

PLEASE NOTE: Depending on your role, i.e - access privileges, you may not have access to all products shown.

How to Order an Employment Verification

1 Enter the order information.

★ Some employers require using an alternate Employee ID rather than using a SSN. If this is a requirement for you, please check this box.

2 Select the “Employment” icon under “Verification Type.”

3 Click “Start Order.”

4 Enter the order information.

5 Click “Next.”

6 Enter your payment information.

7 Click “Next.”

8 Your order is now complete. Click on individual rows to view the verifications.

9 Click “Print” to print a copy of the verification.

10 To view the verification again, click on the “My Orders” tab.

★ When on the “My Orders” screen, you will need to click the “Order Detail” button next to the verification you wish to view.

The screenshots show the following steps:

- Step 1:** The 'New Order' screen where users enter SSN, Tracking Number, and Permissible Purpose. A checkbox allows for an alternate Employee ID.
- Step 2:** The 'Select Verification Type' screen with 'EMPLOYMENT' and 'EMPLOYMENT & INCOME' options.
- Step 3:** The 'Start Order >>' button.
- Step 4:** The 'Order Information' screen where the user enters the Employer Name/Code.
- Step 5:** The 'Next >>' button.
- Step 6:** The 'CREDIT CARD INFORMATION' screen where the user enters the card number and security code.
- Step 7:** The 'Next >>' button.
- Step 8:** The 'Thank You' screen showing a list of 'VERIFICATIONS' with a 'Print' button.
- Step 9:** The 'Print' button on the verification row.
- Step 10:** The 'My Orders' screen with a 'Keyword Search' bar and a table of orders.

Order ID	Tracking #	Name	Order Date	Last Updated	Action
10000027511		Albert Clark	06/30/2015	06/30/2015	Order Detail
10000027509		Alex Sam	06/30/2015	06/30/2015	Order Detail
10000027507		Albert Clark	06/30/2015	06/30/2015	Order Detail
10000027505		Albert Clark	06/30/2015	06/30/2015	Order Detail
10000027487		Adam Carter	06/30/2015	06/30/2015	Order Detail
10000017519	53e45e66-35	Adam Carter	06/29/2015	06/29/2015	Order Detail

CONTACT US TODAY

For additional assistance, please call: 1-800-367-5690. Agents are available Monday through Friday from 7am to 7pm CT.

www.theworknumber.com/contactus

How to Order an Employment and Income Verification

- 1 Enter the order information.
 - ★ Some employers require using an alternate Employee ID rather than using a SSN. If this is a requirement for you, please check this box.
- 2 Select the “Employment & Income” icon under “Verification Type.”
- 3 Click “Start Order.”
- 4 Enter the order information.
 - ★ Salary key should be provided by the employee/applicant and may be required to receive income information.
- 5 Click “Next.”
- 6 Enter your payment information.
- 7 Click “Next.”
- 8 Your order is now complete. Click on individual rows to view the verifications.
- 9 Click “Print” to print a copy of the verification.
- 10 To view the verification again, click on the “My Orders” tab.
 - ★ When on the “My Orders” screen, you will need to click the “Order Detail” button next to the verification you wish to view.

The screenshots show the following steps:

- Step 1:** The 'New Order' screen where the user enters SSN, Tracking/Loan Number, and Permissible Purpose. A star points to a checkbox for alternate Employee ID.
- Step 2:** The 'Select Verification Type' screen where the user chooses 'EMPLOYMENT & INCOME'.
- Step 3:** The 'Order Information' screen where the user enters the Employer Name/Code and Salary Key.
- Step 4:** The 'CREDIT CARD INFORMATION' screen where the user enters card details.
- Step 5:** The 'Thank You' screen showing the completed order and a 'Print' button.
- Step 6:** The 'My Orders' screen showing a table of orders with 'Order Detail' buttons.

