

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 **University of Baltimore** or **15977**  
 (or use the “Find Employer Name” look-up feature)
4. Click “Log In”



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## 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 University of Baltimore employees, the **default** ID&PIN scheme is:*

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

**PIN: Last 4 SSN digits & 4 digit birth year (46921982)**

### 6. Click “Continue”

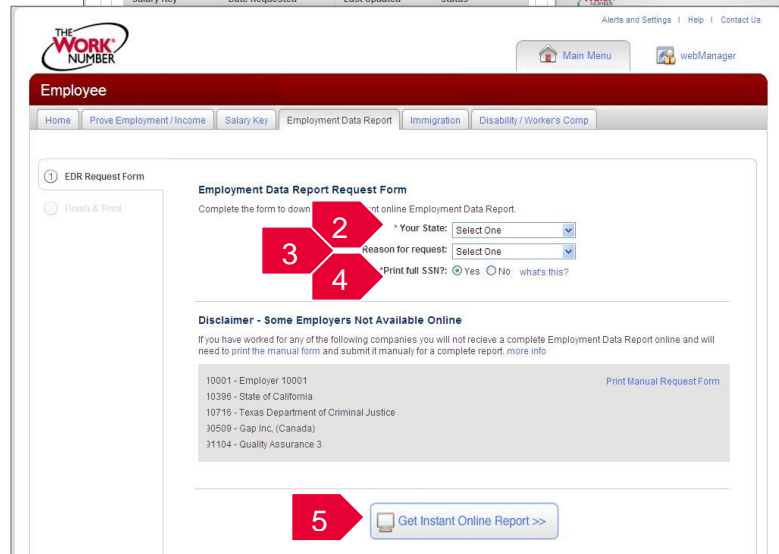
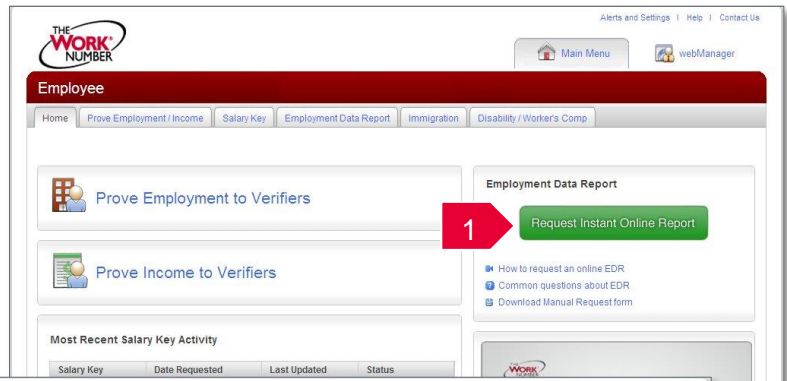
### 7. Enter your PIN

*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”

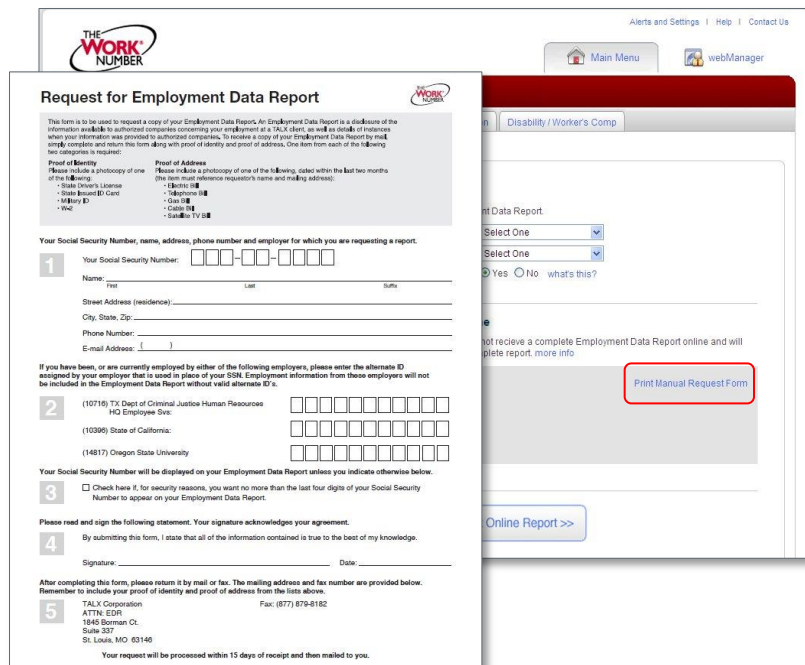
## Accessing your Employee Data Report (EDR)

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.



## 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 'Employee' dashboard with the 'Prove Income to Verifiers' link highlighted by a red arrow labeled '1'. The second screenshot shows the 'Prove Income Instructions' page with the 'Create Salary Key' button highlighted by a red arrow labeled '2'. The third screenshot shows the 'Salary Key activity' table with the first row highlighted by 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
670984	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
670984	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.