

## Need Proof of Employment?

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

- Your Social Security Number: \_\_\_\_\_
- **UCF Employer Code: 13845**
- The Work Number Access Options:
  - Option a) [www.theworknumber.com](http://www.theworknumber.com)
  - Option b) **1-800-367-5690**

## The Work Number is the **No. 1** Employment Verification Service



## Need to create a Salary Key?

**Step 1:** A Salary Key is one form of employee authorization to release income. If a verifier is requesting a Salary Key from you, please take the following steps.

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

**Step 2:** Select: "I'm an Employee"  
Click: "Enter Site"

**Step 3:** Enter the Employer Code: **13845**

**Step 4:** Select "I want to provide proof of employment and income."

**Step 5:** You will need to enter the following information to obtain a Salary Key:

- Your UCF Emplid (7-digit number)
- Your PIN: (first time users: use default pin: YYYYMMDD: Once you log in the first time, it will ask you go change your PIN to 8-16 characters in length. It must only contain numbers without any spaces)

**Step 6:** Select "Prove Income to Verifiers"

**Step 7:** Select "Create Salary Key" and prepare to write down the six-digit number. \_\_\_\_\_

**Step 8:** Provide the person requesting the Salary Key with all of the following information:

- Your Social Security Number:
- **UCF Employer Code: 13845**
- Your Salary Key (from Step 7)
- The Work Number Access Options for Verifiers:
  - Option a) [www.theworknumber.com](http://www.theworknumber.com)
  - Option b) **1-800-367-5690**

### The Work Number Client Service Center

**1-800-996-7566**  
**1-800-424-0253** (TTY – Deaf)

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:

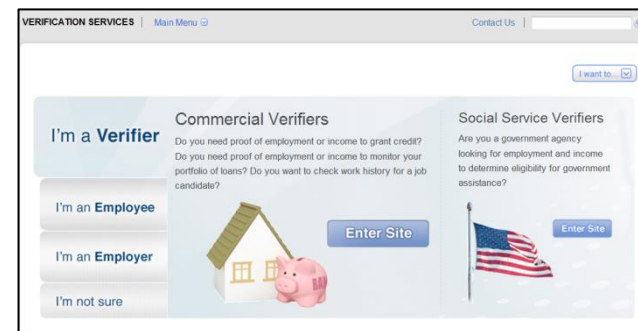
**Step 1:** Register with The Work Number:

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](http://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](http://www.theworknumber.com)
  - Option b) **1-800-660-3399**
- Enter your registered fax number
- Enter the following information when instructed:
  - a) **UCF Employer Code:13845**
  - b) Employee's Social Security Number:
- Select the kind of verification you need. You can verify employment or employment plus income.



Visit [www.theworknumber.com](http://www.theworknumber.com) for more information.