



You're in
good company.

OhioHealth is one of more than **2,900 employers** offering secure, fast employment and income verifications via The Work Number.



What's The Work Number?

The **Work Number** is an automated service that securely provides instant employment and income verifications. It can be used when applying for a loan, buying a car, leasing an apartment, qualifying for public assistance or similar instances where proof of employment or income is needed.

The Work Number streamlines the transfer of information between employers and verifiers, benefiting you by accelerating the decision process without compromising your data privacy.

The Work Number available 24 hours a day, 7 days a week, and by utilizing this service, your human resources department has extended the ability for you to apply for credit rapidly and easily—even on weekends or during evening hours—and without the need to provide paper documentation such as pay stubs to lenders or other service providers.



brings you...



Provide proof of employment or income instantly and securely with The Work Number® when...

refinancing your mortgage,

renting an apartment,

buying a car

and more ...



What's consumer consent?

Consumer consent is your authorization for a credit grantor to view your employment and income information. Most often, you provide this consent when signing a loan application, lease agreement, or similar document when requesting a service or benefit. That consent is generally good for the life of the obligation (until the loan is repaid or the account is closed, etc) which gives the credit grantor the option to re-check your employment and income status as part of their ongoing account review process. Consumer consent can be in the form of an ink signature, an electronic signature, or a salary key.

The Work Number is the **#1 Employment Verification Service**, helping you rapidly obtain the credit you deserve.

Here's How It Works

1. OhioHealth's payroll department securely transmits employment and income data to The Work Number on a regular cycle, so the information remains current.
2. When you apply for credit or other services where proof of employment or income is required, you provide consent to the credit grantor to verify that information when signing the application.
3. The verifier—who has been carefully screened and credentialed before gaining access to the system—uses the OhioHealth employer code: **10473** and your **Social Security Number** to look up your record on The Work Number database.
4. The verifier must provide a valid reason or **permissible purpose** for requesting the information, as defined by the Fair Credit Reporting Act (FCRA). The verifier must also have your **consumer consent** before requesting income or salary information.
5. With the above conditions met, the verifier can validate your employment or income in seconds.

Note: In some instances, you might be asked to provide a Salary Key prior to verifying your income information. A Salary Key is a unique six-digit number that allows one-time access to your income data. In most cases you will have granted consent when signing an application and a Salary Key won't be needed, but if asked to provide a Salary Key, you'll find instructions at: www.theworknumber.com or 800.367.2884.



For more information, visit www.theworknumber.com/employees

Applying for Public Assistance?

Thousands of social services agencies nationwide use The Work Number regularly to perform verifications. Simply inform your caseworker that your employment and income information is available on The Work Number, and direct them to www.theworknumber.com or 800.660.3399 for more information or assistance.

We're Here to Help!

The Work Number Client Service Center is available Monday – Friday, 7am – 8pm (CT) at **800.367.2884**. For TTY—hearing impaired call 800.424.0253.



Revised August 2013



The Work Number® is an automated service that accelerates credit decisions by providing verifiers—mortgage lenders, credit card companies, auto dealers and more—with proof of your employment or income, instantly and securely.

This document provides step-by-step instructions on how you can access The Work Number to perform two functions available to employees:

- a. View your free annual **Employee Data Report**, a record of your information contained on The Work Number database and a list of the verifiers who have accessed that information
- or -
- b. Generate a **Salary Key**, a single-use, six-digit code that you can provide to a verifier as consent to access your income information. *Note: In most cases, your consent is provided at the point of application for a service—when you sign a loan application or similar agreement—and a Salary Key is not required, but if you are asked to provide one, the below instructions will show you how.*

Accessing the www.theworknumber.com

1. Click the “I’m an Employee” tab
2. Click “Enter Site”
3. Enter your employer’s name or code
10473 (or use the “Find Employer Name” look-up feature)
4. Click “Log In”

The screenshots illustrate the following steps:

1. On the 'I'm a Verifier' page, click the 'I'm an Employee' button.
2. On the 'I'm an Employee' page, click the 'Enter Site' button.
3. On the login page, enter the employer name or code (e.g., 10473) in the 'Employer Name or Code' field.
4. Click the 'Log In' button.

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Accessing the www.theworknumber.com (continued)

5. Enter your User ID

Note: If this is your first time accessing The Work Number, you will use a default User ID and PIN sequence established by your employer.

*For OhioHealth employees, the default ID&PIN scheme is:
ID: Social Security Number (9 digits, no dashes)
PIN: OhioHealth Clock number*

