

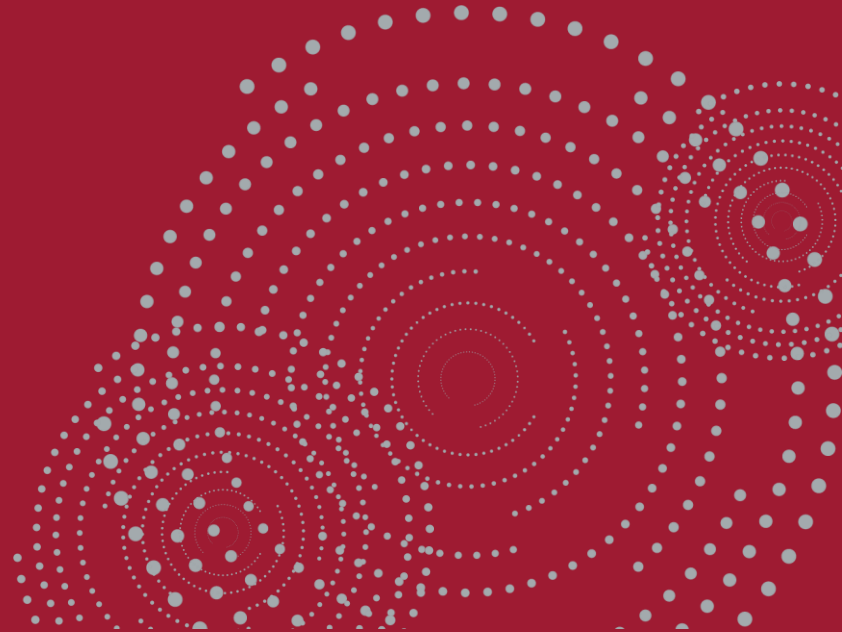
The Work Number[®]

