



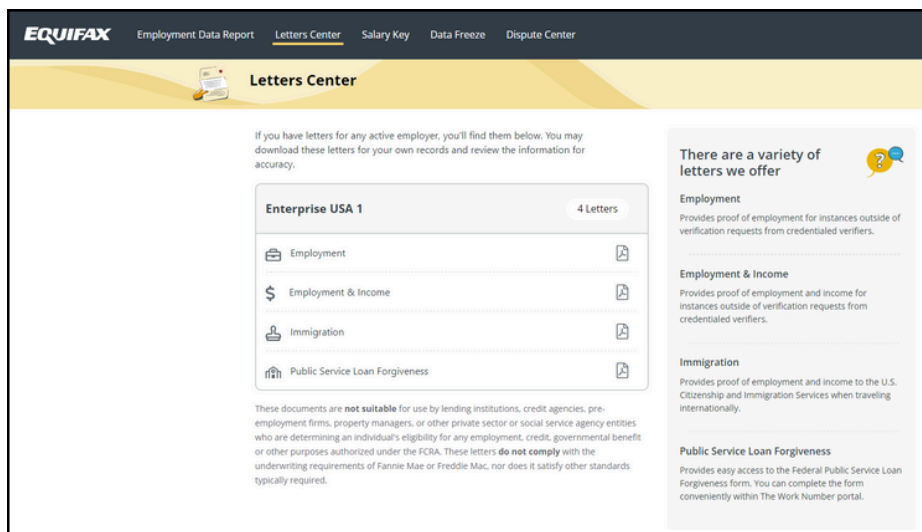
The Work Number

EMPLOYEE GUIDE: Employment Letter and Employment and Income Letter

Obtaining your own Employment Letter or Employment and Income Letter from The Work Number® can be done quickly and easily through employees.theworknumber.com.

1. Start by going to employees.theworknumber.com.
2. Select “log in”.
3. Enter the employer code:
4. If this is your first time logging into employees.theworknumber.com, pick “register now”.
5. If a returning user, enter your username and password you set up.
6. The screen’s prompts will walk you through all the steps to help verify your identity and keep your account private while offering helpful messages if you experience challenges.
7. Once logged in, select the “Letters Center” tile on the homepage, or in the main menu at the top of the page.
8. Choose which letter(s) you'd like to download by clicking the PDF icon to the right of the letter.

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