

How to Create a Salary Key

Some verifiers will request that you create a salary key in order to obtain your income information. Once you have created your one-time use salary key, you will need to provide it to the verifier.

After logging into The Work Number, you will be directed to the Main Menu screen.

- 1 Select the "Salary Key" tab.
- 2 Click the "New Salary Key" button.
- 3 Your new Salary Key will be added to the list and highlighted. From there you can email, print, or delete it.

If you have any questions or need assistance, visit 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 7am to 8pm CT.

