



## THE WORK NUMBER: EMPLOYMENT AND INCOME VERIFICATION

The Work Number service ([www.theworknumber.com](http://www.theworknumber.com)) is used when you apply for a loan, apply for a job, lease an apartment, or any other instance where proof of employment or income is needed.

### How To Access "The Work Number"

Go to [www.theworknumber.com](http://www.theworknumber.com)

Click **Log In**

Click **View My Data**

The screenshot shows the Equifax Work Number website interface. At the top, there are navigation links for "My Personal Data", "Support for Verifiers", and a search bar labeled "Enter Key Words". The main navigation menu includes "Solutions", "How It Works", "Insights", "Partner With Us", and "Contact". On the right side, there are two buttons: "Sign Up" and "Log In". A red box highlights the "Log In" button, and a red arrow points from it to a dropdown menu. The dropdown menu contains the following options:


- Verify for Your Organization  
Verify someone's employment, income, or work history
- Government Program Verification  
Determine someone's eligibility for government assistance
- Manage Your Workforce  
I need to manage my employees
- View My Data**  
Ensure my data is available for verification purposes
- Login Help


The main content area features the text "Your Partner For Fast, Digital Insights and Verifications" and a "Find Solutions by Industry" button. A large image of a man wearing glasses is visible on the right side of the page.

On the next page, enter "Department of Homeland Security" and click the search button.


The screenshot shows a search interface with the heading "Find your employer below." followed by an information icon. Below the heading is a search input field containing the text "Department of Homeland Security" and a red search button with a magnifying glass icon.

Select the option with Employer Code 11363 and click the **Select Employer** button.

Find your employer below. 


Department of Homeland Security 

| Employer Name   | Employer Address                                     | Employer Code |
|---|--|---------------|
| US Department of Homeland Security  | 1201 New York Avenue, NW<br>Washington DC, 20005     | 11363         |
| U.S. DEPARTMENT OF HOMELAND SECURITY (The Office of the Federal Inspector for the Alaska Natural G) | 301 7th Street, NW Room 7120<br>Washington DC, 20407 | 12973         |

Showing 1 of 1 


**Select Employer**

Enter your **User ID** (full social security number with no dashes or spaces) and click the **Continue** button.

US Dept of Homeland Security - TWN-EE-ER 

Welcome! Please log in below.

User ID:

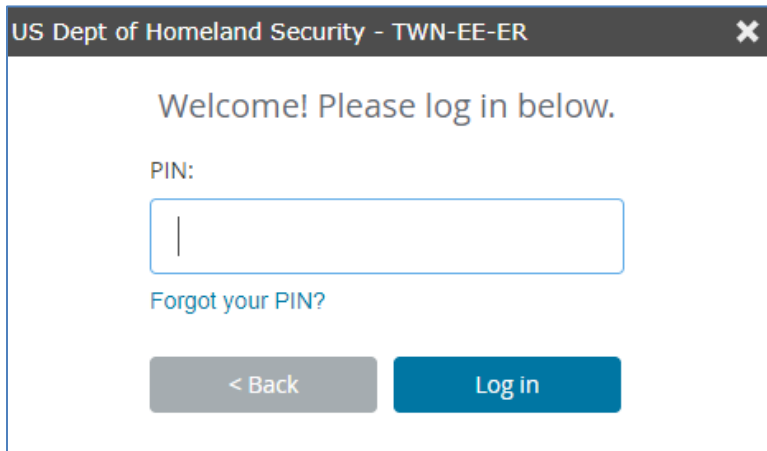
User ID is case sensitive 

[Forgot User ID?](#)

**Continue >**

Enter your **PIN**

**Note:** the default PIN when you first access the system is the two-digit month and two-digit day of your birthday; use preceding zeros for single digit months and days. Use the **Forgot your PIN** option if you have already established a PIN and need to reset it.



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Welcome! Please log in below.

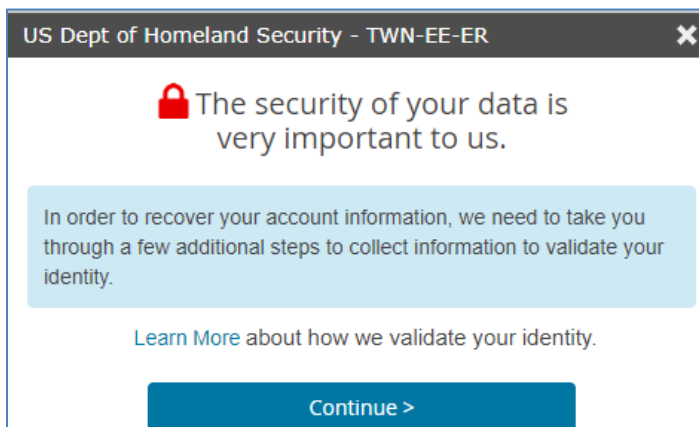
PIN:

[Forgot your PIN?](#)


< Back Log in

To finish setting up your profile after initial log in to The Work Number, the following screens will appear. You will need to enter some personal information to complete your profile. At the end a one-time passcode will be sent to you via SMS or Email where you are required to establish a new PIN.

Click **Continue**



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 The security of your data is very important to us.

