

How to Create a Salary Key

After logging into The Work Number, go to the Main Menu page.

- 1 Click the link that reads "Prove Your Income With 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.

You may also login to The Work Number system using 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 CT.

