

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 sidebar on the left contains navigation links: Main Menu, Verifications, My Account, Customer Service, Resource Center, and webManager. The main content area features a 'Main Menu' section with a warning that 'Enterprise USA is a demo employer.' Below this, there are sections for 'Verifications' (with a '1' callout), 'Your Other Services' (including W-2 Express), and 'My Account' (with an 'Also Read' link). A 'Resource Center' section is also visible. A large callout box with a '2' callout contains instructions: 'To provide someone with proof of your employment and income, follow three simple steps below. Please review each step and then click on the "Create a Salary Key" button.' The steps are: 1. Create a "Salary Key", 2. Give the person needing proof of your employment and income your Social Security Number, your employer's name, and a Salary Key, and 3. Tell that person to go to the verifier section of www.theworknumber.com. Below the instructions are 'Cancel' and 'Create a Salary Key' buttons. A second callout box with a '3' callout shows the result: 'Your new Salary Key is displayed below.' It includes a table with one row of data and a 'Create Another Salary Key' button.

Salary Key	Date & Time Created	Expiration Date	Status	Actions
133750	1/10/2006 8:07:12 AM	2/10/2006	New	Delete Print Email

* All times are Central Standard Time

Buttons: Create Another Salary Key, Return to Main Menu