Income and Employment Verifications

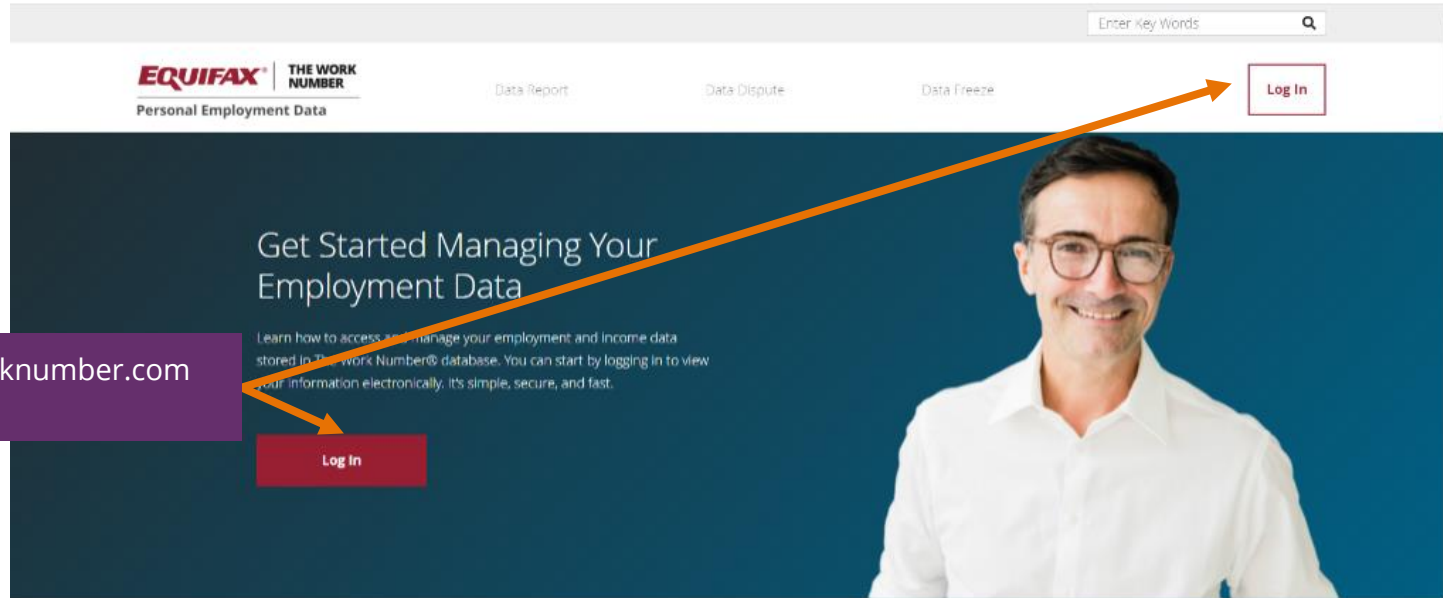


The Work Number

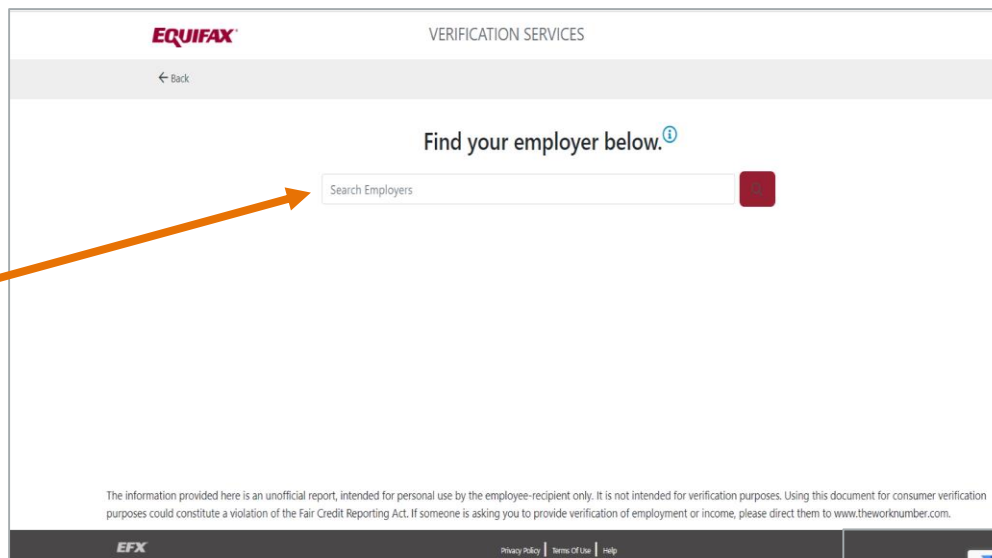
For Employees



The Work Number Login for Employees

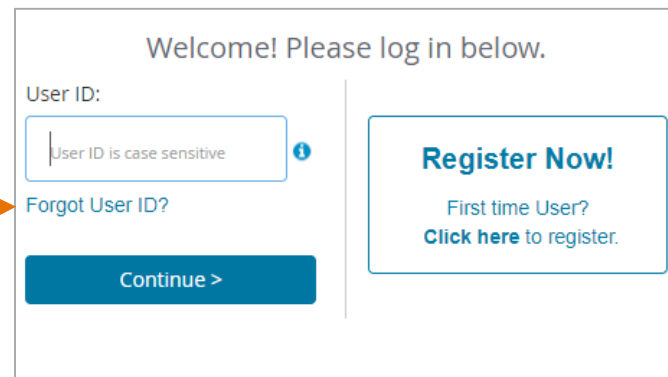


Employee enters their employer name and selects correct listing from pop-up menu



The screenshot shows the Equifax Verification Services interface. At the top, the Equifax logo and 'VERIFICATION SERVICES' are visible. Below a 'Back' button, the instruction 'Find your employer below.' is followed by a search input field labeled 'Search Employers' with a red search button. An orange arrow points from the text box on the left to this search field. At the bottom, there is a disclaimer and footer links for 'Privacy Policy', 'Terms Of Use', and 'Help'.

If this is your first time, select "Register Now". If you're a returning user, enter your username and password



The screenshot shows a login page with the heading 'Welcome! Please log in below.' It features a 'User ID:' label and a text input field with the placeholder 'User ID is case sensitive'. Below the input field are links for 'Forgot User ID?' and a 'Continue >' button. To the right, a box contains the text 'Register Now!', 'First time User?', and 'Click here to register.' An orange arrow points from the text box on the left to the 'Register Now!' button.

Request an Employment Data Report -

Employment Data Reports (EDR) shows the information The Work Number has in your file at the time of your request. It also shows a list of verifiers who have procured your information in the past 24 months.


ENTERPRISE U.S.A.


