

The Work Number

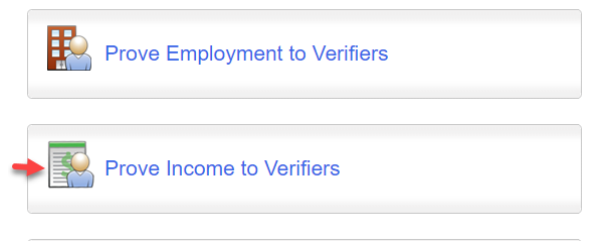
The Work Number is an automated service that provides you the ability to quickly provide proof of your employment or income. You control the process and authorize access to your information. It is widely used by mortgage lenders, banks, apartment complexes and others who may need proof of your employment or income.

Sign up with The Work Number – <https://theworknumber.com>

- a. Select “I’m an Individual”
- b. Enter the HomeServices of America employer code: **19817**
- c. Complete the New User Registration
- d. Validate your Identity by entering your email or phone number for multi-factored authentication.
- e. Create your User ID and Password

Create a Salary Key

1. Log into The Work Number - <https://theworknumber.com>
 - f. Select “View My Data”
 - g. Enter Your User ID/Password
2. Create a Salary Key if your verifier needs access to your salary details.
 - a. Select Prove Income to Verifiers



- b. Click “Create Salary Key”

A screenshot of the "Employee" page on the Work Number website. The page has a red header with the word "Employee" in white. Below the header is a navigation bar with tabs for "Home", "Prove Employment / Income", "Salary Key", and "Employment Data Report". The "Salary Key" tab is selected. Below the navigation bar are links for "Prove Employment Instructions" and "Prove Income Instructions". The main content area has a heading "To prove income, follow the quick instructions below." and a list of four steps. Step 3 is "Create a Salary key to give to the lender as employee authorization for release of income." and has a blue button labeled "Create Salary Key >>" next to it. A red arrow points to this button. Below the list is a grey box titled "Other acceptable forms of employee authorization:" with two items: "1. electronic signature" and "2. signature on an application or rental document." Step 4 is "Tell your lender to go to www.theworknumber.com and enter this information to get a verification." At the bottom left is a laptop icon and the text "Verifiers must be registered with The Work Number to access your employment information."

- c. Click “+ New Salary Key”

Employee

Home Prove Employment / Income Salary Key Employment Data Report

View / Create Salary Key Salary Key activity

Select Column Search Reset View: 10 at a time

Salary Key	Date Requested	Date / Time Created	Expiration Date	Status	E-mail	Print	Delete
You have no active Salary Keys							

+ New Salary Key

3. Provide the Employer code: **19817** and the Salary Key to the person doing the verification. You have the option to email it directly to them.
 - a. The email will contain your name, the employer code, and the salary key.

Employee

Home Prove Employment / Income Salary Key Employment Data Report

View / Create Salary Key Salary Key activity

Select Column Search Reset View: 10 at a time

Salary Key	Date Requested	Date / Time Created	Expiration Date	Status	E-mail	Print	Delete
123456	04/08/2021	3:37:29 PM	07/09/2021	New			

Showing 1-1 of 1

+ New Salary Key

Email example:

Overview:

The Work Number® is an automated service that provides instant employment and income verification.

This fast, secure service is used when applying for a mortgage or loan, for reference checking, leasing an apartment or any other instance where proof of employment or income is needed. The Work Number is available anytime-anywhere and you benefit from having control of the process authorizing others' access to your information.

To Provide Proof of Employment PLUS Income:

Please follow the instructions below to obtain an employment and income verification for JANE DOE.

1) Access The Work Number at:

- www.theworknumber.com
- 1-800-367-5690

You will need this information:

- The HomeServices of America, Inc. Employer Code 19817
- The Employee's Social Security Number
- This one-time use Salary Key 123456

2) Go to the "Verifiers" area.

3) If you are a new user, complete the quick signup process. Existing users, simply enter your Username and Password to login.

4) Complete the short order form, making sure you select employment and income as the type of verification. You will get the verification instantly and can print it for your records.

Client Service: 800-996-7566, Monday-Friday, 7 a.m. - 8 p.m. (CST)