In order to recover your account information, we need to take you through a few additional steps to collect information to validate your identity.

[Learn More](#) about how we validate your identity.

Continue >

Enter your personal information in the following required fields

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### Let's get started.

Please provide your personal information below. This information will only be used to help us verify your identity. [Learn More](#)

First Name \*

Please enter first name.

Last Name \*

Please enter last name.

Last 4 SSN \*

Please enter SSN. [Have a SIN?](#)

Date of Birth \*

Please enter date of birth.

[Continue >](#)

[Terms of Use](#)

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### Thanks, now a bit more information...

Please provide your address. This information will be used to establish your account and help verify your identity. [Learn More](#)

Home Address \*

Address required

City \*

State \* Zip \*

[< Back](#) [Continue >](#)

[Terms of Use](#)

### How can we reach you?

Please provide your contact information. This information will only be used to verify your identity. [Learn More](#)

Personal Phone [Why?](#)

Email Address [Why?](#)


< Back


Continue >


[Terms of Use](#)

Additional information needed to validate your identity. [×](#)

Please select one of the following options which will allow us to validate your identity:

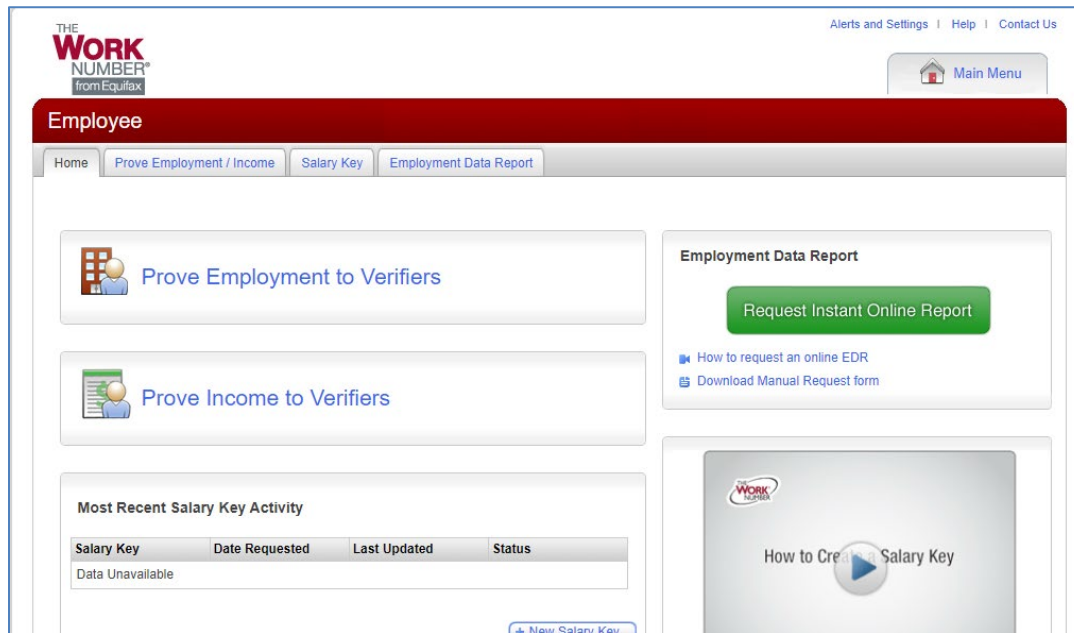
 **Email**  
one-time passcode

 **Text**  
one-time passcode

 **Call**  
one-time passcode

Your main profile page will have four options to help guide you with using the service:

1. I want to provide someone proof of my employment only
2. I want to provide proof of employment AND income
3. I want to get my Employment Data Report
4. I want to use other account features



**Note:** To provide proof of employment, you do not need to log into the system with your personal User ID and PIN as all other options require, see the *Employment Verification* section of this guide for more information. All four options are available if you choose to access the system with your User ID and PIN.

## EMPLOYMENT VERIFICATION

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Provide your lender with the Employer Code for DHS (11363) and your Social Security Number. The lender will access [www.theworknumber.com](http://www.theworknumber.com) to request verification of employment.

## EMPLOYMENT AND INCOME VERIFICATION

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Provide your lender with the Employer Code for DHS (11363), your Social Security Number, and the Salary Key. The lender will access [www.theworknumber.com](http://www.theworknumber.com) to request verification of employment and income.

## ESTABLISH SALARY KEY

You will need to establish a one-time use Salary Key to provide to the lender; each lender is required to have a unique Salary Key to request income verification.

Select the *Salary Key* tab on the top of the Home page and the *New Salary Key* button. This will create the unique Salary Key and provide you with options to e-mail or print the instructions. You can e-mail the instructions (includes your name, DHS Employer Code, and one-time Salary Key; you will need to provide your Social Security Number) directly to the lender.

## REQUEST EMPLOYMENT DATA REPORT

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If you would like to access a copy of the same information that is provided to lenders, you can view the Employment Data Report.

Select the ***Employment Data Report*** tab, provide responses to the prompts, and click the ***Get Instant Online Report*** at the bottom of the page. The report is available immediately online.

## CONTACTING THE WORK NUMBER

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If you or your lender have any questions or need assistance, visit [www.theworknumber.com](http://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 7:00am to 8:00pm CT.