Alerts and Settings | Help | Contact Us

Main Menu

Employee

Home | Prove Employment / Income | Salary Key | **Employment Data Report** | Employment Letters

 [Prove Employment to Verifiers](#)

 [Prove Income to Verifiers](#)

Most Recent Salary Key Activity


Salary Key	Date Requested	Last Updated	Status
555555	02/23/2021	6:56:06 PM	Unused
999999	02/23/2021	4:55:43 PM	Unused

+ 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

Income Salary Key Employment Data Report Employment Letters

Employment Data Report Request Form

Complete the form to download your instant online Employment Data Report.

* Your State:

* Reason for request:


* Print full SSN?: ☒ Yes ☐ No [what's this?](#)

▼ **Disclaimer - Some Employers Not Available Online**

If you have worked for any of the following companies you will not receive a complete Employment Data Report online and will need to [print the manual form](#) and submit it manually for a complete report.

10396 - State of California
10716 - Tx Dept of Criminal Justice Human Resources HQ Employee Svs
14817 - Oregon State University

[Print Manual Request Form](#)

 [Get Instant Online Report >>](#)

Fill in the required fields

Select 'Get Instant Online Report' to generate your Employment Data Report

Understanding an Employment Data Report (EDR)

Dear Roseanne,

Thank you for requesting your Employment Data Report. Your Employment Data Report includes all employment data sent to The Work Number by your employer(s). An important document titled "A Summary of Your Rights Under the Fair Credit Reporting Act" is also enclosed. Great care has been taken to report this information correctly.

Please help us in achieving even greater accuracy by reviewing all of the enclosed material carefully.

No Verifiers have procured your data in the past 24 months. The information provided in this document is an unofficial report, intended for personal use by the employee-recipient only. It is not intended for verification purposes. Using this document for consumer verification purposes could constitute a violation of the Fair Credit Reporting Act and result in a monetary fine. If someone is asking you to provide verification of employment or income, please direct them to www.theworknumber.com.

If you need further assistance or wish to dispute any information in your Employment Data Report, please contact our Client Service Center at 866-222-5880 Monday through Friday 8am-7pm CST. Please reference case number ACDADA-14209011. If you wish, you may also contact your employer(s) at the address indicated in each employment record below.

Sincerely,
The Work Number Service Team

EMPLOYEE NAME:	Roseanne Smith
SSN:	XXXX6601
DATE:	XX/XX/XXXX

Employer Name: Employer Code: Employer Address:
Enterprise USA 91001 11432 Lackland Road
St. Louis, MO 63146-5129

Information Current as of: Employee Name:
XX/XX/XXXX ROSEANNE J SMITH

Employment Status: Most Recent Start Date: Total Time With Employer: Job Title: Rate of Pay: Average Hours per pay period:
Not Currently on Assignment 5 Years DEMO MANAGER - OPERATIONS \$18.00 Hourly \$0

Original Hire Date: Union Affiliation: Work Location(Job site):
XX/XX/XXXX NBOCW 510 11432 LACKLAND RD
ST. LOUIS, MO 63146

Year	Base Pay	Overtime	Commission	Bonuses	Other Income	Total Pay
XXXX	\$30,400.00	\$4,750.00	\$2,850.00	\$950.00	\$190.00	\$39,140.00

Next Projected Last
Date of Pay Increase: XX/XX/XXXX XX/XX/XXXX
Amount of Pay Increase: \$2.00 \$1.00

Employee Address: Employee Phone Number: Date of Birth:
123 MAIN ST. APARTMENT 3A (314) 999-0001 XX/XX/XXXX
ST. LOUIS, MO 63101-1017

WORKERS' COMPENSATION

Receiving Workers' Compensation: Carrier: Date of Injury: Date of Award: Claim Number: Claim Pending:
Y WC INSURANCE XX/XX/XXXX XX/XX/XXXX WC123456789 Y

INCOME AND DEDUCTIONS

Average Hours Per Pay Period: Pay Cycle: Payroll Deduction for All Insurance Coverage:
90 Semi Monthly \$32.00

PAY PERIOD DETAIL XX/XX/XXXX

Income	Withholding
Total Gross Earnings: \$2,179.00	Federal Tax: \$124.00
Pension: \$100.00	State Tax: \$59.00
Other Income: \$11.00	Local Tax: \$17.00
	Social Security: \$37.00
	Medicare: \$26.00
	Retirement(401k): \$132.00
	Cafeteria Plan: \$250.00
	Garnishments: \$100.00
	Other Withholding: \$42.00

HISTORICAL PAY PERIOD SUMMARY

Pay Period End Date	Pay Date	Hours Worked	Gross Earnings	Net
XX/XX/XXXX	XX/XX/XXXX	90	\$2,179.00	\$1,281.00

EMPLOYER LEVEL DISCLAIMER

SSV: This is a Social Services test - Should the employer provide a disclaimer, it will appear [here](#).

