

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 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

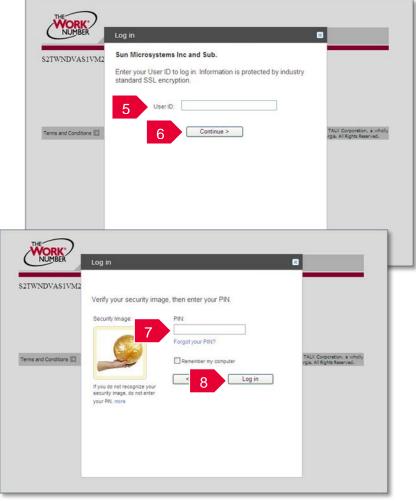
Note: If this is your first time accessing The Work Number, you will use a default User ID and PIN sequence established by your employer. For University of Maine System employees, the default ID&PIN scheme is: ID: Employee ID (no spaces or dashes) PIN: last four digits of your Employee ID plus 4 digit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

#### 6. Click "Continue"

#### 7. Enter your PIN

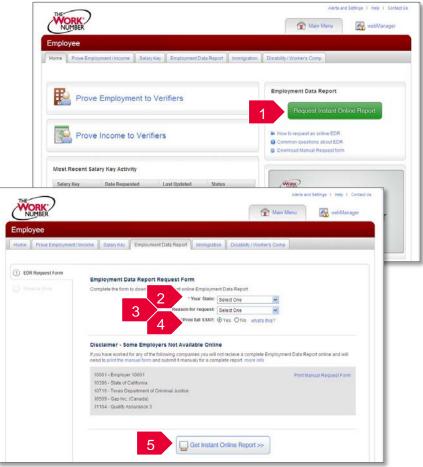
Note: If this is your first time accessing The Work Number, you will be guided through some additional, simple account setup steps. Our site protects your data privacy using a secure, Risk Based Authentication system similar to many banking and financial services sites.

#### 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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(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.

