Need Proof of Employment or Income?

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

• Your Social Security Number
• Compass Employer Code: 11366

The Work Number access options for verifiers:
www.theworknumber.com or 1-800-367-5690

Need to create a salary key?

A salary key is one form of employee authorization used 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:
  www.theworknumber.com or 1-800-367-2884
  Select “I’m an Employee”
  Select “Enter Site”
  Enter the Employer Code 11366 and select “Log In”
  Select “I want to provide proof of employment and income”
  Enter your User ID (SSN) and select “Log In”
  Enter your PIN (Last 4 of SSN and 4 digit Birth Year) and select “Log in” ** (first time users will need to complete Risk Based Authentication login process, additional instructions provided on reverse side)
  Select “Create a Salary Key”
  Select “Create Another Salary Key”
  Write down the six-digit number ____________

Provide the person requesting the salary key with the following information:

• Your Social Security Number
• Compass Employer Code: 11366
• Your salary key

The Work Number access options for verifiers:
www.theworknumber.com or 1-800-367-5690

Applying to a Social Service Agency?

Provide this information to your case worker.

Attention Case Worker

If not registered:
www.theworknumber.com or 1-800-996-7566

All agencies must register to use the service. Once you are registered, please follow the steps below to obtain the verifications you need.

If registered:

• The Work Number access options for agencies:
  www.theworknumber.com or 1-800-660-3399
  Select “Enter Site” under Social Service Verifiers
  Select “Log In”
  Enter your Username and select “Continue”
  Enter your Password and select “Log in”
  Enter the following information when instructed:
    • Compass Employer Code: 11366
    • Applicant’s Social Security Number