Note: Line 3 - just more [test](#) info.

VOE: This is another [test](#) to [confirm](#) the Disclaimers are being displayed without error.
Doing a post Patch promotion checkout for Mark Zhai - 7/30/2020

Employee

Home Prove Employment / Income Salary Key Employment Data Report Employment Letters



Prove Employment to Verifiers



Prove Income to Verifiers

Most Recent Salary Key Activity

Salary Key	Date Requested	Last Updated	Status
555555	02/23/2021	6:56:06 PM	Unused
999999	02/23/2021	4:55:43 PM	Unused

+ New Salary Key

Employment Data Report

Request Instant Online Report

How to request an online EDR

Download Manual Request form

Once on the **Salary Key** tab, the user can click on the "+ New Salary Key" to generate it. The page will refresh with the new Salary Key listed in the table with options to email, print, or delete.

Generating a Salary Key -

A salary key is a six-digit number that allows one-time access to your salary information. A verifier will advise when a salary key is needed. Salary keys are not commonly required.

Employee

Home Prove Employment / Income Salary Key Employment Data Report Employment Letters

View / Create Salary Key Salary Key activity

Select Column

Search

Reset

View: 10 at a time

Salary Key	Date Requested	Date / Time Created	Expiration Date	Status	E-mail	Print	Delete
555555	02/23/2021	6:56:06 PM	04/25/2021	Unused			
999999	02/23/2021	4:55:43 PM	04/25/2021	Unused			

Showing 1-2 of 2

1

+ New Salary Key

Generating an Immigration Verification -

Immigration Verifications can be used by US-based employees traveling internationally may need to periodically provide U.S. Citizenship and Immigration Services (USCIS) or government embassies with proof of employment and income information.


ENTERPRISE U.S.A.


Alerts and Settings | Help | Contact Us

Main Menu

Employee

Home | Prove Employment / Income | Salary Key | Employment Data Report | **Employment Letters**

 **Prove Employment to Verifiers**

 **Prove Income to Verifiers**

Most Recent Salary Key Activity


Salary Key	Date Requested	Last Updated	Status
555555	02/23/2021	6:56:06 PM	Unused
999999	02/23/2021	4:55:43 PM	Unused

[+ 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**

Understanding an Immigration Verification

The Immigration Verification from Equifax is only valid for use by the U.S. Department of Homeland Security, U.S. Citizenship and Immigration Services, and Foreign Government Agencies and Embassies. It is not suitable for use by lending institutions, credit agencies, pre-employment firms, property managers, or other private sector entities. This verification does not comply with the underwriting requirements of Fannie Mae or Freddie Mac, nor does it satisfy other standards typically required for private industry verifications.

ABC
Company

123 Main St
St Louis, MO 63146
US

IMMIGRATION LETTER

April 07, 2021.

To Whom It May Concern,

Please see the details below provided by ABC Company.

Name: **Ann Example**

Employment Status: **Active**

Job Title: **Operations Manager**

Most Recent Start Date: **08/01/2000**

Total Time With Employer: **3 Years, 8 Months**

Rate of Pay: **\$34.58 Hourly**

Sample - Employer Disclaimer goes here.

Sincerely,

Sample

The Immigration Verification is only valid for use by the U.S. Department of Homeland Security, U.S. Citizenship and Immigration Services, and Foreign Government Agencies and Embassies. The verification above is a summary of data provided to The Work Number by the employer stated above. If any of the listed information is missing, it is because the employer did not provide this information for inclusion in The Work Number. Information not provided by the employer is shown as "Data Not Provided."

This document is not suitable for use by lending institutions, credit agencies, pre-employment firms, property managers, or other private industry or social service agency entities who are determining an individual's eligibility for any employment, credit, governmental benefit or other purposes authorized under the FCRA. This letter does not comply with the underwriting requirements of Fannie Mae or Freddie Mac, nor does it satisfy other standards typically required for private industry and social service agency verifications. You may obtain an official verification from the Work Number by visiting theworknumber.com

For questions, Call: 1-800-996-7566
(Hearing impaired clients may call 1-800-424-0253 / TTY)

Website: www.theworknumber.com

Thank you.

