hearing impaired: 800-424-0253

The Employer Code is 21818

How do I login to The Work Number?

- Start by going to www.theworknumber.com
- Select "Log In" and follow the simple prompts
- Enter the Employer code 21818
- If this is your first time – pick "Register Now"
- If a returning user – enter your username and password you set up.
- The screens prompts will walk you through all the steps to help verify your identity and keep your account private while offering helpful messages if you have problems.

We're Here to Help!

Have questions? Or need to talk to someone? For assistance contact The Work Number Employee Service Center at:

- 800.367.2884 M-F 8:00 a.m.–9:00 p.m. (ET)
- TTY–hearing impaired: 800.424.0253

Get a Salary Key:

A Salary Key is a single-use, six-digit code that you can provide to a verifier as consent to access your income information. Just so you know, your consent is provided at point-of-application (for example, when you sign a loan application), and a Salary Key is not normally needed – actually less than 1% of the time in most cases. But if a verifier asks you to provide one, The Work Number makes it easy to get one.

- www.theworknumber.com and login to learn more, the Employer Code is 21818

The new Salary Key can be printed or emailed with instructions for the verifier on how to use it through The Work Number.

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

Obtaining an Immigration Verification (NOTE to Employers: OPTIONAL Instructions If Contracted for service)

The Work Number service offers a fast, private way to help provide proof of employment or income to certain governmental agencies including the U.S. Department of Homeland Security, U.S. Citizen and Immigration Services, and some foreign governmental agencies or embassies. (Note that this verification pertains to employment and income only, and not to other information that may be needed during the processing of your request or application.) Visit: www.theworknumber.com, login and click on the "Immigration" tab