

Need Proof of Employment?

Give the person needing proof of your employment the following information:

- Your Social Security Number: no spaces, no dashes
- **UAMS** Employer Code: **14891**
- The Work Number Access Options:
 - Option a) www.theworknumber.com
 - Option b) **1-800-367-5690**

Need Proof of Employment Plus Income?

Step 1: Access The Work Number to create a "Salary Key" that grants one-time access to your income data:

- The Work Number Access Options for Employees:
 - Option a) www.theworknumber.com
 - Option b) **1-800-367-2884**

Step 2: Enter the Employer Code: **14891**

Step 3: Select "I want to provide proof of employment and income."

Step 4: You will need to enter the following information to obtain a Salary Key:

- Your Social Security Number: no spaces, no dashes
- Your PIN: **(full 8 digit birthday MMDDYYYY)**.

Step 5: Select "Prove Your Employment with a Salary Key."

Step 6: Select "Create a Salary Key" and prepare to write down the six-digit number.

Step 7: Provide the person needing proof of your employment plus income with all of the following information:

- Your Social Security Number: no spaces/dashes
- **UAMS** Employer Code: **14891**
- Your Salary Key (from Step 6)
- The Work Number Access Options for Verifiers:
 - Option a) www.theworknumber.com
 - Option b) **1-800-367-5690**

The Work Number Client Service Center

1-800-996-7566
1-800-424-0253 (TTY – Deaf)

Monday – Friday; 7:00AM – 8:00PM (CST)

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Applying to a Social Service Agency?

Provide this information to your case worker.

Attention Case Worker

Please take the following steps:

Step 1: Register with The Work Number:

All agencies must register to use the service. It takes about 5 minutes to complete the application. If you are already registered and need help, please call the Client Service Center at 1-800-996-7566.

- 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) **UAMS** Employer Code: **14891**
 - b) Employee's Social Security Number:
no spaces/dashes
- Select the kind of verification you need. You can verify *employment* or *employment plus income*.

The Work Number is the **No. 1** Employment Verification Service

