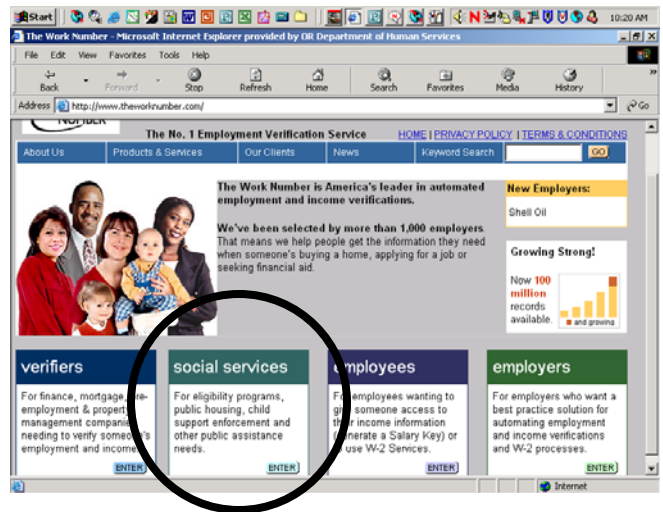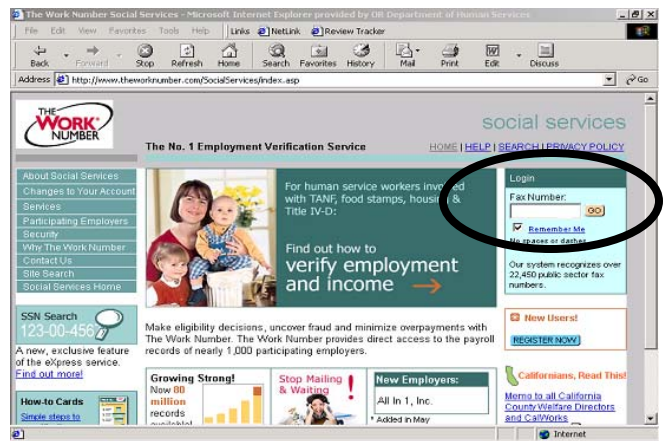# The Work Number

1.

- Start by going to www.theworknumber.com. You'll be at the home page for the web site.
- Scroll down the page, and look at the bottom of the "Social Services" box .
- You will be prompted to choose "enter" to get to the login page.
- Choose "enter"

2.

- First login page is displayed.
- Enter the authorized fax number for your office and choose "go."
- Your LTS or office supervisor should have the fax number along with the other authorization codes used for your particular office.
- Choose "continue."
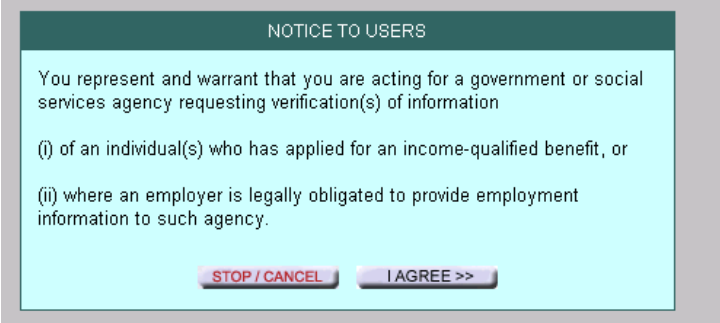- (This would be a great page to bookmark or add to

3.

- Enter your "State Member ID," then tab to next field.
- Enter your "Auth User #."
- Choose "continue."
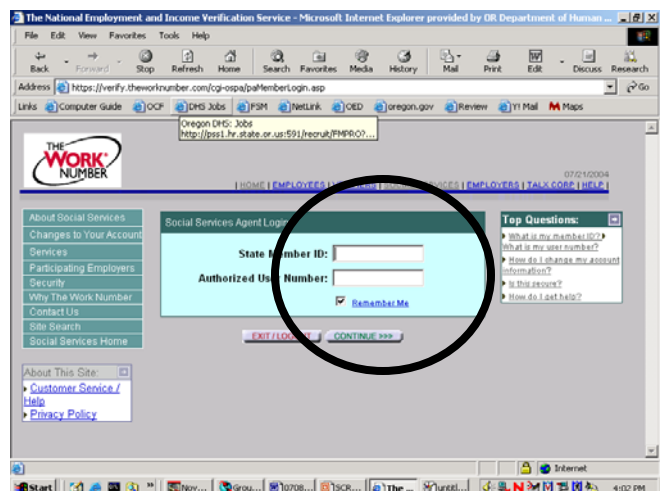
The Work Number

4.

- This is a User Agreement
- By selecting "I Agree," you are stating that you are authorized to use the site, and that you're using the information for work purposes.

