

# The Work Number®

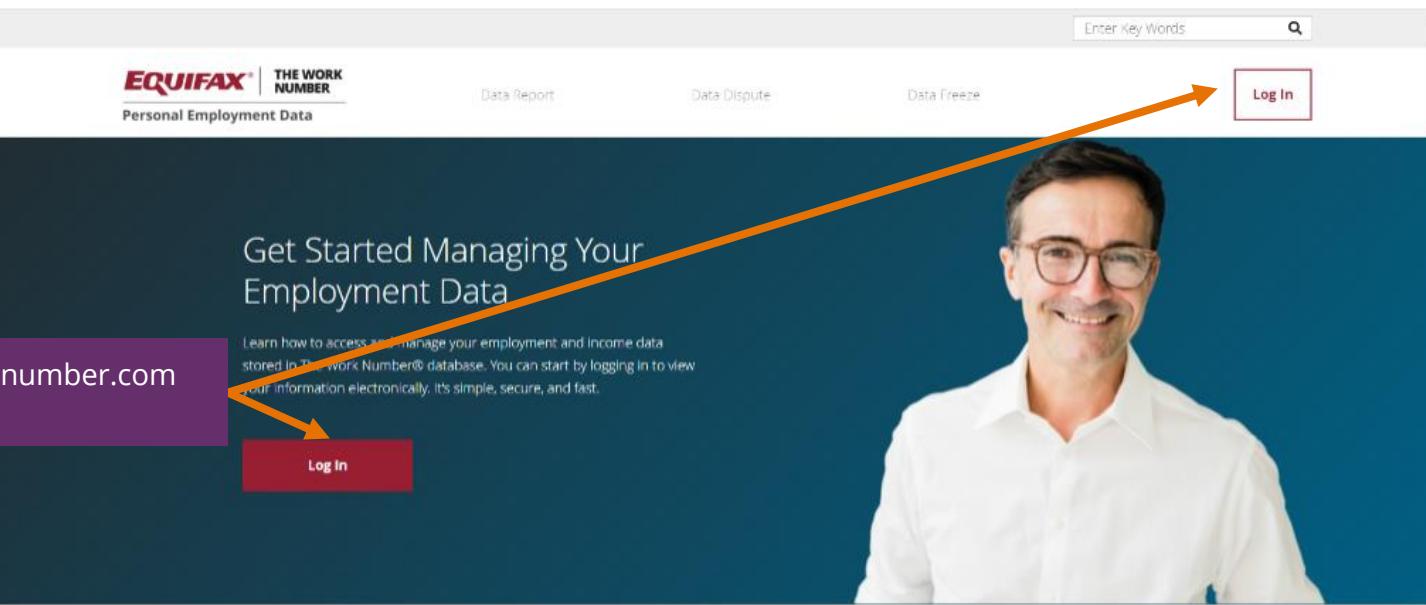
Income and Employment Verifications



# The Work Number For Employees



# The Work Number Login for Employees



Visit [employees.theworknumber.com](http://employees.theworknumber.com) and select 'Log In'

Get Started Managing Your Employment Data

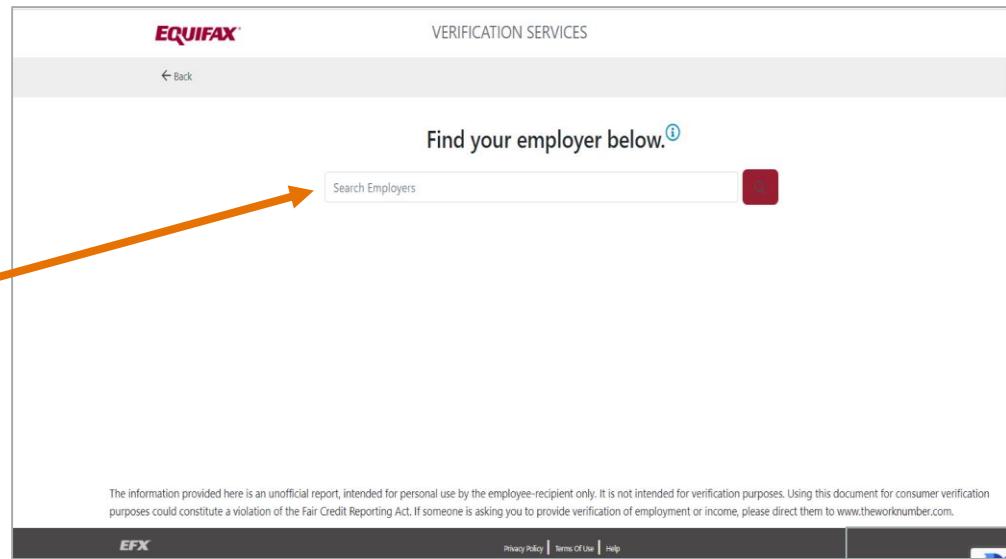
Learn how to access and manage your employment and income data stored in The Work Number® database. You can start by logging in to view your information electronically. It's simple, secure, and fast.

