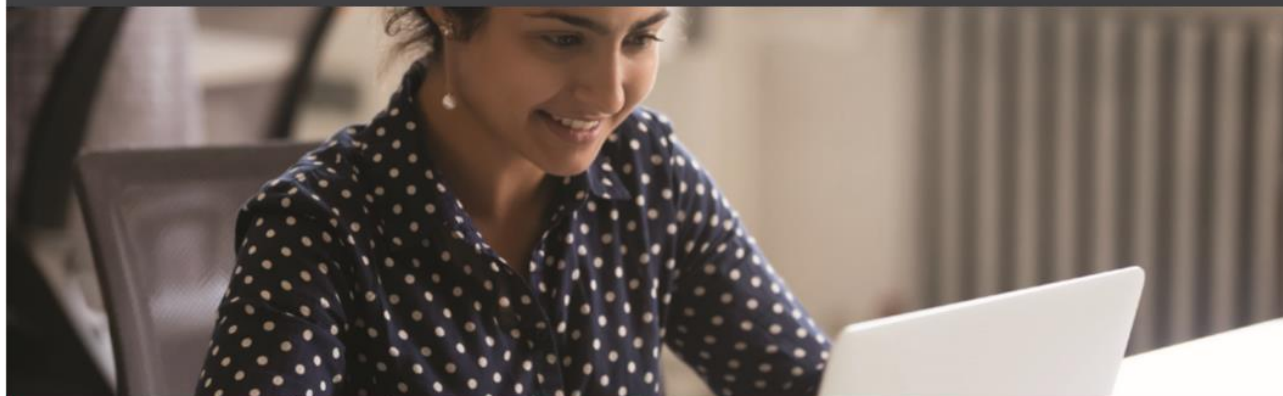


Guide to The Work Number

Automated income and employment verifications from The Work Number® database



The Work Number from Equifax privately and quickly provides **automated income and employment verifications** 24 hours a day, 7 days a week to help keep your life moving! No more searching for paystubs!

What can theworknumber.com do for me?

Get an Employment Data Report (EDR):

A report required by the Fair Credit Reporting Act (FCRA) so you can see your personal information and who requested it. We want you to be able to see this report so here's how:



866-604-6570
EDR Request Line



www.theworknumber.com and click on "Employee" to learn more

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 6:00 am - 8:00 pm (ET)



TTY- hearing impaired:
800-424-0253

Get a Salary Key:

If someone asks you, like a verifier, to give them a Salary Key, click the web link below. This will not happen very much – actually less than 1% of the time in most cases.



www.theworknumber.com and click on the "Salary Key" tab

Obtaining an Immigration Verification?

www.theworknumber.com and click on the "Immigration" tab and then click "print"

If an Organization Needs Help:

(including mortgage lenders, property leasing, financial institutions, a government agency, etc.)



www.theworknumber.com



877-442-9963
M-F 8:00 am to 8:00 pm (ET)



verifiersolutionsupport@equifax.com

How do I login to The Work Number?



1. Start by going to www.theworknumber.com
2. Click on "Employee"
3. Select "Log In" and follow the simple prompts, the Employer Code is 15763
 - If this is your first time – pick "Register Now"
 - If a returning user – enter your username and password you set up
4. 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.



THE
WORK
NUMBER®
from Equifax

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

800-367-2884 M-F 6:00 am - 9:00 pm (ET) **TTY- hearing impaired: 800-424-0253**

The Work Number Frequently Asked Questions (FAQ)

What is 'The Work Number' database?

The Work Number® database is a simple, secure and discreet way to help get proof of your employment and income information to companies when needed. It's always on and available 24/7 so you can get the approvals you need when you need them.

Without The Work Number service, a lender, property manager or pre-employment screener could call your employer and ask to check on your employment or income. You have no control over when they call. Also, many verifications happen after business hours or on weekends.

Who can ask for a verification?

Not just anyone can ask for your personal information. They have to be credentialed. The Work Number service accepts requests only from credentialed verifiers, meaning they have to go through a credentialing process to prove they have a "permissible purpose" (i.e., a legally established legitimate business reason) in order to make a request.

In addition, you have to give permission for a verifier to get your income information from The Work Number database. This is called Consumer Consent, and it's usually part of an application you complete, for a job, for a lease, or for credit.

How do I know my information is correct?

The Work Number database complies with the Fair Credit Reporting Act (FCRA), which requires Team Members be able to see everyone who has requested their information and you can check your data and dispute anything that may be wrong. You can access your Employment Data Report by visiting www.theworknumber.com/Employees/DataReport.

How do you help protect my data?

The Work Number service uses stringent security standards to help protect its data. These protocols include advanced data encryption, physical security controls in the data centers, and user identity verification through multiple steps (often referred to as multi-factor authentication). There are also controls in place, by law (the Fair Credit Reporting Act), to help protect your privacy.

Who needs to verify your employment and/or income? Typically, among other things, verifications are needed whenever someone:

- applies for a loan or public aid
- leases an apartment
- applies for a job
- updates their immigration status
- applies for a new credit card

What is the Employer Code?

This code identifies our organization with The Work Number, It can be searched by typing in our company name, M.A. Mortenson Company, or you can use the employer code 15763 to access The Work Number.