

How to Create a Salary Key

To create a Salary Key, go to the main menu page on The Work Number Web site.

1. Click the link that reads "Prove Your Income With a Salary Key".

You will now see instructions for creating a Salary Key.

2. Select "Create A Salary Key."

The new Salary Key appears. You have the option to create another Salary Key.

3. Click "Create Another Salary Key" at the bottom of your screen to issue yourself an additional Salary Key.

You will need to create a Salary Key for each verifier needing proof of employment and income.

Once you have created your one-time use Salary Key, you will now need to provide it to the verifier.

The Work Number can be accessed by the verifier at www.theworknumber.com or by calling 1-800-367-5690.

Note

A Salary Key can be used only once. After it is used by the verifier it becomes void.

Employees may also manage the Salary Key function by logging into The Work Number system over the phone. Simply call 1-800-367-2884 and follow the instructional voice prompts.

If you have any questions or need additional assistance, visit www.theworknumber.com or call The Work Number Client Service Center at 1-800-996-7566 or 1-800-424-0253 (TTY – Deaf). Agents are available Monday through Friday from 7am to 8pm Central time.

The screenshot shows the 'Main Menu' page of The Work Number website. A sidebar on the left contains navigation links: Main Menu, Verifications, My Account, Customer Service, Resource Center, and webManager. The main content area features a 'Main Menu' header, a notification that 'Enterprise USA is a demo employer', and a 'Verifications' section with a red '1' indicating the current step. The 'Verifications' section includes links for 'Prove Your Employment', 'Prove Your Income With a Salary Key', 'Immigration Verification', and 'Disability/Workers' Comp Verification'. To the right, there are sections for 'Your Other Services' (W-2 Express) and 'Resource Center'. Below the navigation, a 'My Account' section is visible with an 'Alerts' icon. A large callout box with a green exclamation mark icon contains instructions: 'To provide someone with proof of your employment and income, follow three simple steps below. Please review each step and then click on the "Create a Salary Key" button.' The steps are: 1. Create a "Salary Key", 2. Give the person needing proof of your employment and income your Social Security Number, your employer's name, and a Salary Key, and 3. Tell that person to go to the verifier section of www.theworknumber.com. At the bottom of this callout are 'Cancel' and 'Create a Salary Key' buttons, with a red '2' next to the latter. Below this, another callout box with a green exclamation mark icon states: 'Your new Salary Key is displayed below.' It provides instructions: 'To provide someone with proof of your employment and income you will need: (1) A Salary Key which is shown below. (2) Your employer's name. (3) Tell that person to go to the verifier section of www.theworknumber.com'. Below the text is a table with the following data:

Salary Key	Date & Time Created	Expiration Date	Status	Actions
133750	1/10/2006 8:07:12 AM	2/10/2006	New	<input checked="" type="checkbox"/> Delete <input checked="" type="checkbox"/> Print <input checked="" type="checkbox"/> Email

Below the table, it says '* All times are Central Standard Time'. At the bottom of the callout are 'Create Another Salary Key' (with a red '3' next to it) and 'Return to Main Menu' buttons.