

Client Training HQ

The Work Number Batch Process Overview

Offered as an alternative to the website or an integration/connector platform, The Work Number® batch process gives clients the ability to simultaneously upload one or more individual requests in a single request file to The Work Number in order to obtain employment and/or income information, which can help you manage risk and consumer needs.

Key Features

The batch process service offers the ability to:

- Handle one or more individual requests with Social Security Number inputs at one time. Please note, you must have a permissible purpose for all requests at the time of submission.
- Automate the process through Secure File Transfer Protocol (SFTP).
- Receive available solutions included in customer agreements.

How It Works



Build a file based on your required workflow and assure no duplicate SSNs



Submit a batch of consumer accounts to The Work Number through our secure site or SFTP



Receive data in a typical turnaround time of 24-48 hours



Decide how often to send files (daily, weekly, monthly) at your convenience

File Transfer Methods

You have secure options for both input and output files. (More information will be provided during the onboarding process.)

- **Accepted file formats:**
 - Comma-separated values (CSV) or tab-delimited
- **Secure file transfer requirement:**
 - GPG or PGP Encryption software
- **File transfer options:**
 - File Transfer Protocol (FTP) or Secure File Transfer Protocol (SFTP)
 - The Work Number Batch File Processing Center website

Registering for Access

If you are interested in accessing The Work Number through a batch process, please reach out to your **Equifax® Account Executive**.

The information provided is intended as general guidance and is not intended to convey any tax, benefits, or legal advice. For information pertaining to your company and its specific facts and needs, please consult your own tax advisor or legal counsel.