

Logging into The Work Number®

Accessing Your Account

To login to your account for The Work Number, go to www.theworknumber.com:

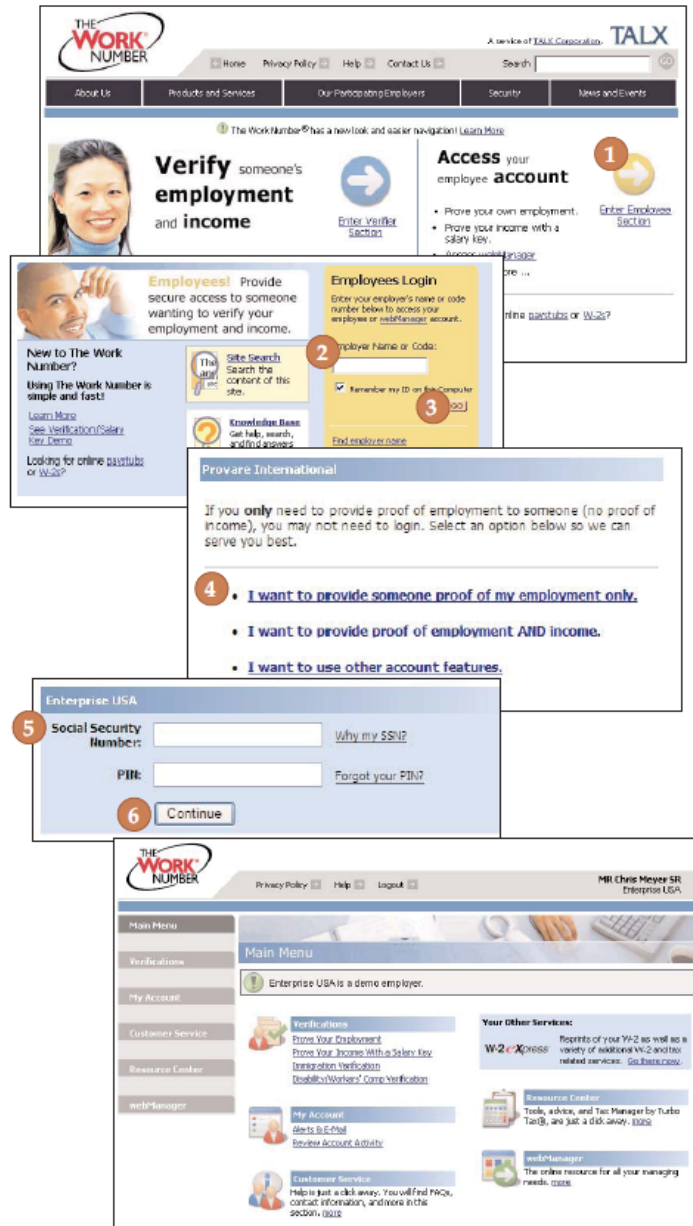
1. Click the employee's arrow
2. Enter your employer name (University of Central Florida) or code (13845)
3. Click "Go"
4. Select Option
5. Enter your User ID (SSN, employee ID, etc.) followed by your PIN (YYYYMMDD). The screen will prompt you for the correct information.
6. Click "Continue"

You have now successfully logged into The Work Number.

You will see The Work Number Main Menu Web page. From here, you have access to all functionality in your personal account on The Work Number website.

Please note that, although you may log into The Work Number at any time, you may only retrieve your employment report once per calendar year.

You may also login to The Work Number system by phone. Simply call 1-800-367-2884 and follow the instructional voice prompts.



The screenshots illustrate the following steps:

1. Home page with 'Verify someone's employment and income' and 'Access your employee account' buttons.
2. 'Employees Login' form with fields for 'Employer Name or Code' and 'Employee Name or Code'.
3. 'Provide International' options.
4. 'Enterprise USA' login form with fields for 'Social Security Number' and 'PIN'.
5. 'Main Menu' page with various service options.

If you have any questions or need additional assistance, visit www.theworknumber.com or call The Work Number Client Service Center at **1-800-996-7566** or **1-800-424-0253** (TTY – Deaf). Agents are available Monday through Friday from 7 a.m. to 8 p.m. CT.