THE WORK NUMBER: EMPLOYMENT AND INCOME VERIFICATION

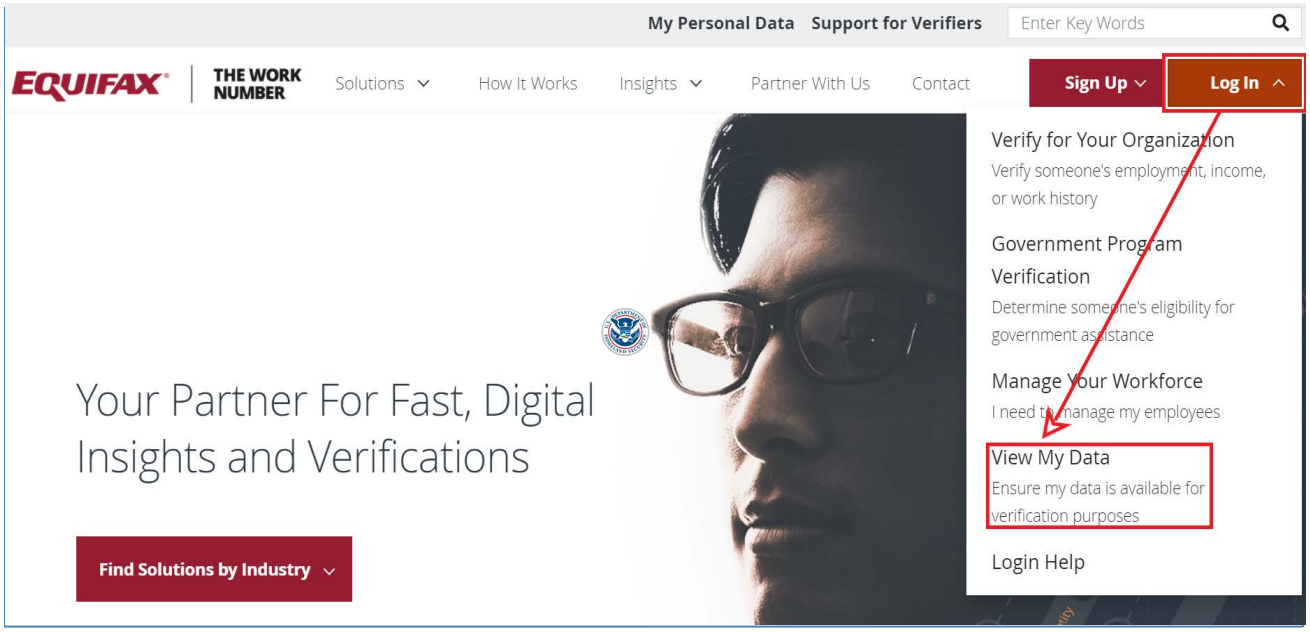
The Work Number service (www.theworknumber.com) is used when you apply for a loan, apply for a job, lease an apartment, or any other instance where proof of employment or income is needed.

How To Access "The Work Number"

