

Accessing Your Account

To login to your account for The Work Number go to www.theworknumber.com:

- 1 Click the "I'm an Employee" tab.
- 2 Click the "Enter Site" button.
- 3 Enter your employer code. **14515**
- 4 Click "Log In."
- 5 Select the option you need.
- 6 Enter your User ID. **Enter your payroll # without the D. Example: 3XXXX or 9XXXXX. Use upper case if you have a letter in your payroll #**
- 7 Click "Continue."
- 8 Enter your PIN. **For first time log in your default PIN # is (Last 4 SSN + 4 Digit Birth Year)**
- 9 Click "Log in."
Note: You will need employee permission in the form of a Salary Key to verify income.

You have now successfully logged into The Work Number. From here you have access to all functionality in your personal account on The Work Number Web site.

You may also login to The Work Number system using the phone. Simply call 1-800-367-2884 and follow the instructional voice prompts.

If you have any questions or need additional assistance, visit www.theworknumber.com or call The Work Number Client Service Center at 1-800-996-7566 or 1-800-424-0253 (TTY – Deaf). Agents are available Monday through Friday from 7am to 8pm CT.

The screenshots show the following steps:

- 1:** The "I'm an Employee" tab is selected on the "I'm a Verifier" page.
- 2:** The "Enter Site" button is clicked on the "I'm an Employee" page.
- 3:** The "Employer Code" field is filled with "14515" on the "Employees" page.
- 4:** The "Log In" button is clicked on the "Employees" page.
- 5:** The "I want to provide someone proof of my employment only" option is selected on the "Employee Login" page.
- 6:** The "User ID" field is filled on the "Enterprise USA" login page.
- 7:** The "Continue >" button is clicked on the "Enterprise USA" login page.
- 8:** The "PIN" field is filled on the "Enterprise USA" login page.
- 9:** The "Log in" button is clicked on the "Enterprise USA" login page.