

How To Use The Work Number®

Need proof of *employment*?

Step 1: Give the person needing proof of your employment, the verifier, the following information:

- Your Social Security Number: - -
- **SCUSD Employer Code: 11367**
- The Work Number Access Options:
Option A: www.theworknumber.com
Option B: 1-800-367-5690

Need proof of *employment plus income*?

Step 1: Obtain a Salary Key

- The Work Number Access Options for Employees:
Option A: www.theworknumber.com/employees
Option B: 1-800-367-2884

Step 2: Select to Obtain a Salary Key, and write down in the boxes provided below

Step 3: Enter the following information:

- **SCUSD Employer Code: 11367**
- Your Social Security Number: - -
- Your PIN: **(the last four digits of your social security number)**

Step 4: Give the person needing proof of your employment plus income, the verifier, the following information:

- Your Social Security Number: - -
- **SCUSD Employer Code: 11367**
- Your Salary Key (from Step 3):
- The Work Number Access Options for Verifiers:
Option A: www.theworknumber.com
Option B: 1-800-367-5690

Applying to a *Social Service Agency*?

Employee

Step 1: Provide a copy of this page to your case worker.

Caseworker

Step 1: Register with The Work Number

All agencies must registration to use the service. The process is one-time and will only take about five minutes to complete the application.

Option A: www.theworknumber.com

Option B: 1-800-996-7566

Step 2: Obtain an employment and income verification

- The Work Number Access Options for Social Service Agencies:
Option A: www.theworknumber.com
Option B: 1-800-660-3399
- Enter your registered fax number
- Enter the following information when instructed:
 - a. **SCUSD Employer Code: 11367**
 - b. Employee's Social Security Number: - -
- Select to obtain an employment and income verification (*The verification will be faxed to your registered fax number.*)

The Work Number Client Service Center

Monday – Friday; 7:00 a.m. – 8:00 p.m. (CST)

1-800-996-7566

1-800-424-0253 (TTY – Deaf)