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## More About Salary Keys

### What is a Salary Key?

In all cases where you request salary information (Income Verifications), the system will ask you to enter a "Salary Key" on the next screen. The Salary Key is a six digit number that is supplied to you by the employee. It acts as an electronic signature, authorizing the release of salary data.

YOU MUST GET THE SALARY KEY DIRECTLY FROM THE EMPLOYEE. IF THE EMPLOYEE DOES NOT KNOW HOW TO GET A SALARY KEY, DIRECT THEM TO THE EMPLOYEE SECTION OF [WWW.THEWORKNUMBER.COM](http://WWW.THEWORKNUMBER.COM) FOR INSTRUCTIONS.

ATTEMPTING TO GAIN ACCESS TO EMPLOYEE SALARY DATA WITHOUT THE AUTHORIZATION OF THE EMPLOYEE IS STRICTLY PROHIBITED. DOING SO MAY PLACE YOU IN VIOLATION OF LOCAL, STATE, & FEDERAL REGULATIONS.

### I do not have a Salary Key

If you don't have a Salary Key, you can:

1. Get a verification of employment (VOE) on this person.
2. Obtain one from the person whose income you are attempting to verify. This person will need to obtain a salary key by calling 1-800-367-2884 and inputting his/her employer code number and employee PIN.

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### How to Create a Salary Key

After logging into The Work Number, go to the Main Menu page.

- 1 Click the link that reads "Prove Your Income With a Salary Key."
- 2 Select "Create A Salary Key." The new salary key appears. You have the option to create another salary key.
- 3 Click "Create Another Salary Key" at the bottom of your screen to issue yourself an additional salary key.

You will need to create a salary key for each verifier needing proof of employment and income. Once you have created your one-time use salary key, you will now need to provide it to the verifier.

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

If you have any questions or need additional assistance, visit [www.theworknumber.com](http://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 7am to 8pm CT.