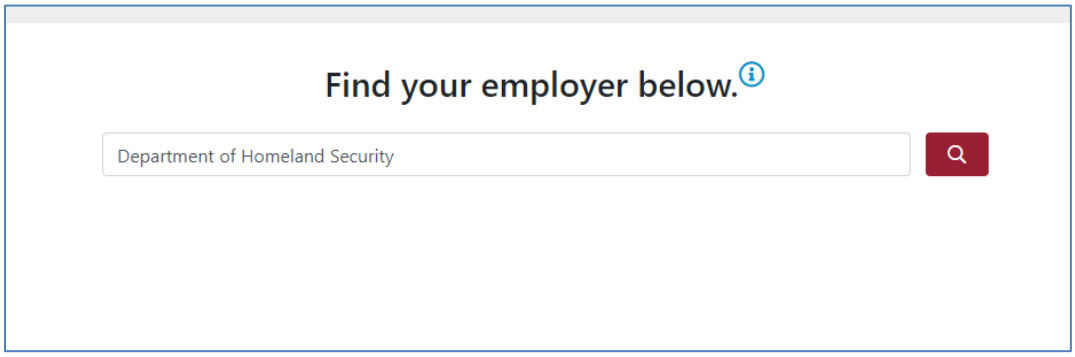
Go to www.theworknumber.com

Click ***Log In***

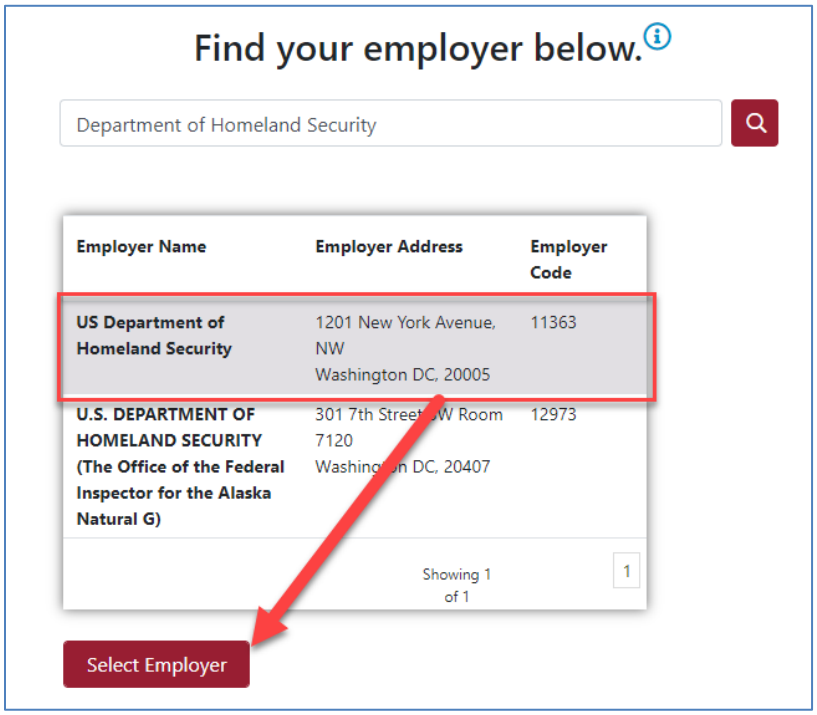
Click ***View My Data***



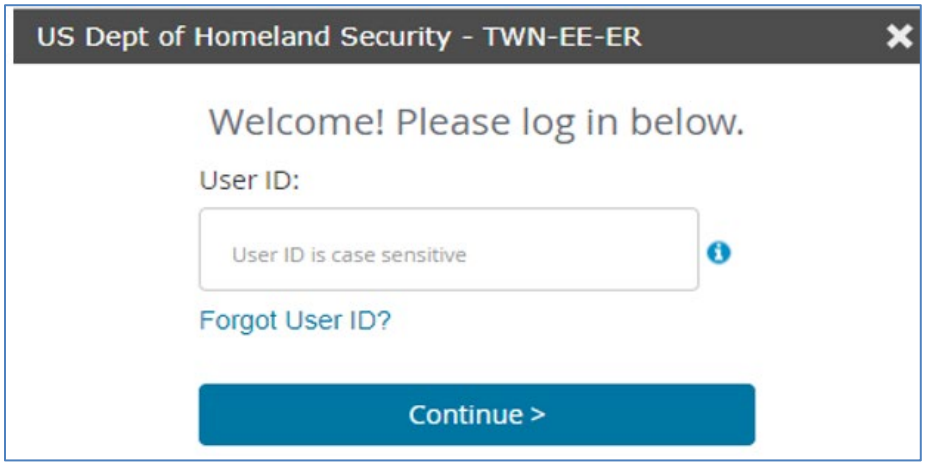
On the next page, enter “Department of Homeland Security” and click the search button.



