



Employee Guide to Employment Verification Service

ADP Employment Verification, powered by The Work Number® from Equifax, privately and securely provides automated income and employment verifications to help keep your life moving! No more searching for paystubs!

If the banker, the property manager, the car dealer, or caseworker asks you how much money you make or to prove where you work, just tell them to go to

www.theworknumber.com.

Why? Because your employer has opted to have The Work Number provide this information to help you get the decisions you need 24 hours a day, 7 days a week.

If someone, such as a mortgage lender, property leasing company, a financial institution, or a government agency needs help, direct them to:

- www.theworknumber.com
- 800-367-5690 M-F 8:00 am to 8:00 pm (ET)
- member@Equifax.com

What can theworknumber.com do for me?

Get an Employment Data Report (EDR):

You are entitled under the Fair Credit Reporting Act (FCRA) to receive a free Employment Data Report every twelve months, so you can see your personal information and who requested it.

Go to <https://employees.theworknumber.com/employment-data-report>. Or, you may call our EDR Request Line: 866-604-6570

Ask for Data Dispute Assistance:

If you notice something inaccurate on your Employment Data Report (EDR), call The Work Number Employee Service Center for assistance:

- 866-222-5880 M-F 8:00 am - 8:00 pm (ET)
- TTY- hearing impaired: 800-424-0253

Ask for an Employment Data Freeze:

If you would like to put a freeze on your employment information available to Verifiers, call The Work Number Employee Service Center for assistance:

- 866-222-5880 M-F 8:00 am - 8:00 pm (ET)
- TTY- hearing impaired: 800-424-0253

How Do I Login to The Work Number?

- Start by going to <https://employees.theworknumber.com>
- Select “Log In” and follow the simple prompts
- If this is your first time – pick **Register Now**
- If you are a returning user – enter your username and password
- The screen prompts will walk you through all the steps to help verify your identity and keep your account private while offering helpful messages if you have problems

Obtaining an Immigration Verification [Note to Employers: OPTIONAL Instructions if you are contracted for this part of the service]:

The Work Number offers a fast, private way to help provide proof of employment or income to certain governmental agencies, including the U.S. Department of Homeland Security, U.S. Citizen and Immigration Services, and some foreign governmental agencies or embassies. The Work Number provides employment and income information only; no other information that may also be necessary during the processing of a request or application can be provided. Visit <https://employees.theworknumber.com> login and click on the “Immigration” tab.

We’re Here to Help!

Have questions? Or Need to talk to someone? For assistance contact The Work Number Employee Service Center at:

- 866-604-6572 M-F 8:00 am - 9:00 pm (ET)
- TTY- hearing impaired: 800-424-0253

Introductory Email Message to Send to Employees

Subject: New Employee Benefit - Automated Employment Verification

Are you applying for credit, leasing or renting, financing a purchase, or applying for government services? If yes, we've made it a lot easier for you to get proof of income or employment when you need it without calling HR.

We have partnered with The Work Number® service, which is a simple, secure and private way to get your employment and/or income information to the companies that need it. It's available 24/7, so that you can get the decisions you need when you need them.

From now on if the banker, the property manager, the car dealer, or caseworker asks you how much money you make or to prove where you work, just send them to:

- www.theworknumber.com
- 800-367-5690 M-F 8:00 am to 8:00 pm (ET)
- member@equifax.com

Simple as that. Visit <https://employees.theworknumber.com> to learn more.

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