



When you apply for items such as apartment leases, car loans, and mortgages, all requests for verification of your employment should be directed to

The Work Number for Everyone!

This is a national service used by many major employers and provides employment verification through a fully automated system. The system is available 7 days a week 24 hours a day!

The Work Number: WEB INSTRUCTIONS

1. Enter The Work Number Web Address: www.theworknumber.com
2. Select "Employees" in the right hand column
3. Select "Salary Key/Authorization Code" in left hand column
4. Enter DoDEA's Company Code:
5. Select "Continue"
5. Enter Social Security Number:
6. Enter PIN (Birthday Month & Year):
**unless you changed your PIN*
7. Read Authorizing Income Verification Information and then Select "Continue"
8. Select "Salary Key"
9. You may select to provide your email address for notification purposes once your salary key is used. If you enter your email address, then Select "Continue". If you do not enter your email address, then Select "No Thanks".
10. At this point you will be provided with your one-time use salary key.

11. You may delete the code if you wish or you apply for up to 2 more salary keys.
Only 3 salary keys may be active at once.
12. If you have questions or concerns, please contact the The Work Number @
Phone 1-800-996-7566 or Email @ TWNINFO@TALX.com