



The Work Number® is an automated service that accelerates credit decisions by providing verifiers—mortgage lenders, credit card companies, auto dealers and more—with proof of your employment or income, instantly and securely.

This document provides step-by-step instructions on how you can access The Work Number to perform two functions available to employees:

- a. View your free annual **Employee Data Report**, a record of your information contained on The Work Number database and a list of the verifiers who have accessed that information
- or -
- b. Generate a **Salary Key**, a single-use, six-digit code that you can provide to a verifier as consent to access your income information. *Note: In most cases, your consent is provided at the point of application for a service—when you sign a loan application or similar agreement—and a Salary Key is not required, but if you are asked to provide one, the below instructions will show you how.*

Accessing the www.theworknumber.com

1. Click the "I'm an Employee" tab
2. Click "Enter Site"
3. Enter your employer's name or code
(or use the "Find Employer Name" look-up feature)
4. Click "Log In"

The screenshots illustrate the following steps:

1. Click the "I'm an Employee" tab
2. Click "Enter Site"
3. Enter your employer's name or code (or use the "Find Employer Name" look-up feature)
4. Click "Log In"

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Accessing the www.theworknumber.com (continued)

5. Enter your User ID

Note: If this is your first time accessing The Work Number, you will use a default User ID and PIN sequence established by your employer.

For Milwaukee County employees, the default ID&PIN scheme is:

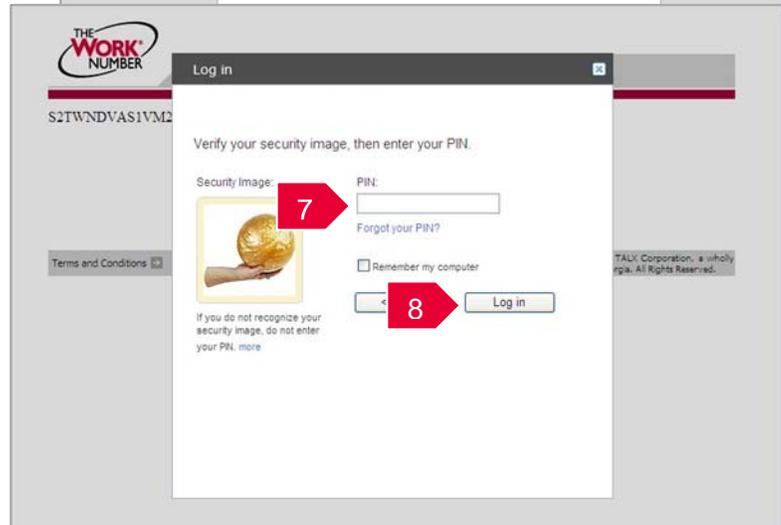
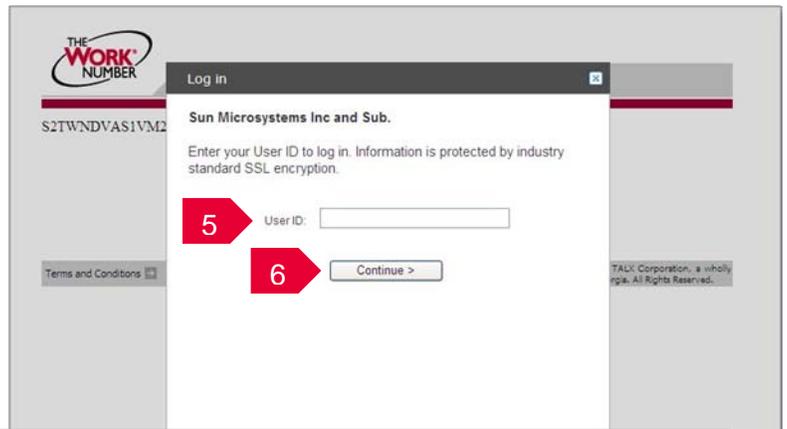
*ID: Last 4-digits of your Social Security Number
PIN: Birthdate (MM-DD)*

6. Click "Continue"

7. Enter your PIN

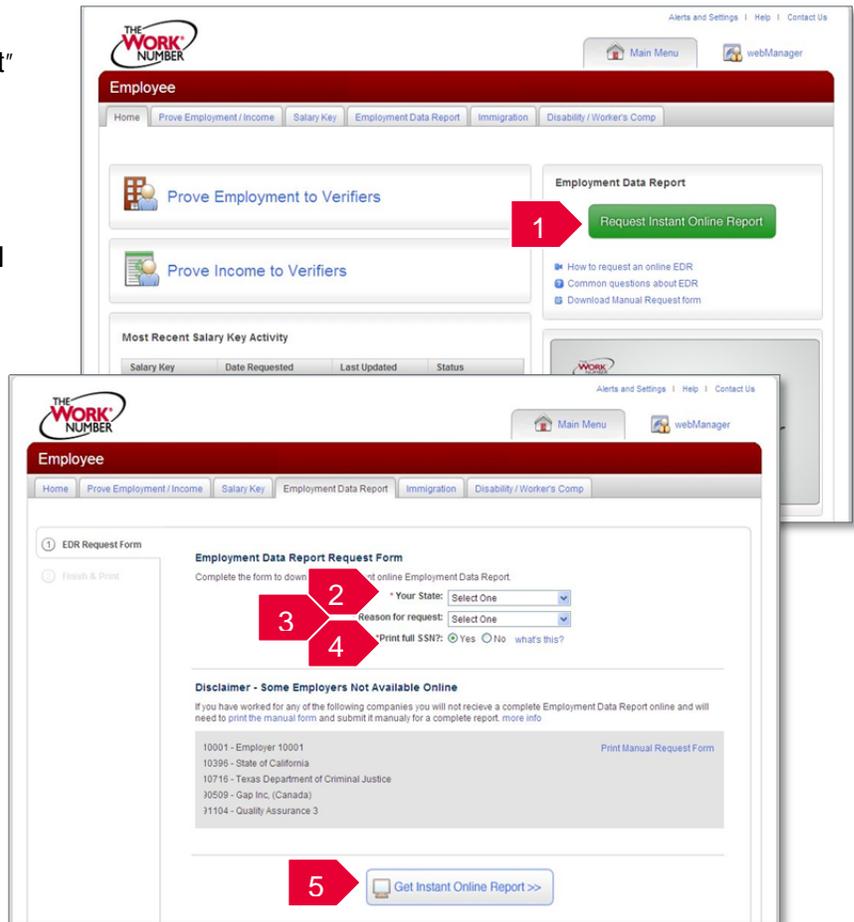
Note: If this is your first time accessing The Work Number, you will be guided through some additional, simple account setup steps. Our site protects your data privacy using a secure, Risk Based Authentication system similar to many banking and financial services sites.

