

The Work Number[®] from Equifax securely and instantly provides automated income and employment verifications to keep your life moving!



If the answer is yes to any of these, The Work Number can streamline the employment and income verification process. When asked for proof of your employment or income, please follow these two simple steps:

- 1. Provide your:**
 - a. Employer Code - 13948
 - b. Social Security Number
- 2. Direct the provider to www.theworknumber.com**

To log in as an employee and produce your own verifications, visit www.theworknumber.com and follow the steps below:

- 1. Click on "Employee", located in the top menu on the home screen**
- 2. Click "Log In"**
- 3. Enter UT Health's employer code, 13948, then click "Continue"**
- 4. Enter your Employee ID number, then click "Continue"**
 - a. Your employee ID can be found on your timesheets and paystubs
- 5. Enter your PIN, then click "Log In"**
 - a. UT Health's PIN scheme is your Employee year. If you forgot your PIN click "Forgot your PIN" and follow the steps to reset your PIN

NOTE: If this is your first time accessing The Work Number, you will be guided through additional account setup steps.

Once logged in, you will be able to prove employment and/or income to verifiers by accessing your Employment Data Record, creating Salary Keys (for income verification), and producing immigration verification letters (for the U.S Department of Homeland Security and Foreign Government Agencies and Embassies).

If you have any difficulties with the website you can contact The Work Number directly at 1-800-367-2884 (TTY-hearing impaired at 1-800-424-0253) Monday through Friday from 9:00 AM to 8:00 PM ET.