

The Work Number aka TWN (Equifax)

Completed by E360 Help Desk

Screen shots, with identifier above the screen shot, so QC person(s) can identify what the screen shot is for.
Emails requesting account set up/termination must be added to the ticket for audit purposes.

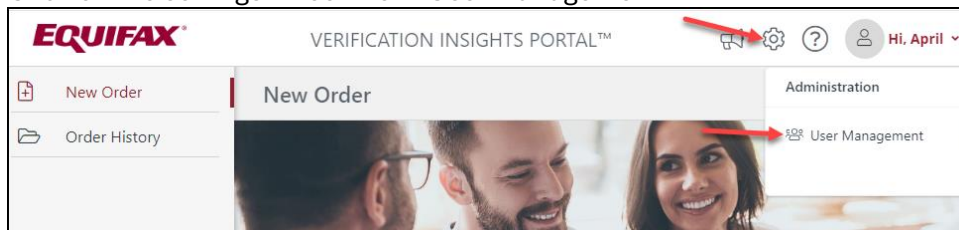
Effective 11/1/22 – Do not issue an account to any new hires with express permission from NPS.

Setup:

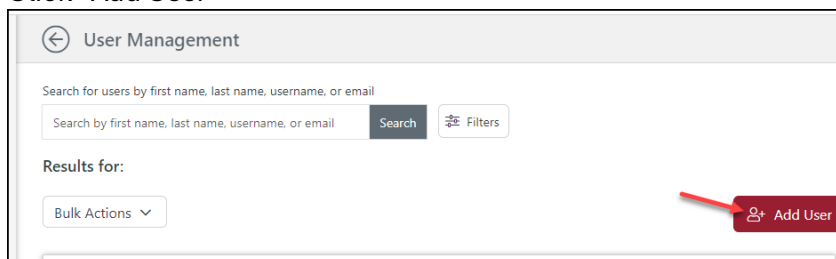
Log into

<https://secure1.verifier.theworknumber.com/verifier3/Account/LogOn?ReturnUrl=%2fverifier3%2f>

Click on the settings wheel then “User Management”



Click “Add User”



Enter highlight fields. User(s) name is in scheme of “FirstName.LastName”.
Click “Continue”

The 'Add User' form is shown with a progress bar at the top indicating two steps: 'User Details' (step 1, highlighted in red) and 'User Permissions' (step 2). The 'User Details' section contains four input fields: 'First Name', 'Last Name', 'Username', and 'Email'. Each field has a yellow highlight on the left side. The 'Username' and 'Email' fields also have a red 'X' icon on the right. At the bottom, there are two buttons: 'Cancel' and 'Continue'. A red arrow points to the 'Continue' button.

Choose Organization>Click select on the “Highlands Residential Mortgages Organization ID 82989”

Click Save Selection

The 'Organization & Location' screen shows a 'Choose Organization' section. It includes a search bar with the placeholder text 'Search Organizations...' and a magnifying glass icon. Below the search bar is a checkbox labeled 'Include Deactivated Organizations'. A table lists the available organizations:

Select	Organization Name	Organization ID	Status
<input checked="" type="radio"/>	Highlands Residential Mortgages	82989	Active

A red arrow points to the selected radio button. Below the table is a red 'Save Selection' button, also indicated by a red arrow.

Choose Location>Select “Highlands Residential Mortgage Location ID 339552”

Click “Create User”

Choose Location

Select a location below that this user is associated with. You may enter an location's name or ID number and use the 'Search' button to narrow down your selection choices.

Search Locations...

☐ Include Deactivated Locations

Select	Location Name	Location ID	Status
<input checked="" type="radio"/>	Highlands Residential Mortgages	339552	Active

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Create User

The user will be emailed activation link from Equifax, the user's name is delivered through Last Pass