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: ____________
• UCF Employer Code: 13845
• The Work Number Access Options:
  Option a) 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
  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 Empiid (7-digit number)
• Your PIN: (first time users: use default pin: YYYYMMDD: Once you log in the first time, it will ask you to 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
  Option b) 1-800-367-5690

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) 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.

The Work Number Client Service Center
1-800-996-7566
1-800-424-0253 (TTY – Deaf)
Monday – Friday; 7:00AM – 8:00PM (CST)

Visit www.theworknumber.com for more information.