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

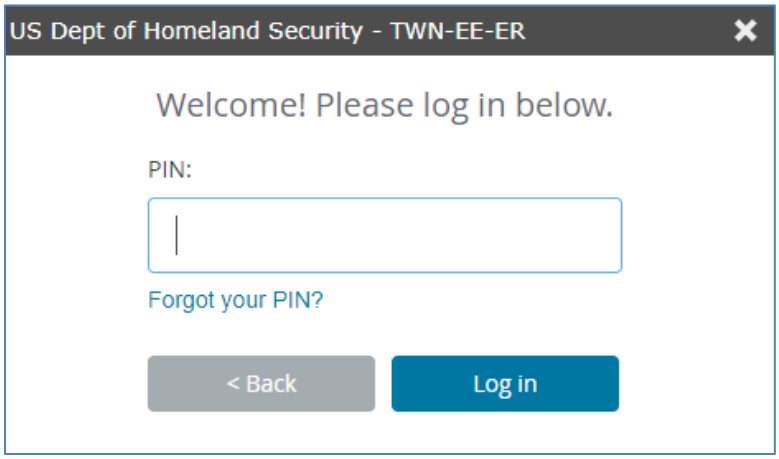


Enter your ***User ID*** (full social security number with no dashes or spaces) and click the ***Continue*** button.



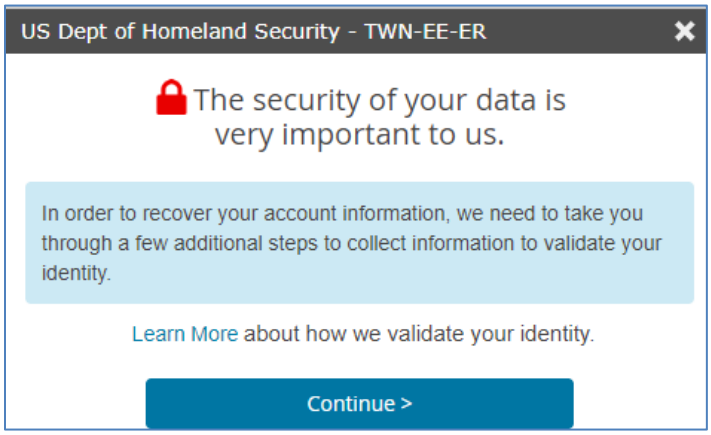
Enter your ***PIN***

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.