Order ID	Tracking #	Name	Order Date	Last Updated	Action
10000027511		Albert Clark	06/30/2015	06/30/2015	Order Detail
10000027509		Alex Sam	06/30/2015	06/30/2015	Order Detail
10000027507		Albert Clark	06/30/2015	06/30/2015	Order Detail
10000027505		Albert Clark	06/30/2015	06/30/2015	Order Detail
10000027487		Adam Carter	06/30/2015	06/30/2015	Order Detail
10000017519	93615681-35...	Adam Carter	06/29/2015	06/29/2015	Order Detail

CONTACT US TODAY

For additional assistance, please call: 1-800-367-5690. Agents are available Monday through Friday from 7am to 7pm CT.

www.theworknumber.com/contactus

Researched Verification (RV)

How to Order an Employment Verification

1 Enter the order information.

★ Some employers require using an alternate Employee ID rather than using a SSN. If this is a requirement for you, please check this box.

2 Select the “Employment” icon under “Verification Type.”

3 Click “Start Order.”

4 Enter order information.

★ You will see the shorter form first. This longer form will only appear when additional information is needed to complete your order.

5 Click “Next.”

6 Enter your payment information.

7 Click “Next.”

1 To start your order please provide your SSN, Tracking/Loan Number (if applicable), and Permissible Purpose. This information will be used throughout the ordering process for all verifications ordered.

SSN: [input] TRACKING NUMBER: [Optional] PERMISSIBLE PURPOSE: Consumer's application for c [dropdown]

★ Some employers require using an alternate Employee ID rather than using a SSN. If this is a requirement for you, please check this box.

Select Verification Type

EMPLOYMENT [icon] EMPLOYMENT & INCOME [icon]

3 Start Order >>

4 EMPLOYER NAME / CODE [input]

5 Next >

★ EMPLOYMENT

FIRST NAME: [input] LAST NAME: [input] EMPLOYER NAME: [input]

EMPLOYER ST. ADDRESS: [input] EMPLOYER STATE: [dropdown] EMPLOYER ZIP CODE: [input]

EMPLOYER COUNTRY: [dropdown] EMPLOYER PHONE: [input]

AUTHORIZATION FORM: [dropdown]

ADDITIONAL EMPLOYER INFORMATION: [input]

6 CREDIT CARD TYPE [dropdown]

CARD NUMBER: [input] SECURITY CODE: [input]

EXPIRATION DATE: [input]

Use new card [checkbox] Delete this card [checkbox] I don't have a credit card [checkbox]

7 Next >>

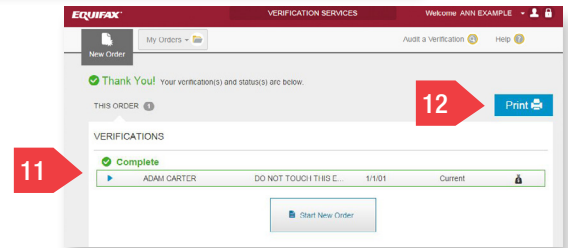
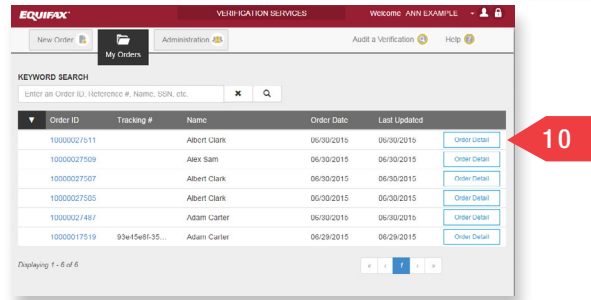
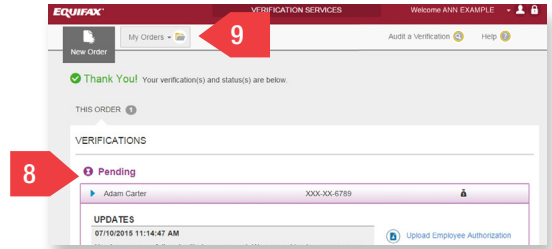
8 Your order is now pending. You will receive an e-mail when the verification is complete.

9 To view your verifications, click on the “My Orders” tab.

10 Click the “Order Detail” button next to the verification you wish to view.

11 You are now on the completed verifications page. Click on individual rows to open the verifications.

12 Click “Print” to print a copy of the verification.



CONTACT US TODAY

For additional assistance, please call:
1-866-662-3343. Agents are available
Monday through Friday from 7am to 7pm CT.

www.theworknumber.com/contactus

How to Submit an Authorization Form

Authorization forms can be submitted by upload or fax. The options of either uploading your authorization form or downloading a fax cover sheet are available while completing a new order on an offline verification form, or you can also choose between the two options on any pending order screen.

