



Login Instructions for Employees to access their information on www.theworknumber.com

Employers can provide the following instructions to their employees in order to access their information on The Work Number. Employees have access to a free annual Employment Data Report or EDR. An EDR is a report, per the Fair Credit Reporting Act, to allow transparency to an employee's information contained on The Work Number and a list of all Verifiers who have attempted access to employee's employment records in the prior 24 months.

- Click the **"Employee"** tab
- Click **"LOG IN"**
- Enter your **employer's name or code** (Employer code was provided in the Welcome email to the employer.)
- **First-time users:** If you've never logged into the application before, click on "Register Now" to start the process. Users will be required to enter personal information to verify the account they are attempting to access and validate identity.
- **Returning users:** You will log in as usual with your same username and password you created.
- Some users will be sent a one-time passcode via phone, text, or email. Passcodes are sent in real time, so please enter it immediately into the application without exiting the login session or closing the browser.
- If we are unable to send you a one-time passcode via email or phone, you may be sent a one-time passcode in the mail. You will have 12 days from the date of mailing to receive the passcode and enter it into the system. If you cannot receive a One-Time Passcode, you maybe prompted to contact a representative from your company to help verify your identity and gain access to the application.
- Once you have successfully logged in, users will be required to create a personal username and password that you will use anytime you login into the web site.

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How Employees access their Employment Data Report

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**”
6. Click “**Log In**” and follow the login instructions outlined above

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.*

If your employees have questions or require assistance with their Employee Data Report, please refer them to contact us at 866-604-6572.

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