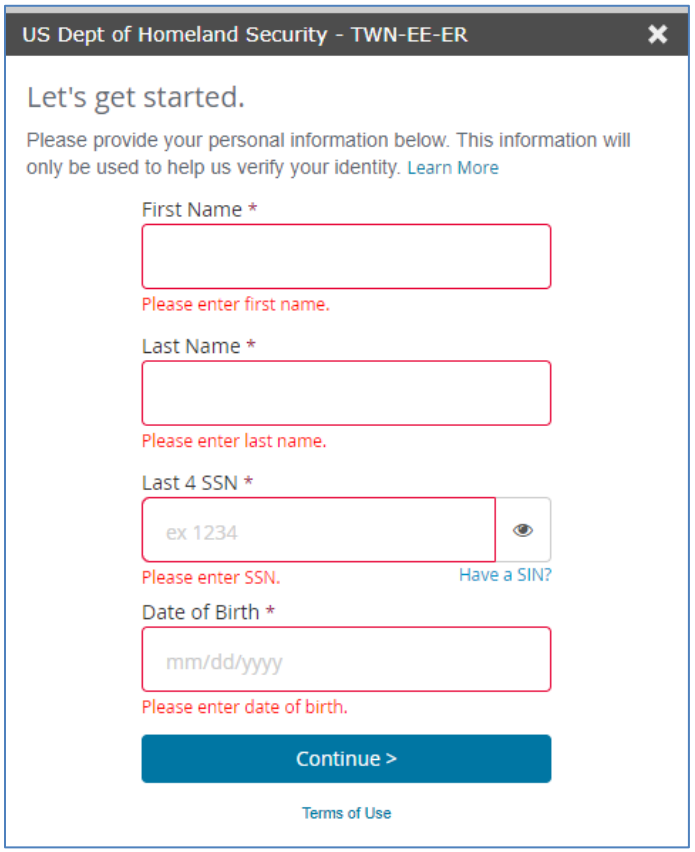


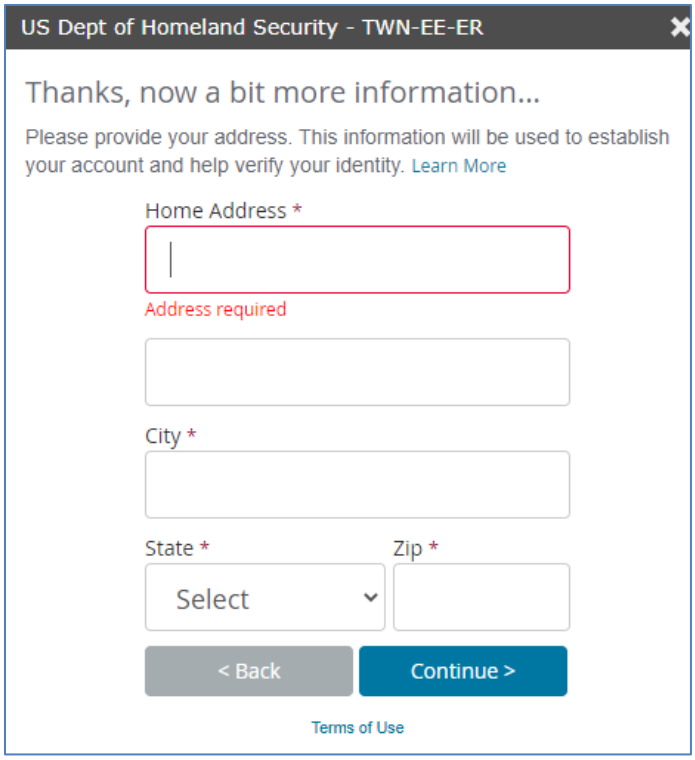
To finish setting up you profile after initial log in to The Work Number, the following screens will appear. You will need to enter some personal information to complete your profile. At the end a one-time passcode will be sent to you via SMS or Email where you are required to establish a new PIN.