NOTICE TO USERS

You represent and warrant that you are acting for a government or social services agency requesting verification(s) of information
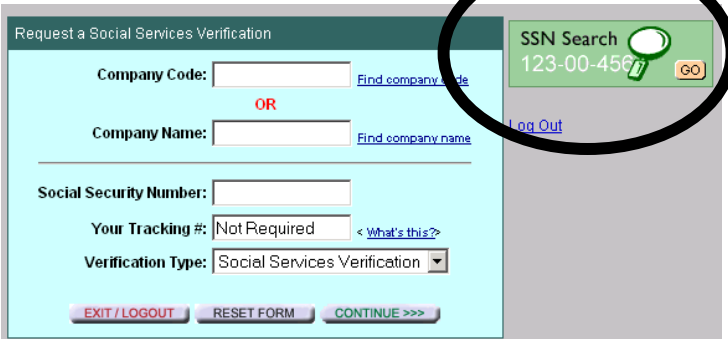
(i) of an individual(s) who has applied for an income-qualified benefit, or

(ii) where an employer is legally obligated to provide employment information to such agency.

STOP / CANCEL   I AGREE >>

5.

- You have several options for searching for information.
- Your best option is to use the "SSN Search" feature: it will show all of the registered employers attached to that SSN.
- Choose "Go" in the SSN Search box.

Request a Social Services Verification

Company Code: _____ Find company code

OR

Company Name: _____ Find company name

Social Security Number: _____

Your Tracking #: Not Required   < What's this?>
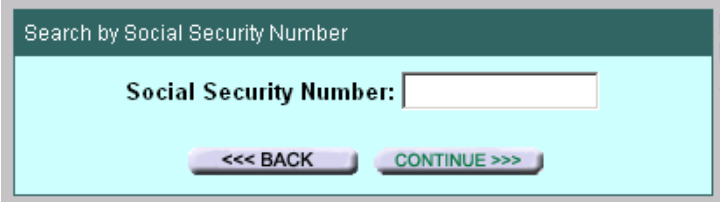
Verification Type: Social Services Verification ▾

EXIT / LOGOUT   RESET FORM   CONTINUE >>>

SSN Search
123-00-456   GO

Log Out

6.

- Enter the SSN for the client you are screening.
- Do not enter the dashes in the SSN.

TIP: To avoid typos, copy the SSN directly from a main frame screen and paste it in this field.

Search by Social Security Number

Social Security Number: _____

<<< BACK   CONTINUE >>>
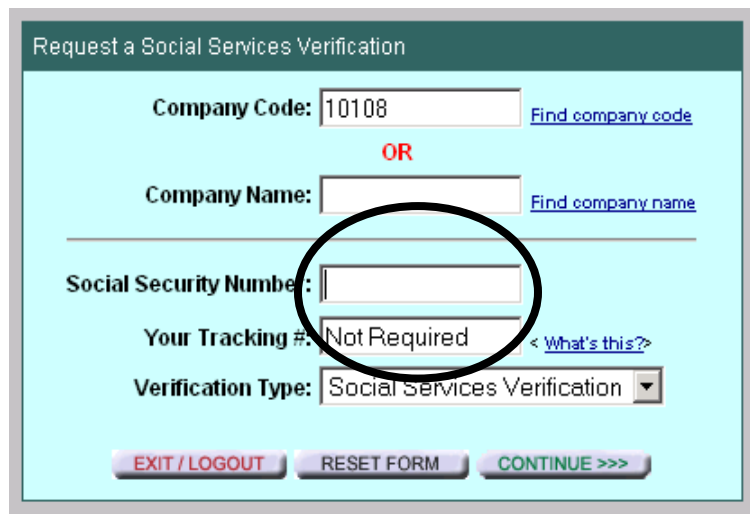
The Work Number

7.

- Your screen will display a list of each employer hit for the SSN you have used.
- To look at the verification for a specific employer, choose the "Go" link located in the last column.
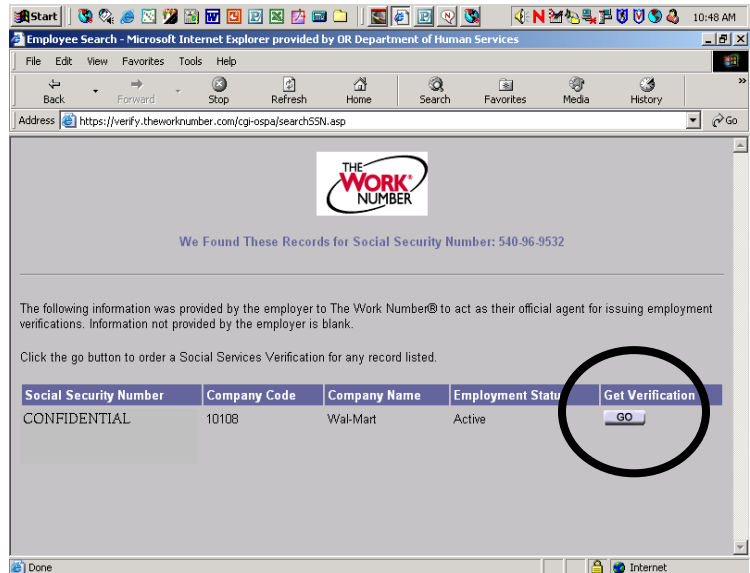
8.

- You will need to enter the SSN again.
- Notice that the Company Code" field auto-filled based on the employer you selected from the previous screen.
- Choose "Continue."

9.

- This is the document you can use for verification. There is an option for printing the page.
- By scrolling down the page, you'll be able to see information about the employment situation.
- The wage information is found at the bottom of the page (not shown here due to confidentiality).
- Be sure to log out when you're finished to help maintain site security.