

How to Create a Salary Key

To create a Salary Key, go to the main menu page on The Work Number Web site.

1. Click the link that reads "Prove Your Income With a Salary Key".

You will now see instructions for creating a Salary Key.

2. Select "Create A Salary Key."

The new Salary Key appears. You have the option to create another Salary Key.

3. Click "Create Another Salary Key" at the bottom of your screen to issue yourself an additional Salary Key.

You will need to create a Salary Key for each verifier needing proof of employment and income.

Once you have created your one-time use Salary Key, you will now need to provide it to the verifier.

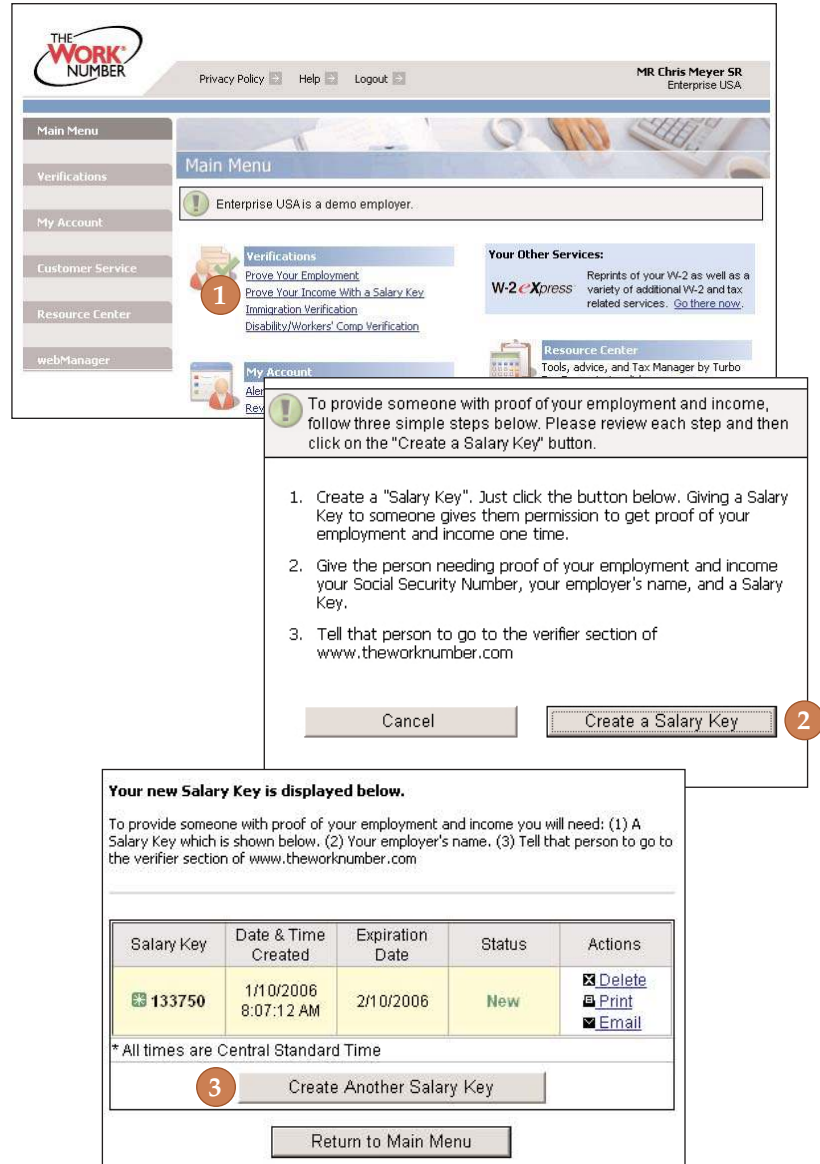
The Work Number can be accessed by the verifier at www.theworknumber.com or by calling 1-800-367-5690.

Note

A Salary Key can be used only once. After it is used by the verifier it becomes void.

Employees may also manage the Salary Key function by logging into The Work Number system over the phone. Simply call 1-800-367-2884 and follow the instructional voice prompts.

If you have any questions or need additional 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 from 7am to 8pm Central time.



The screenshot shows the 'Main Menu' page of The Work Number website. A callout box with a red '1' highlights the 'Prove Your Income With a Salary Key' link in the 'Verifications' section. A second callout box with a red '2' highlights the 'Create A Salary Key' button. A third callout box with a red '3' highlights the 'Create Another Salary Key' button at the bottom of the page.

Your new Salary Key is displayed below.

To provide someone with proof of your employment and income you will need: (1) A Salary Key which is shown below. (2) Your employer's name. (3) Tell that person to go to the verifier section of www.theworknumber.com

Salary Key	Date & Time Created	Expiration Date	Status	Actions
133750	1/10/2006 8:07:12 AM	2/10/2006	New	<input checked="" type="checkbox"/> Delete <input checked="" type="checkbox"/> Print <input checked="" type="checkbox"/> Email

* All times are Central Standard Time

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