

The Work Number® 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:

- a. 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
2. Click “Enter Site”
3. Enter your **employer’s name or code**
(or use the “Find Employer Name” look-up feature)
4. Click “Log In”



The screenshots illustrate the user interface for accessing The Work Number. The first screenshot shows the 'I'm a Verifier' section with the 'I'm an Employee' button highlighted by a red arrow labeled '1'. The second screenshot shows the 'I'm an Employee' section with the 'Enter Site' button highlighted by a red arrow labeled '2'. The third screenshot shows the 'Privacy' section with the 'Employer Name or Code' input field highlighted by a red arrow labeled '3' and the 'Log In' button highlighted by a red arrow labeled '4'.

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 Penn State employees, the default ID&PIN scheme is:

ID: 9-digit Penn State Employee ID (no dashes)

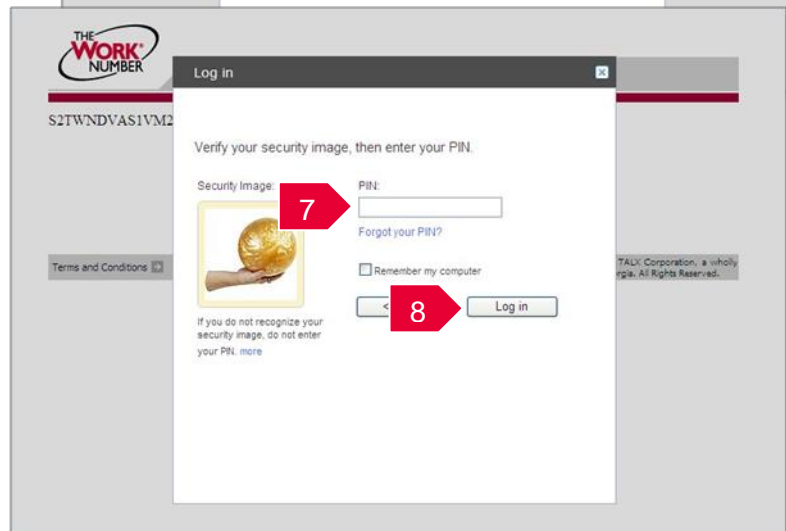
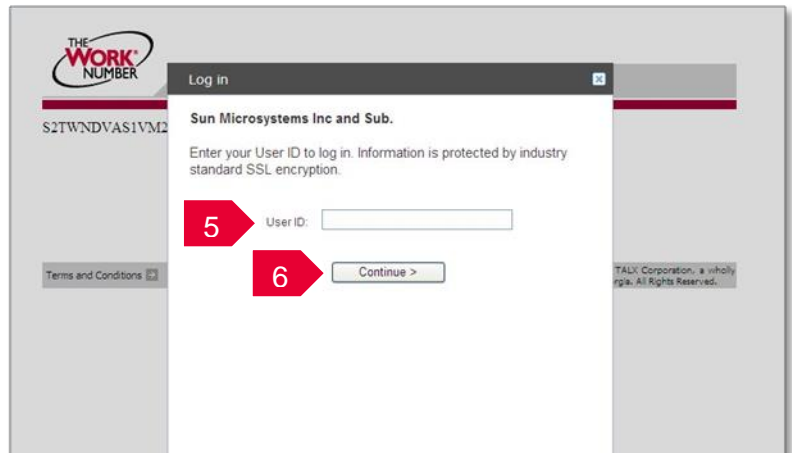
PIN: Last Four Digits of SSN and Birth Year

