Letters in webManager

Based on your organization's set up, you may have access to one or more of the following letters:

- *Immigration Letter* - Can be used to show the U.S. Citizenship and Immigration Services or government embassies proof of employment and income for an employee
- *Employment Letter* - Shows an employee's current employment status and employment history to provide to a third-party outside of requests from credentialed verifiers. Employment Letters are not verifications.
- *Income and Employment Letter* - Shows an employee's current income and employment status to provide proof to a third-party outside of requests from credentialed verifiers. Income and Employment Letters are not verifications.
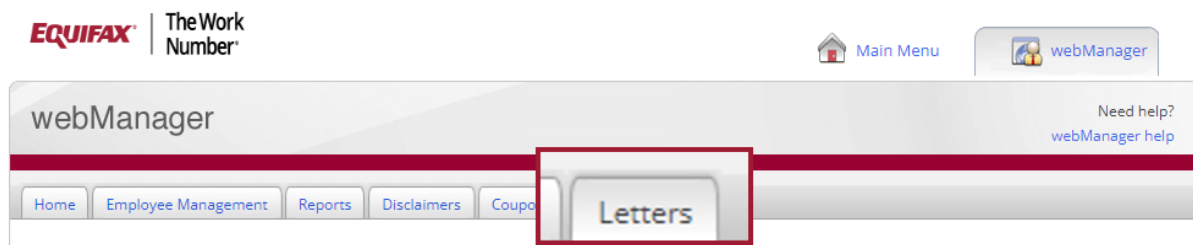
The letters that are available may vary by organization.

Please note: These documents are not suitable for use by lending institutions, credit agencies, pre-employment firms, property managers, or other private industry or social service agency entities who are determining an individual's eligibility for any employment, credit, governmental benefit, or other purposes authorized under the Fair Credit Reporting Act (FCRA). These letters do not comply with the underwriting requirements of Fannie Mae or Freddie Mac, nor do they satisfy other standards typically required for private industry and social service agency verifications. Please ask those vendors to visit www.theworknumber.com.

However, there are some instances outside of employment and income verification requests from credentialed verifiers where your employees may need to provide proof of employment and/or income to a third-party. Some examples may include overseas proof of employment requests, volunteer work, foreign investments, parental leave of absence, and adoption proceedings.

Letter Configuration
- Log on to www.theworknumber.com.
- Click **Login** and choose **Manage Your Workforce**.
- Choose **webManager Login**.
- Click on the **Letters** tab.

From the Letters tab, you will be able to view the format of each type of letter and also select a link to customize the employer disclaimer if you choose.

1. Click on the letter type to see an example format.
2. The example format will show how the data will be laid out for that type of letter.
3. If you would like to add an additional message to the letter, click on **Customize the Employer Disclaimer** link to go to the Disclaimer tab and add or modify the disclaimer. Please see that screen below. Enter or modify your disclaimer on that screen and click Save. If your company uses more than one type of letter, the disclaimer will apply to all three letter types.
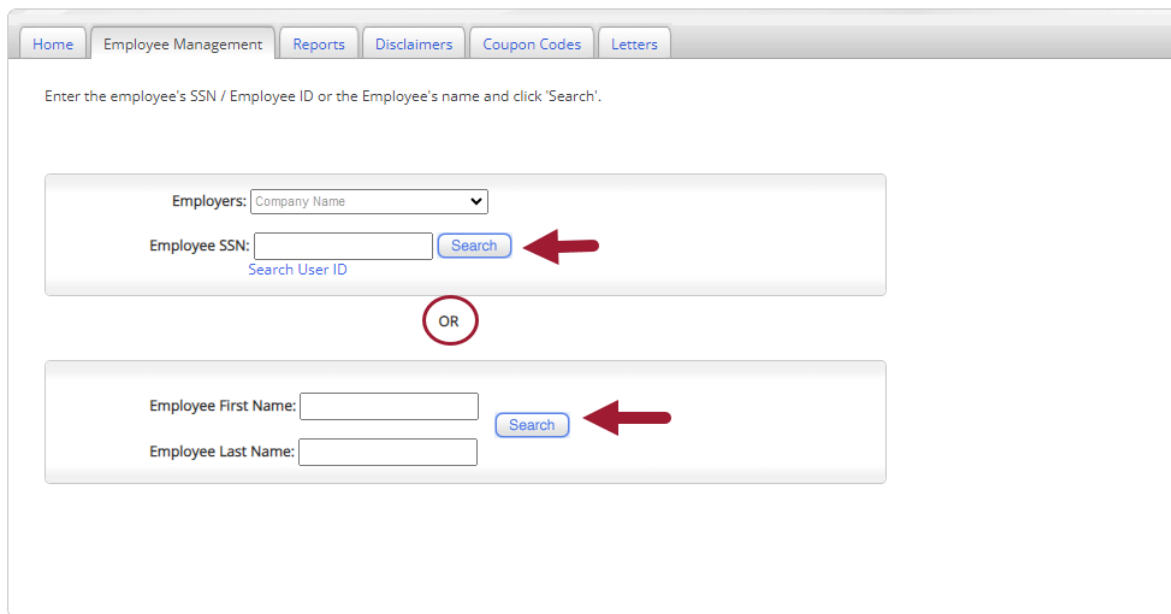
Generating Letters for Employees

