

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.

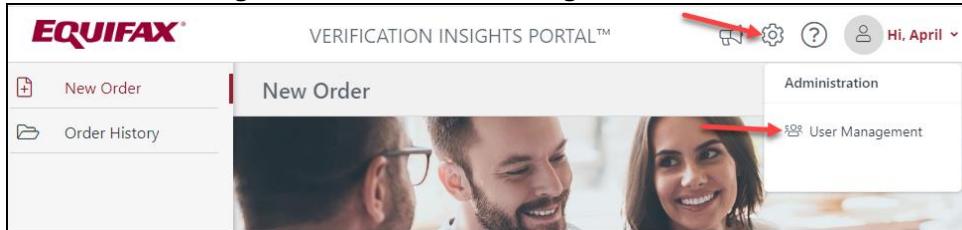
Effective 11/1/22 – Do not issue an account to any new hires with express permission from NPS.

Setup:

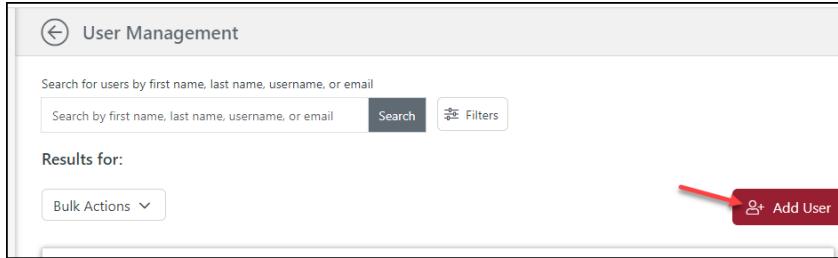
Log into

<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”

Add User

User Details

User Permissions

First Name:

Last Name:

Username:

Email:

Cancel Continue

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

Click Save Selection

Organization & Location

Choose Organization

Select an organization below. You may enter an organization's name or ID number and use the 'Search' button to narrow down your selection choices.

Search Organizations...

Include Deactivated Organizations

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

Save Selection

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.



Include Deactivated Locations

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



[Back](#) [Create User](#)

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