**Log In**

Enter Key Words

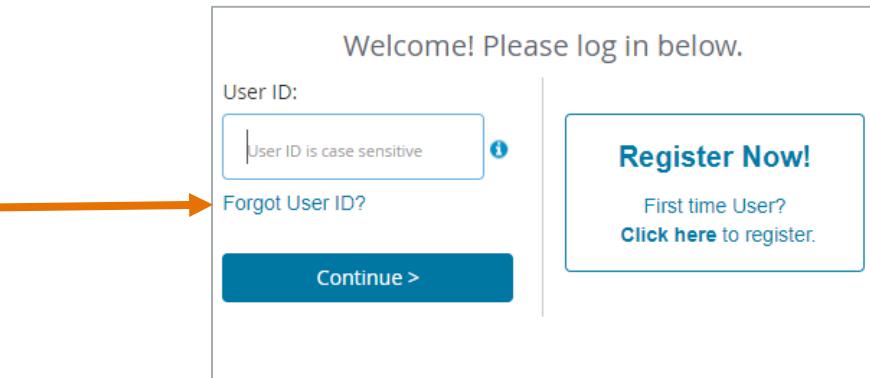
**Log In**

The screenshot shows the homepage of the Work Number website. At the top, there is a navigation bar with links for 'Data Report', 'Data Dispute', and 'Data Freeze'. Below the navigation bar, there is a search bar with the placeholder 'Enter Key Words' and a search icon. The main content area features a large image of a smiling man with glasses. To the left of the image, there is a call-to-action button labeled 'Log In'. Two orange arrows point to this 'Log In' button: one from a text box on the left side of the page, and another from the top right corner of the page. The text box on the left contains the instruction 'Visit [employees.theworknumber.com](http://employees.theworknumber.com) and select 'Log In''. The overall layout is clean and professional, designed to guide users to the login process.



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

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



## 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.

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Employee

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

 [Prove Employment to Verifiers](#)

 [Prove Income to Verifiers](#)

**Employment Data Report**

[Request Instant Online Report](#)

[How to request an online EDR](#)  
[Download Manual Request form](#)

**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](#)

 [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.

Fill in the required fields

**\* Your State:** Select One 

**\* Reason for request:** Select One 

**\* 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 Svcs  
14817 - Oregon State University

 [Print Manual Request Form](#)

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

  [Get Instant Online 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](http://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: XXXXX6001	Date: XX/XX/XXXX																								
<b>Employer Name:</b> Employer Code: Employer Address: Enterprise USA 91001 11432 Lackland Road St. Louis, MO 63146-5129																										
<b>Information Current as of:</b> Employee Name: XX/XX/XXXX ROSEANNE J SMITH																										
<b>Employment Status:</b> 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 90																										
<b>Original Hire Date:</b> Union Affiliation: Work Location(Job site): XX/XX/XXXX NBOOW 510 11432 LACKLAND RD ST. LOUIS, MO 63146																										
Year XXXX	Base Pay \$30,400.00	Overtime \$4,750.00	Commission \$2,850.00	Bonus \$950.00	Other Income \$190.00	Total Pay \$39,140.00																				
<b>Next Projected Last</b> Date of Pay Increase: XX/XX/XXXX XX/XX/XXXX Amount of Pay Increase: \$2,000 \$1.00																										
<b>Employee Address:</b> 123 MAIN ST APARTMENT 3A (314) 999-0001		<b>Employee Phone Number:</b> XX/XX/XXXX		<b>Date of Birth:</b> ST. LOUIS, MO 63101-1017																						
<b>WORKERS' COMPENSATION</b> 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																										
<b>INCOME AND DEDUCTIONS</b> Average Hours Per Pay Period: Pay Cycle: Payroll Deduction for All Insurance Coverage: 90 Semi Monthly \$32.00																										
<b>PAY PERIOD DETAIL XX/XX/XXXX</b> <table border="1"><tr><td>Income</td><td>Withholding</td></tr><tr><td>Total Gross Earnings: \$2,179.08</td><td>Federal Tax: \$124.00</td></tr><tr><td>Pension: \$100.00</td><td>State Tax: \$59.00</td></tr><tr><td>Other Income: \$11.00</td><td>Local Tax: \$17.00</td></tr><tr><td></td><td>Social Security: \$37.00</td></tr><tr><td></td><td>Medicare: \$26.00</td></tr><tr><td></td><td>Retirement/401k: \$132.00</td></tr><tr><td></td><td>Cafeteria Plan: \$250.00</td></tr><tr><td></td><td>Garnishments: \$100.00</td></tr><tr><td></td><td>Other Withholding: \$42.00</td></tr></table>							Income	Withholding	Total Gross Earnings: \$2,179.08	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
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<b>HISTORICAL PAY PERIOD SUMMARY</b> <table border="1"><tr><td>Pay Period End Date XX/XX/XXXX</td><td>Pay Date XX/XX/XXXX</td><td>Hours Worked 90</td><td>Gross Earnings \$2,179.08</td><td>Net \$1,281.08</td></tr></table>							Pay Period End Date XX/XX/XXXX	Pay Date XX/XX/XXXX	Hours Worked 90	Gross Earnings \$2,179.08	Net \$1,281.08															
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<b>EMPLOYER LEVEL DISCLAIMER</b> SSN: 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 Zhao - 7/30/2020																										



## Employee

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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
<a href="#">+ New Salary Key</a>			

**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.

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.