8. Click "Log In"



Accessing your Employee Data Report (EDR)

1. Click "Request Instant Online Report"
2. Select the state you are employed in
3. Select a reason for your request
4. Select whether to show your full SSN on the report or mask it
5. Click "Get Instant Online Report"



EDR by mail

Note: In some cases your EDR might not be available for online viewing. However, you can select the "Print Manual Request Form" option, complete the form, mail it to the address listed, and a paper copy of your EDR will be mailed to you within 15 days of receipt and processing.

Request for Employment Data Report

This form is to be used to request a copy of your Employment Data Report. An Employment Data Report is a disclosure of the information available to authorized companies concerning your employment at a T&X client, as well as details of instances when your information was provided to authorized companies. To receive a copy of your Employment Data Report by mail, simply complete and return this form along with proof of identity and proof of address. One item from each of the following two categories is required:

Proof of Identity
 Please include a photocopy of one of the following:
 - State Driver's License
 - State Board ID Card
 - Military ID
 - W-2

Proof of Address
 Please include a photocopy of one of the following, dated within the last two months (the form must reference requester's name and mailing address):
 - Electric Bill
 - Telephone Bill
 - Gas Bill
 - Cable Bill
 - Insurance Bill

Your Social Security Number, name, address, phone number and employer for which you are requesting a report.

1 Your Social Security Number: [] [] [] [] - [] [] [] [] [] [] [] []
 Name: First Last State
 Street Address (residence):
 City, State, ZIP:
 Phone Number:
 Email Address: ()

If you have been, or are currently employed by either of the following employers, please enter the alternate ID assigned by your employer that is used in place of your SSN. Employment information from these employers will not be included in the Employment Data Report without valid alternate ID's.

2 (10716) TX Dept of Criminal Justice Human Resources [] [] [] [] [] [] [] [] [] []
 HQ Employee ID:
 (10396) State of California: [] [] [] [] [] [] [] [] [] []
 (14817) Oregon State University: [] [] [] [] [] [] [] [] [] []

Your Social Security Number will be displayed on your Employment Data Report unless you indicate otherwise below.

3 Check here if, for security reasons, you want no more than the last four digits of your Social Security Number to appear on your Employment Data Report.

Please read and sign the following statement. Your signature acknowledges your agreement.

4 By submitting this form, I state that all of the information contained is true to the best of my knowledge.
 Signature: _____ Date: _____

After completing this form, please return it by mail or fax. The mailing address and fax number are provided below. Remember to include your proof of identity and proof of address from the lists above.

5 T&X Corporation Fax: (877) 879-8182
 ATTN: EDR
 1845 Sherman Ct.
 Suite 237
 St. Louis, MO 63146

Your request will be processed within 15 days of receipt and then mailed to you.

Creating and managing Salary Keys

Note: In most cases, your consent to have a verifier access your income information has already been established at the time of application and you will not need to generate a Salary Key. However, if instructed to do so, here's how:

1. Click "Prove Income to Verifiers"
2. Click "Create Salary Key"
3. Provide the newly created salary key to the verifier, along with your employer name or code and your social security number.

The screenshots illustrate the following steps:

- Step 1:** The user is on the 'Employee' dashboard. A red arrow points to the 'Prove Income to Verifiers' link in the left-hand menu.
- Step 2:** The user is on the 'Prove Income Instructions' page. A red arrow points to the 'Create Salary Key' button.
- Step 3:** The user is on the 'Salary Key activity' page. A red box highlights the 'Salary Key activity' link in the top navigation bar, and a red arrow points to the first row of the table below.

Salary Key	Date Requested	Last Updated	Status
853215	02/19/2013	14:23:48 PM	Unused
620741	02/13/2013	21:18:30 PM	Unused
670684	02/13/2013	17:14:05 PM	Used

Salary Key	Date Requested	Time Created	Last Updated	Status
853215	02/19/2013	14:23:48 PM	02/19/2013	Unused
620741	02/13/2013	21:18:30 PM	02/14/2013	Unused
670684	02/13/2013	17:14:05 PM	02/13/2013	Used
134037	08/10/2012	11:32:38 AM	02/01/2013	Used
824064	06/22/2012	11:09:57 AM	02/22/2013	Expired
333156	06/07/2012	11:14:33 AM	02/22/2013	Expired

Note: At any point, select the "Salary Key Activity" link to view the status (used, unused, expired) of any keys you have created.