Verifying Employment through the work number

How banks and mortgage companies verify employment and income for DPS employees.

Background Information:

- Employees must call or visit the Work number website to set up a salary key
- The lender can then go through the Work Number to verify employment
- The Work Number: Go to www.theworknumber.com OR call 1.800.367.2884
- Your user ID is your Social Security Number. Your Pin is the last 4 digits of your social plus the month and day of your birth
  - Will be 8 digits total, no spaces or dashes
  - Example: last four: 1234 Birthday 08/23/1988
    - Pin: 12340823
- DPS Employer Code: 11476
1. Go to www.theworknumber.com
2. Click on "I am an Employee"
3. Click on “Enter Site”
4. Enter Employer Code 11476
   Click “Log In”
5. Select “I want to provide proof of employment AND income”
6. Enter your Social Security Number with no dashes or spaces in the “User ID” field

Click Continue
7. Enter your Pin number

Your Pin number is the last 4 digits of your social and the month and day of your birth. It will be 8 digits total with no spaces.

8. Click “Log in”
9. Click "Enroll Now"
10. Select “Yes” or “No”  Click Continue
11. Select your Image | Click Continue
12. Select Questions and Answers

Select “Continue”
13. Enter Information  Click “Continue”
14. Verify Information is correct

Click “Continue”
15. Click "Continue"
16. You are now logged in. Click "Create Salary Key"
17. Click "Create Salary Key"
18. You have completed a Salary Key

If you have any problems, please contact The Work Number Client Service Center- 1.800.966.7566
### Calling the Work Number 1.800.367.5690

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>19.</td>
<td>Dial 1.800.367.5690</td>
</tr>
<tr>
<td>20.</td>
<td>Enter Employer Code <strong>11476</strong></td>
</tr>
<tr>
<td>21.</td>
<td>Enter Social Security Number</td>
</tr>
<tr>
<td>22.</td>
<td>Insert Pin Number</td>
</tr>
<tr>
<td></td>
<td>The last four digits of your Social, and month and day of your birth with no lines or spaces</td>
</tr>
<tr>
<td>23.</td>
<td>Chose “<strong>Option 1</strong>” - Income</td>
</tr>
<tr>
<td>24.</td>
<td>It will give you a 6 digit Salary Key and expatriation date</td>
</tr>
<tr>
<td>25.</td>
<td>Tells you what information to provide to lender</td>
</tr>
</tbody>
</table>

If you have any problems, please contact The Work Number Client Service Center- 1.800.966.7566