

The Work Number[®] 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 19 2. Click "Enter Site" I want to **Commercial Verifiers** Social Service Verifiers 3. Enter your employer's name or code I'm a Verifier Do you need proof of employment or income to grant credit? Do you need proof of employment or income to Are you a government agency looking for employment and income to determine eligibility for (or use the "Find Employer Name" onitor your portfolio of loans? Do you want to check work story for a job candid ment assistance? look-up feature) I'm an Employee Enter Site 4. Click "Log In" I'm an Employer VERIFICATION SERVICES | Main Menu Contact Us I want to 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 record 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 WORK NUMBER Data Report Why The Work Number FCRA Help Enter your Employer below acy Employer Name or Code 3 d employer name personal information is protected my ID on With your consent your personal data can d only by crede Log In Δ Privacy Better Service Consent Security Revised August 2013

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Accessing the www.theworknumber.com (continued)

5. Enter your User ID

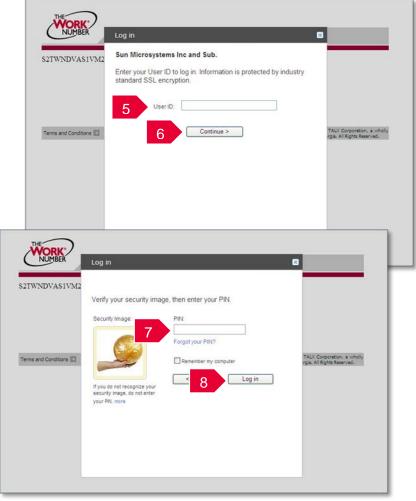
Note: If this is your first time accessing The Work Number, you will use a default User ID and PIN sequence established by your employer. For University of Maine System employees, the default ID&PIN scheme is: ID: Employee ID (no spaces or dashes) PIN: last four digits of your Employee ID plus 4 digit birth year (####YYYY)

6. Click "Continue"

7. Enter your PIN

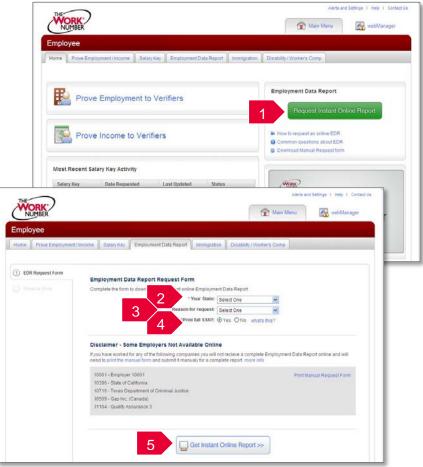
Note: If this is your first time accessing The Work Number, you will be guided through some additional, simple account setup steps. Our site protects your data privacy using a secure, Risk Based Authentication system similar to many banking and financial services sites.

8. Click "Log In"



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.

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HQ Employee Svs.	
(10398) State of California:	
(14617) Oregon State University	
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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.

