

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](http://www.theworknumber.com)

1. Click the “I’m an Employee” tab
2. Click “Enter Site”
3. Enter Valencia’s employer code: 17357  
 (or use the “Find Employer Name” look-up feature)
4. Click “Log In”



The screenshots illustrate the following steps:

- Step 1:** On the 'VERIFICATION SERVICES' page, under the 'I'm a Verifier' section, click the 'I'm an Employee' button.
- Step 2:** On the 'I'm an Employee' page, click the 'Enter Site' button.
- Step 3:** On the 'Enter Site' page, enter the employer name or code (17357) in the search field.
- Step 4:** Click the 'Log In' button.

## Accessing the [www.theworknumber.com](http://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 Valencia College employees, the default ID&PIN scheme is:*

**ID: Social Security Number (9 digits, no dashes)**

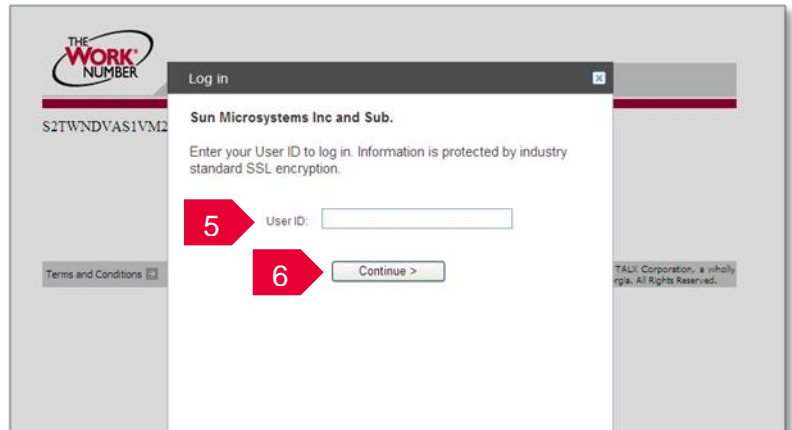
**PIN: Last 4 of SSN + 4 digit Birth Year**

### 6. Click "Continue"

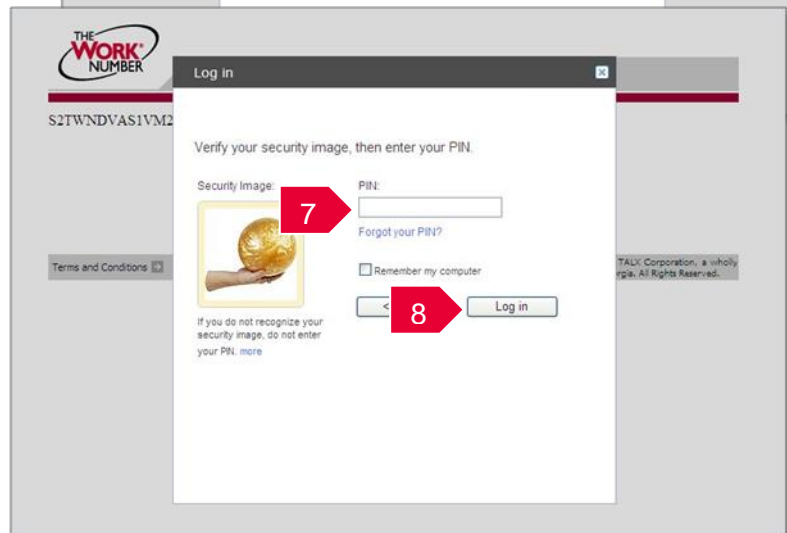
### 7. Enter your PIN

*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"