6. Click **“Continue”**

7. Enter your **PIN**

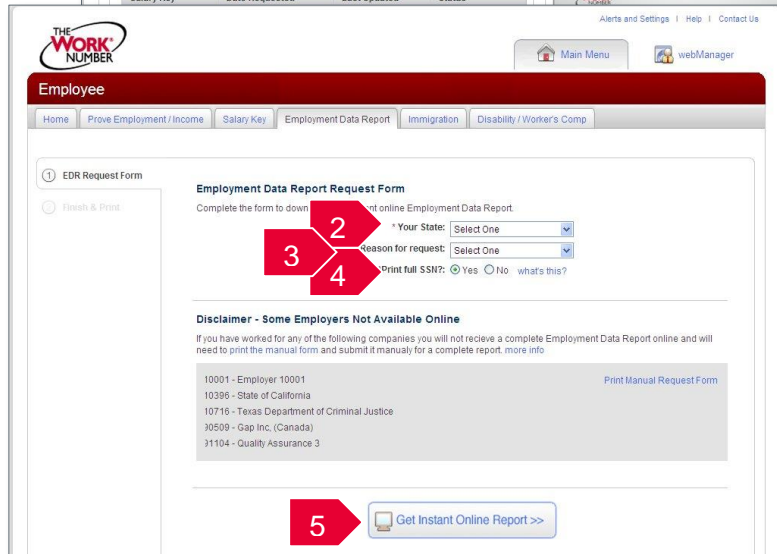
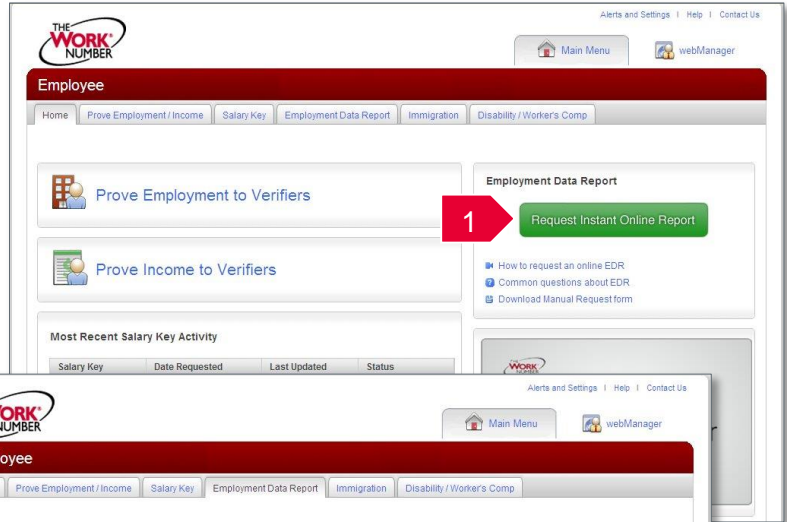
Note: If this is your first time accessing The Work Number, you will be guided through some additional, simple account setup steps. Our site protects your data privacy using a secure, Risk Based Authentication system similar to many banking and financial services sites.

8. Click **“Log In”**



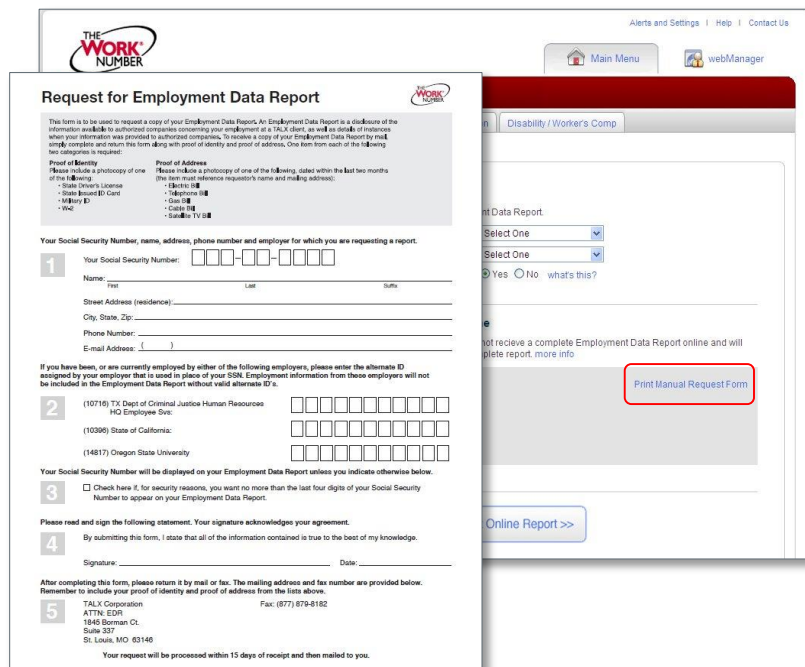
Accessing your Employee Data Report (EDR)

1. Click “Request Instant Online Report”
2. Select the state you are employed in
3. Select a reason for your request
4. Select whether to show your full SSN on the report or mask it
5. Click “Get Instant Online Report”