Employees are able to generate their own letters through the Letters Center in the employee portal, but employers also have the ability to generate letters if needed.
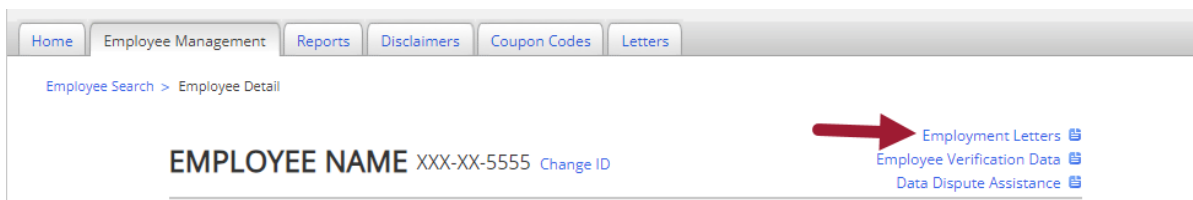
To generate a letter for an employee, click on the **Employee Management** tab.
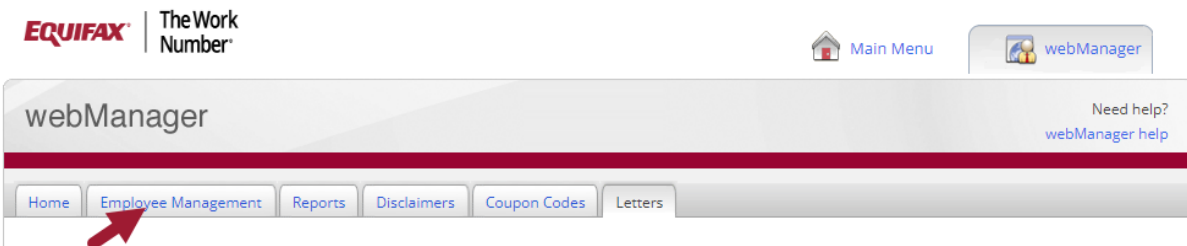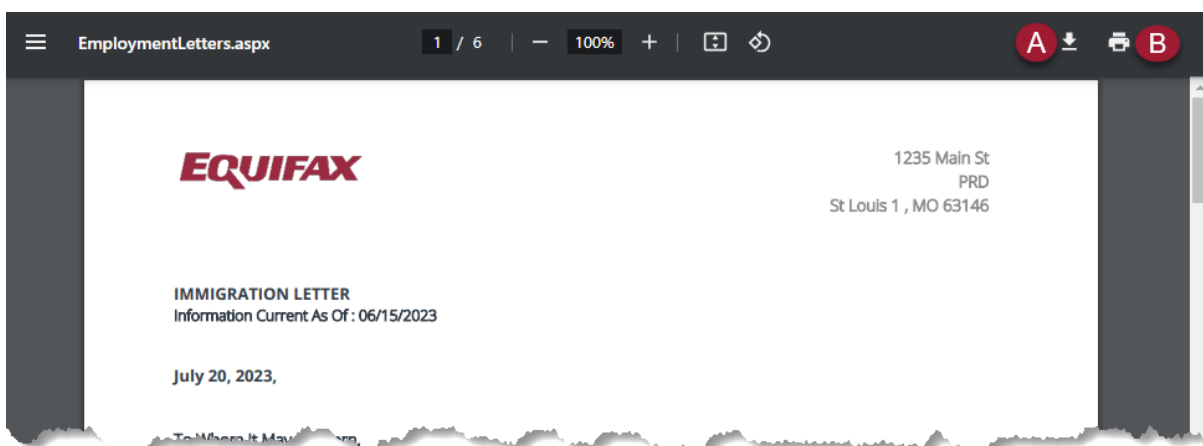
Search for the employee by **SSN** or by **Name**. Click **Search**.

From the Employee Management screen, click on the **Employment Letters** link in the upper right hand corner of the screen.

This will generate the letter(s) so that you can download or print them.

A. Click the download icon to **download** and save this letter as a PDF.
B. Click the print icon to **print** the letter.