






# Employment Verification Guide for Employees

ADP Employment Verification, powered by The Work Number® from Equifax, securely and instantly provides automated income and employment verifications...to keep life moving for employees!

-  Buying a home or refinancing?
-  Renting a property?
-  Buying a vehicle?
-  Applying for a loan or credit?
-  Qualifying for government benefits?

If the answer to any of these is yes, The Work Number can streamline the employment and income confirmation process for employees. The Work Number also answers requests for other purposes including a review of your account, confirming continued qualification for government benefits and enforcement of obligations. If the lender or agency you applied with asks for proof of your employment or income information, direct them to [TheWorkNumber.com](http://TheWorkNumber.com)

For additional information, employees can visit [TheWorkNumber.com](http://TheWorkNumber.com) or call 866-604-6572

**Mallory's Employer Code: 11671196**

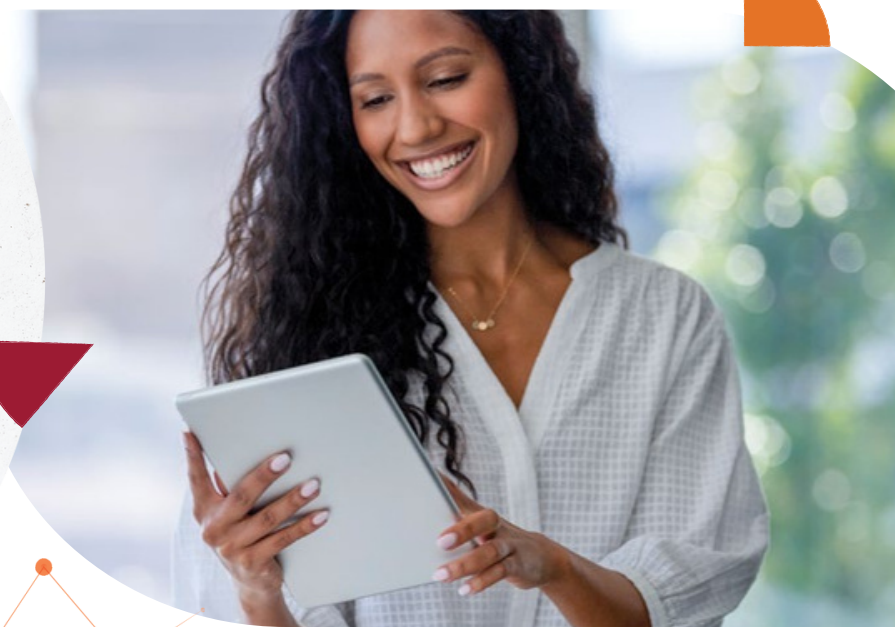


Always Designing  
for People™

# Guide to The Work Number

Automated income and employment verifications from The Work Number database

The Work Number® from Equifax helps privately and quickly provide automated income and employment verifications 24 hours a day, 7 days a week to help keep your life moving! No more searching for paystubs!



## What can theworknumber.com do for me?

### Get an Employment Data Report (EDR):

A consumer report required by the Fair Credit Reporting Act (FCRA) so you can see your personal information and who requested it. We want you to be able to see this report so here's how:



866.604.6570  
EDR Request Line



<https://employees.theworknumber.com/employment-data-report>

### Get a Salary Key:

If a verifier asks you for a Salary Key\*, click the web link below. This will not happen very much – actually less than 1% of the time in most cases. Salary Keys expire after 90 days.



<https://employees.theworknumber.com> and login to learn more

### Ask for Data Dispute Assistance:

If you notice something inaccurate on your Employment Data Report (EDR) call The Work Number Employee Service Center for assistance:



866.222.5880  
Monday - Friday 8 a.m. - 8 p.m. (EST)



TTY- hearing impaired:  
800.424.0253

### If a Verifying Organization Needs Assistance:

(including mortgage lenders, property leasing, financial institutions, a government agency, etc.)



[theworknumber.com](https://theworknumber.com)



800.367.5690  
Monday - Friday 8 a.m. - 8 p.m. (EST)



[member@equifax.com](mailto:member@equifax.com)

\*A salary key is a single use, one-time code created by the employee via The Work Number website and provided to the Verifier, granting permission to obtain the employee's information.

### Login to theworknumber.com:

1. Start by going to <https://employees.theworknumber.com>
2. Select "Log In" and follow the simple prompts
3. If this is your first time – pick "Register Now"
4. If a returning user – enter your email and password you set up
3. The screen prompts will walk you through all the steps to help verify your identity & keep your account private while offering helpful messages if you have problems.

For assistance contact The Work Number Employee Service Center at:  
800.367.2884 Monday - Friday  
8 a.m. - 9 p.m. (EST)  
TTY- hearing impaired: 800-424-0253

# Guía de The Work Number

Verificaciones automatizadas de ingresos y de empleo de la base de datos de The Work Number

The Work Number® de Equifax ayuda y ofrece verificaciones automatizadas de ingresos y de empleo de manera privada y rápida para simplificar su vida! No más búsquedas de recibos de pago!



## Qué puede hacer theworknumber.com por mí?

### Obtenga un Informe de Datos de Empleo (EDR):

La Ley de Equidad de Informes de Crédito (Fair Credit Reporting Act, FCRA) establece que usted tiene derecho a recibir un informe de consumo para poder ver su información personal y quién la pidió. Queremos que usted pueda ver este informe, así que aquí le indicamos cómo hacerlo:



**866.604.6570**

Línea de solicitud de EDR



<https://employees.theworknumber.com/employment-data-report>



**866.222.5880**

de lunes a viernes, de 8 a.m. a 8 p.m. (EST)



TTY- (personas con discapacidad auditiva):  
**800.424.0253**

### Obtenga una clave de salario:

Si un verificador le pide una clave de salario\*, haga clic en el enlace web de abajo. Esto no sucederá muchas veces, en realidad, en la mayoría de los casos será menos del 1%. Las claves de salario caducan después de 90 días.



<https://employees.theworknumber.com> y inicie sesión para obtener más información



[theworknumber.com](https://theworknumber.com)



**800.367.5690**

Lunes a viernes, de 8 a.m. a 8 p.m. (EST)



[member@equifax.com](mailto:member@equifax.com)

\*Una clave de salario es un código que se usa solo una vez y que el empleado genera en el sitio web The Work Number y se lo da al Verificador, permitiéndole obtener la información del empleado.

#### Cómo inicio sesión en The Work Number?

1. Primero vaya a <https://employees.theworknumber.com>
2. Seleccione "Log In" (Iniciar sesión) y siga las indicaciones simples
3. Si es su primera vez, seleccione "Register Now" (Registrarse ahora)
  - Si es un usuario que regresa, ingrese el correo electrónico y la contraseña que configuró
4. Las indicaciones de la pantalla lo guiarán a través de todos los pasos para ayudarlo a verificar su identidad y mantener su cuenta privada mientras le ofrecen mensajes útiles si tiene problemas.

Si necesita ayuda, comuníquese con el Centro de servicios para empleados de The Work Number al: \*  
**800.367.2884** de lunes a viernes, de 8 a.m. a 9 p.m. (EST)  
TTY (personas con discapacidad auditiva):  
**800.424.0253**