



**Subject:** New Employee Benefit

*Buying a Home? Renting an Apartment? Leasing a Car? Establishing Credit? Applying for a Loan? Purchasing a Car?*

**The San Diego County Office of Education has implemented The Work Number® to provide automated employment and income verifications for our employees.**

The Work Number is an automated service that provides you with the ability to quickly provide proof of your employment or income. **You benefit from having control of the process, since you authorize access to your information.** The Work Number provides verification services to over 80 million employees. It is widely known to mortgage lenders, banks, apartment complexes and others who may need proof of your employment or income, and it is easy for them to use.

**The Work Number is available on-line and can be used anytime and from anywhere – 24/7. Phone lines are open Monday through Friday for extended hours.**

**How to Use The Work Number:**

For Proof of Employment:

Step 1) Give the person needing proof of your employment, the verifier, the following information:

- Your Social Security Number:    -   -
- SDCOE Employer Code: **11662**
- The Work Number Access Options for Verifiers:
  - Option a) www.theworknumber.com**
  - Option b) 1-800-367-5690**

For Proof of Employment Plus Income:

Start by creating a Salary Key. A Salary Key is a six-digit number that allows one-time access to your salary information. Here's how to create a Salary Key:

Step 1) Access The Work Number either via the Web or telephone:

- Option a) www.theworknumber.com**
- Option b) 1-800-367-2884**

Step 2) Select the Employee option and Login. To Login, have the following information:

- SDCOE Employer Code: **11662**
- Your Social Security Number:    -   -
- Your PIN = last four numbers of SSN and birth year.

For Example: SSN = 123-45-**6789** birthdate = 1/1/**1999** PIN = 6789**1999**

use entire birth year

Step 3) Select the "Create a Salary Key" option and prepare to write down the six-digit number

Step 4) Give the person needing proof of your employment plus income, the verifier, the following information:

- Your Social Security Number:    -   -
- SDCOE Employer Code: **11662**
- Your Salary Key (from Step 3):
- The Work Number Access Options for Verifiers:
  - Option a) www.theworknumber.com**
  - Option b) 1-800-367-5690**

**The Work Number Client Service Center**  
**Monday – Friday; 5:00 a.m. – 6:00 p.m. (PST)**  
**1-800-996-7566**  
1-800-424-0253 (TTY – Deaf)