

How to Use The Work Number®

Need Proof of Employment?

Give the person needing proof of your employment the following information:

- Your Social Security Number: --
- **Westinghouse Electric Company's** Employer Code: **10537**
- The Work Number Access Options:
 - Option a) www.theworknumber.com
 - Option b) **1-800-367-5690**

Need Proof of Employment Plus Income?

Step 1:

Access The Work Number to create a "Salary Key" that grants one-time access to your income data:

- The Work Number Access Options for Employees:
 - Option a) www.theworknumber.com
 - Option b) **1-800-367-2884**

Step 2:

Select the "Create a Salary Key" option and prepare to write down the six-digit number

Step 3:

You will need to enter the following information to obtain a Salary Key:

- **Westinghouse Electric Company's** Employer Code: **10537**
- Your Social Security Number: --
- Your PIN: **The last four digits of your Social Security Number, followed by DDYY of your date of birth (example, if you were born on January 3, 1950, the four digits would be "0350").** Your PIN cannot be changed. Also, do not give your PIN to a verifier.

Step 4:

Provide the person needing proof of your employment plus income with all of the following information:

- Your Social Security Number: --
- **Westinghouse Electric Company's** Employer Code: **10537**
- Your Salary Key (from Step 3):
- The Work Number Access Options for Verifiers:
 - Option a) www.theworknumber.com
 - Option b) **1-800-367-5690**

The Work Number Client Service Center

1-800-996-7566
1-800-424-0253 (TTY – For the Hearing Impaired)
Monday – Friday; 7:00AM – 8:00PM (CST)

Applying to a Social Service Agency?

Provide this information to your case worker.

Attention Case Worker

Please take the following steps:

Step 1:

Register with The Work Number:

All agencies must register to use the service. It takes about 5 minutes to complete the application. If you are already registered and need help, please call the Client Service Center at 1-800-996-7566.

- Option a) www.theworknumber.com
- Option b) **1-800-996-7566**

Step 2:

Obtain an employment and income verification:

- The Work Number access options for Social Service agencies:
 - Option a) www.theworknumber.com
 - Option b) **1-800-660-3399**
- Enter your registered fax number
- Enter the following information when instructed:
 - a) **Westinghouse Electric Company's** Employer Code: **10537**
 - b) Employee's Social Security Number: --
- Select the kind of verification you need. You can verify *employment* or *employment plus income*.

The screenshot shows the 'THE WORK NUMBER' website. At the top, there's a navigation bar with links: Home, Privacy Policy, Help, Contact Us, Search, and a GO button. Below this is a secondary navigation bar with links: About Us, Product and Services, Our Participating Employers, Security, News and Events, and webManager. The main content area is divided into two columns. The left column has a header 'Verify someone's employment and income' with a blue arrow icon and a link 'Enter Verifier Section'. Below this is a section for 'Social service agencies' with a green arrow icon and a link 'Enter Social Service Section'. The right column has a header 'Access your employee account' with a yellow arrow icon and a link 'Enter Employee Section'. Below this is a list of services: 'Prove your own employment', 'Prove your income with a salary key', 'Access webManager', and 'And much more...'. At the bottom, there's a footer with links: Terms and Conditions, Contact Us, and a copyright notice: Copyright © 2005 TALX Corporation. All Rights Reserved.

Visit www.theworknumber.com for more information.

The Work Number is the
No. 1 Employment
Verification
Service