Uploading an Authorization Form via Offline Verification Form

1 In the “Employment and Income” section, click the “Authorization Form” drop-down button.

2 Select “Upload” from the drop-down menu.

* If Fax is chosen, a fax cover sheet can be downloaded on the following screen (see ‘Uploading An Authorization Form via Pending Order Screen’).

3 Click “Browse Files” to locate and upload the authorization form.

Note: Accepted file formats include PDF and TIF.

4 The authorization form has now been uploaded. Should you need to delete and upload a different file, simply click the “X” next to the file name.

Additional information: A match for your verification(s) was not found on our instant database. Please enter the additional information below and we will contact the employer. Most verifications are resumed within 1-2 business days.

EMPLOYMENT & INCOME

EMPLOYER NAME* (FIRST NAME, LAST NAME, EMPLOYER NAME)

EMPLOYER ST. ADDRESS

EMPLOYER STATE* (Select One)

EMPLOYER ZIP CODE

EMPLOYER COUNTRY* (United States)

EMPLOYER PHONE

AUTHORIZATION FORM* (Select One)

ADDITIONAL EMPLOYER INFORMATION

EMPLOYMENT

EMPLOYER NAME*

EMPLOYER ST. ADDRESS

EMPLOYER STATE* (Select One)

EMPLOYER ZIP CODE

EMPLOYER COUNTRY* (United States)

EMPLOYER PHONE

AUTHORIZATION FORM* (Select One)

- Select One
- Upload
- Fax
- I will provide upon request

ADDITIONAL EMPLOYER INFORMATION

EMPLOYMENT & INCOME

EMPLOYER NAME*

EMPLOYER ST. ADDRESS

EMPLOYER STATE* (Select One)

EMPLOYER ZIP CODE

EMPLOYER COUNTRY* (United States)

EMPLOYER PHONE

AUTHORIZATION FORM* (Upload)

UPLOAD AUTH FORM/DOC (Browse Files)

ADDITIONAL EMPLOYER INFORMATION

EMPLOYMENT & INCOME

EMPLOYER NAME*

EMPLOYER ST. ADDRESS

EMPLOYER STATE* (Select One)

EMPLOYER ZIP CODE

EMPLOYER COUNTRY* (United States)

EMPLOYER PHONE

AUTHORIZATION FORM* (Upload)

UPLOAD AUTH FORM/DOC (sample_document.pdf X)

ADDITIONAL EMPLOYER INFORMATION

Uploading an Authorization Form via Pending Order Screen

1 On the right side of the screen, there are links to either Upload Employee Authorization or Download Fax Cover.

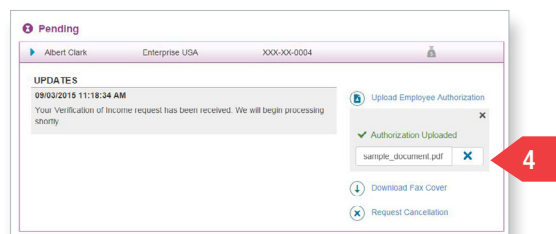
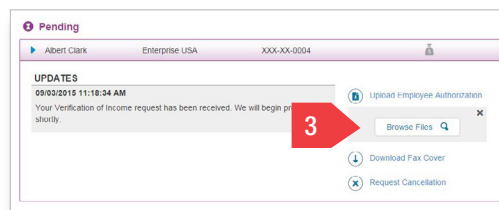
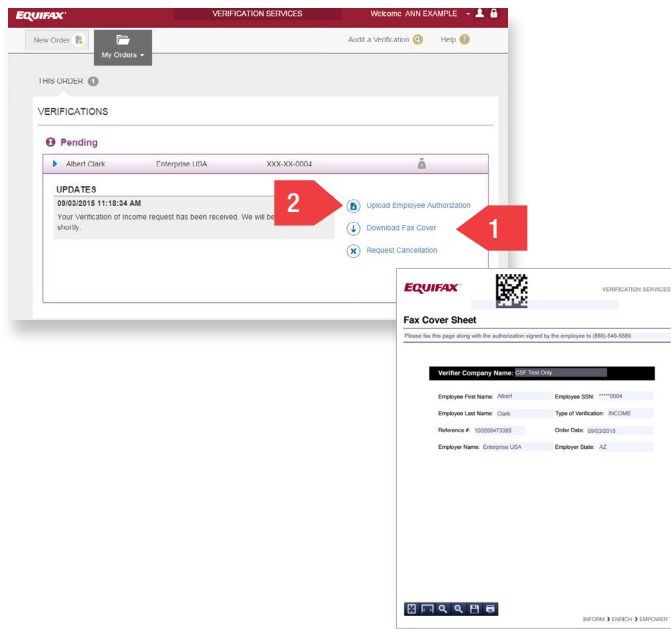
* If Fax is chosen, a fax cover sheet will be automatically downloaded.