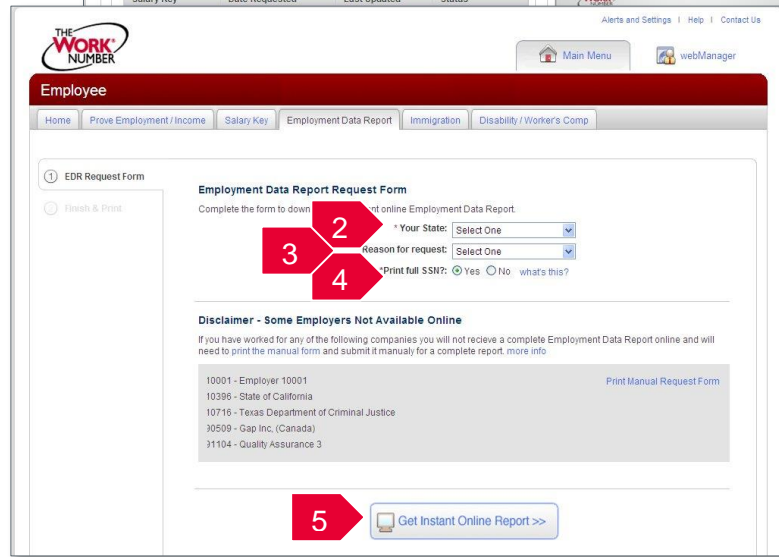
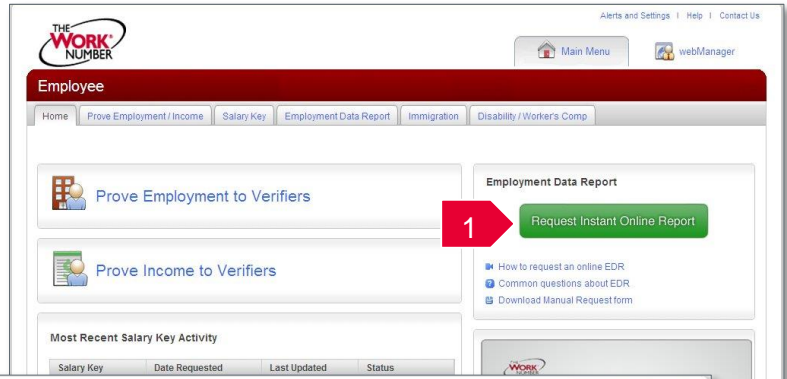
The screenshot shows the login page for Sun Microsystems Inc and Sub. The page title is "Log in" and the subtitle is "Sun Microsystems Inc and Sub." Below the subtitle, it says "Enter your User ID to log in. Information is protected by industry standard SSL encryption." There is a text input field for "User ID:" with a red arrow labeled "5" pointing to it. Below the input field is a "Continue >" button with a red arrow labeled "6" pointing to it. The page also includes a "Terms and Conditions" link and a footer with "TALX Corporation, a wholly owned subsidiary of Sun Microsystems, Inc. All Rights Reserved."



The screenshot shows the login page for Sun Microsystems Inc and Sub. The page title is "Log in" and the subtitle is "Verify your security image, then enter your PIN." Below the subtitle, it says "Security Image:" and "PIN:". There is a security image of a hand holding a glowing orb with a red arrow labeled "7" pointing to it. To the right of the security image is a text input field for "PIN:" with a red arrow labeled "8" pointing to it. Below the PIN input field is a "Forgot your PIN?" link and a "Remember my computer" checkbox. At the bottom right is a "Log in" button with a red arrow labeled "8" pointing to it. The page also includes a "Terms and Conditions" link and a footer with "TALX Corporation, a wholly owned subsidiary of Sun Microsystems, Inc. All Rights Reserved."

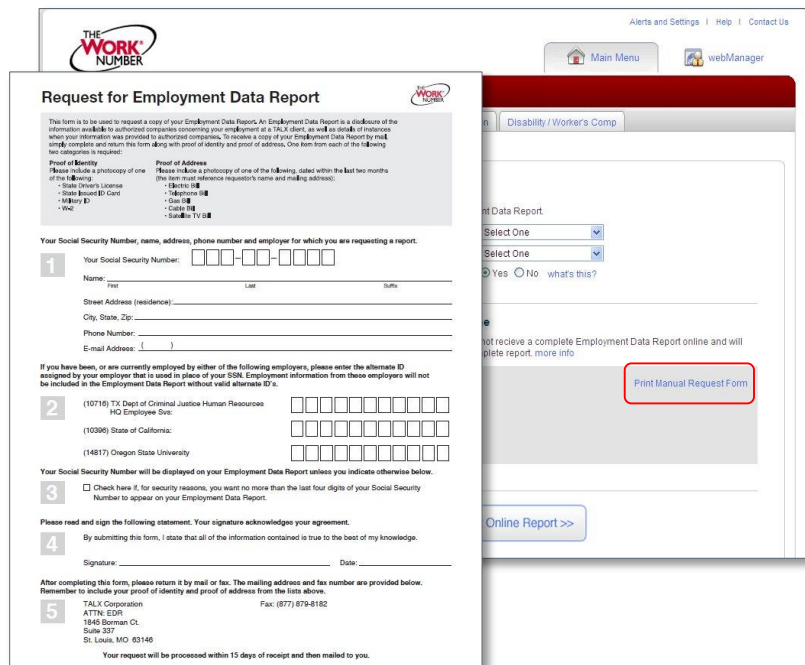
## Accessing your Employee Data Report (EDR)

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.



## 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 process of creating and managing salary keys in the Work Number Employee portal. The first screenshot shows the 'Prove Income to Verifiers' link highlighted with a red arrow labeled '1'. The second screenshot shows the 'Create Salary Key' button highlighted with a red arrow labeled '2'. The third screenshot shows the 'Salary Key activity' table with a red box around the first row, which is highlighted with a red arrow labeled '3'.

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.