EDR by mail

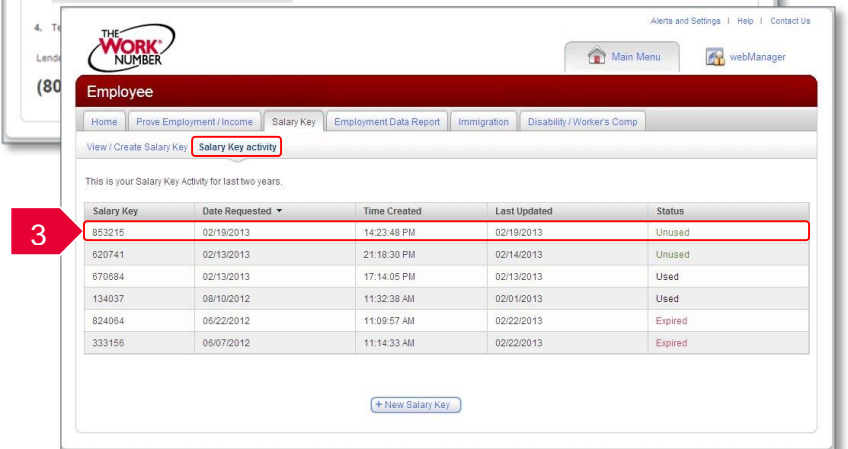
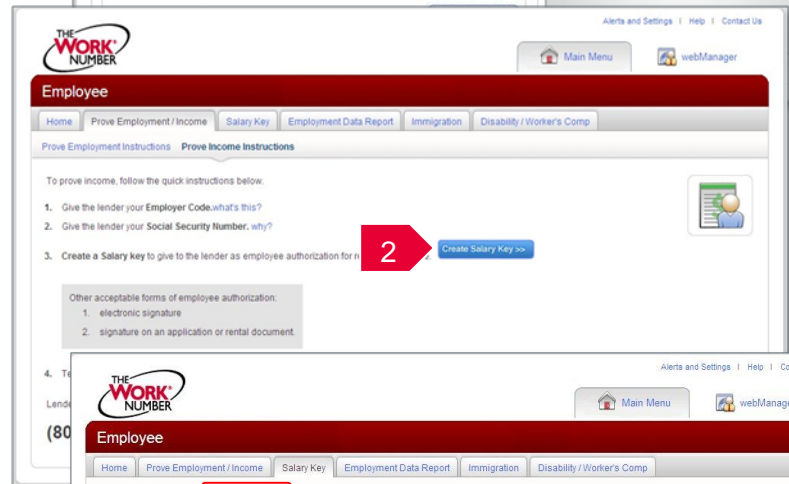
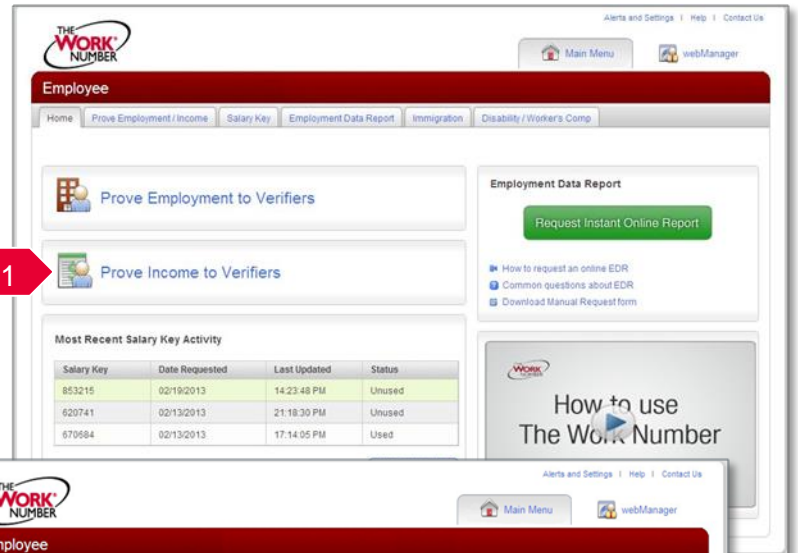
Note: In some cases your EDR might not be available for online viewing. However, you can select the “Print Manual Request Form” option, complete the form, mail it to the address listed, and a paper copy of your EDR will be mailed to you within 15 days of receipt and processing.



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"**
3. Provide the newly created salary key to the verifier, along with your employer name or code and your 9-digit Penn State ID number.



Note: At any point, select the "Salary Key Activity" link to view the status (used, unused, expired) of any keys you have created.