2 Click "Upload Employee Authorization."

3 Click "Browse Files" to locate and upload the authorization form.

Note: Accepted file formats include PDF and TIF.

4 The authorization form has now been uploaded. Should you need to delete and upload a different file, simply click the "X" next to the file name.



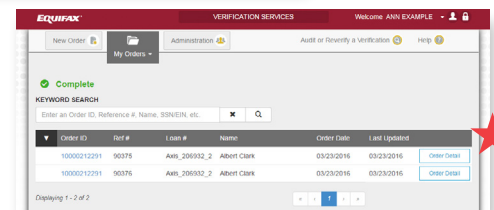
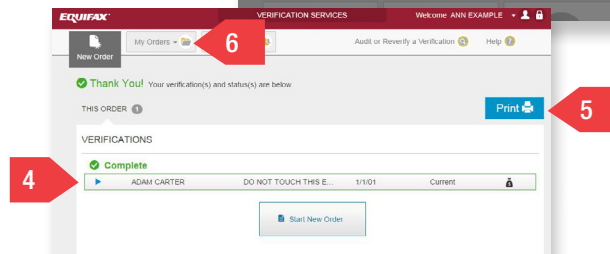
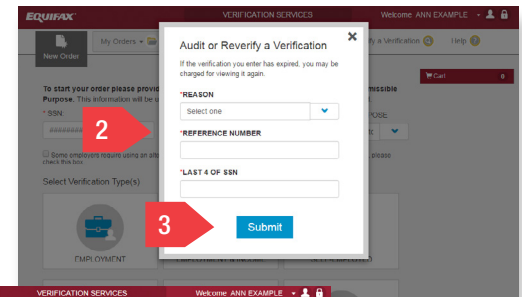
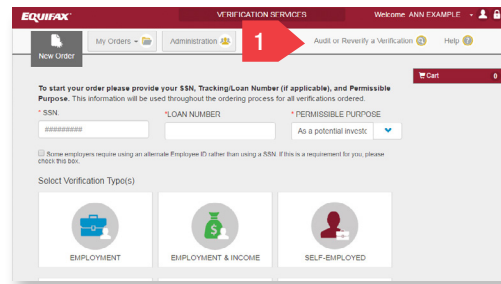
CONTACT US TODAY

For additional assistance, please call:
1-800-367-5690. Agents are available
Monday through Friday from 7am to 7pm CT.

www.theworknumber.com/contactus

How to Audit or Reverify a Verification

- 1** Select "Audit or Reverify a Verification."
 - * Dependent on your role, i.e - access privileges, your only option may be to audit a verification.
 - 2** Select the reason, then enter the verification reference number and the last four digits of the applicant's Social Security number.
 - * If your role only allows you to audit a verification, a reason will not be required.
 - 3** Click "Submit"
 - 4** Click on individual rows to view the verifications.
 - 5** Click "Print" to print a copy of the verification.
 - 6** To view the verification again, click on the "My Orders" tab.
- ★ When on the "My Orders" screen, you will need to click on the "Order Detail" button next to the verification you wish to view.



CONTACT US TODAY

For additional assistance, please call:
 1-800-367-5690. Agents are available
 Monday through Friday from 7am to 7pm CT.

www.theworknumber.com/contactus