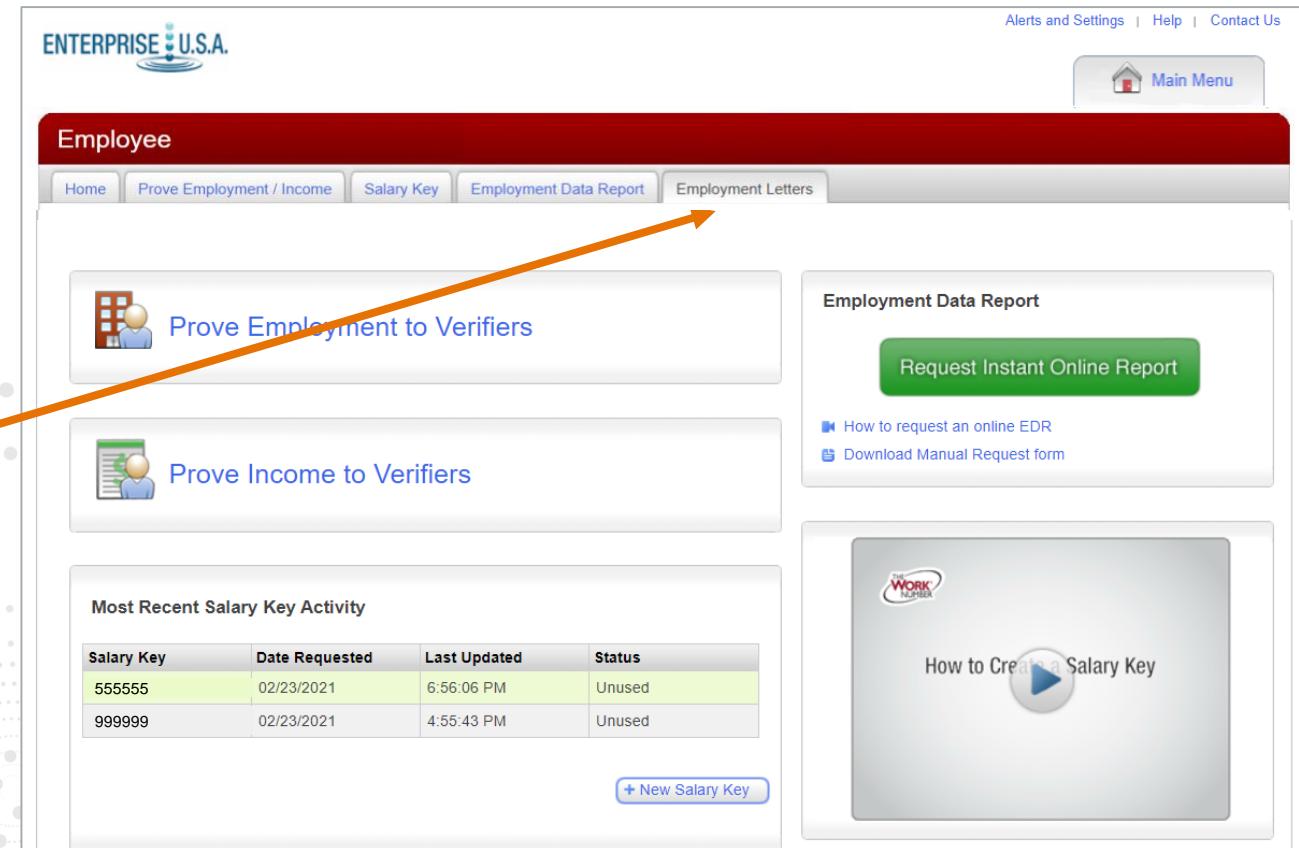
Employee								
View / Create Salary Key								
Salary Key	Date Requested	Date / Time Created	Expiration Date	Status	E-mail	Print	Delete	View: 10 at a time
555555	02/23/2021	6:56:06 PM	04/25/2021	Unused	<a href="#">✉</a>	<a href="#">🖨️</a>	<a href="#">✖</a>	1
999999	02/23/2021	4:55:43 PM	04/25/2021	Unused	<a href="#">✉</a>	<a href="#">🖨️</a>	<a href="#">✖</a>	

Showing 1-2 of 2

[+ 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.



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### Employee

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# 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,



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](http://www.theworknumber.com)

For questions, Call: 1-800-999-7566  
(Hearing impaired clients may call 1-800-424-0253 / TTY)

Website: [www.theworknumber.com](http://www.theworknumber.com)

Thank you.