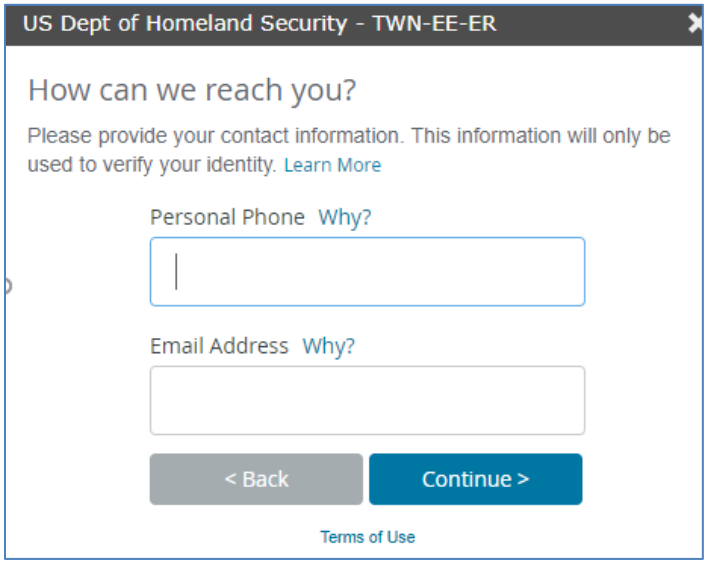
Click ***Continue***

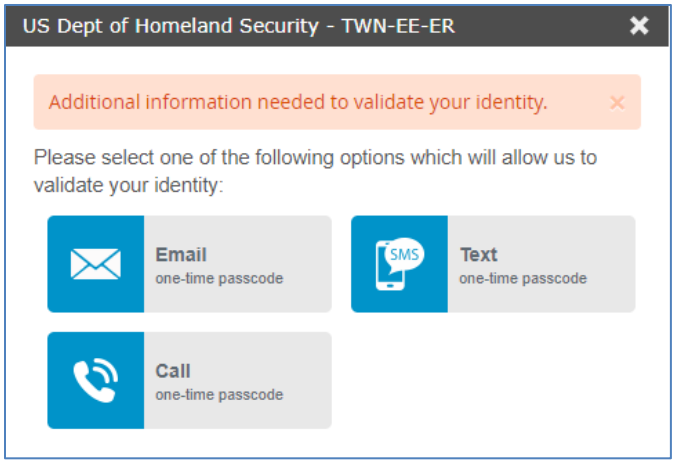


Enter your personal information in the following required fields



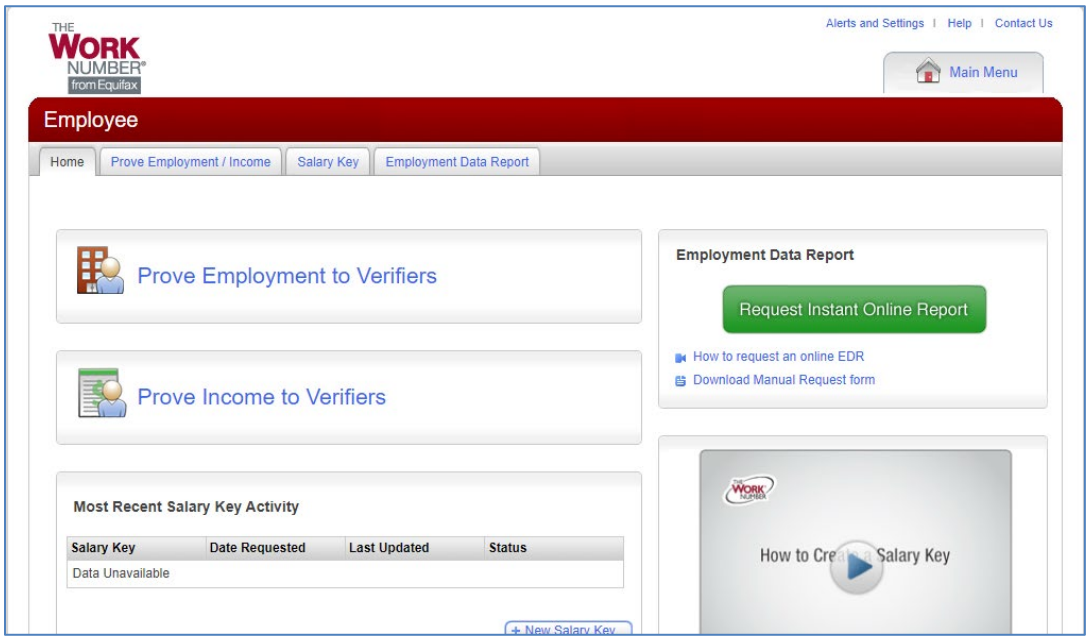



US Dept of Homeland Security - TWN-EE-ER
How can we reach you?
Please provide your contact information. This information will only be used to verify your identity. Learn More
Personal Phone Why?
Email Address Why?
< Back
Continue >
Terms of Use


US Dept of Homeland Security - TWN-EE-ER
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

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

EMPLOYMENT AND INCOME VERIFICATION

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 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

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

If you or your lender have any questions or need assistance, visit 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.