6. Click "Continue"

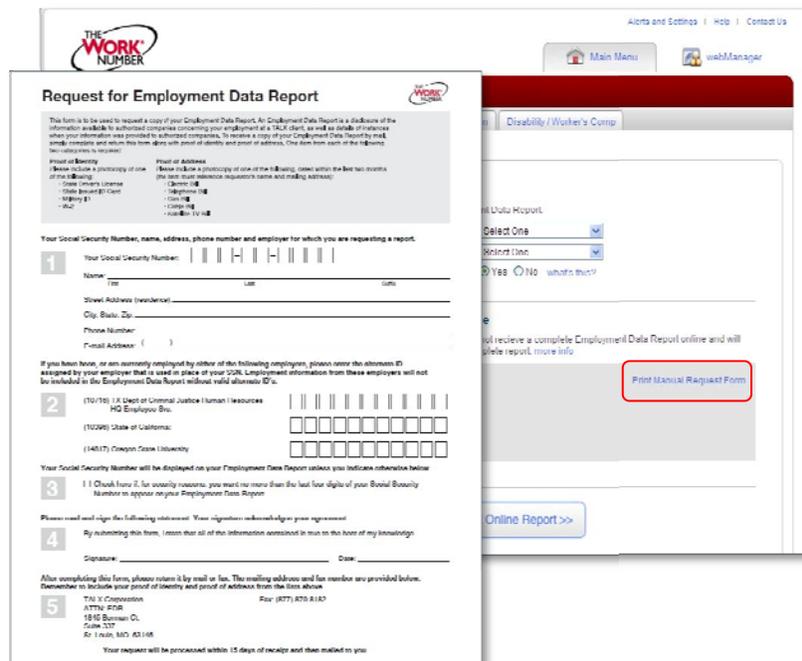
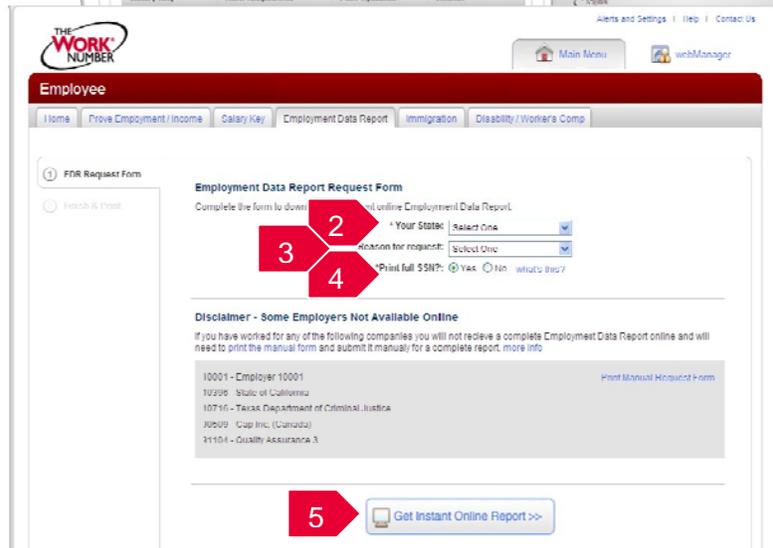
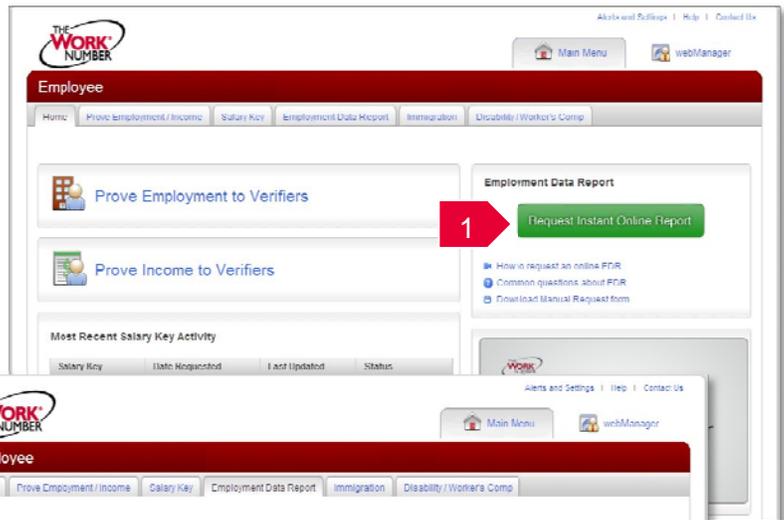
7. Enter your PIN

Note: If this is your first time accessing The Work Number, you will be guided through some additional, simple account setup steps. Our site protects your data privacy using a secure, Risk Based Authentication system similar to many banking and financial services sites.

8. Click "Log In"

Accessing your Employee Data Report (EDR)

1. Click "Request Instant Online Report"
2. Select the state you are employed in
3. Select a reason for your request
4. Select whether to show your full SSN on the report or mask it
5. Click "Get Instant Online Report"



EDR by mail

Note: In some cases your EDR might not be available for online viewing. However, you can select the "Print Manual Request Form" option, complete the form, mail it to the address listed, and a paper copy of your EDR will be mailed to you within 15 days of receipt and processing.

Creating and managing Salary Keys

Note: In most cases, your consent to have a verifier access your income information has already been established at the time of application and you will not need to generate a Salary Key. However, if instructed to do so, here's how:

1. Click "Prove Income to Verifiers"
2. Click "Create Salary Key"
3. Provide the newly created salary key to the verifier, along with your employer name or code and your social security number.

The screenshots illustrate the following steps:

- Step 1:** The user is on the 'Employee' dashboard. Under the 'Prove Income to Verifiers' section, the 'Prove Income to Verifiers' button is highlighted with a red arrow labeled '1'.
- Step 2:** The user is on the 'Prove Income Instructions' page. The 'Create Salary Key' button is highlighted with a red arrow labeled '2'.
- Step 3:** The user is on the 'Salary Key Activity' page. A table lists created salary keys. The first row is highlighted with a red arrow labeled '3'.

Salary Key	Date Requested	Last Updated	Status
853215	02/19/2013	14:23:48 PM	Unused
620741	02/13/2013	21:18:30 PM	Unused
670684	02/13/2013	17:14:05 PM	Used

Salary Key	Date Requested	Date Created	Last Updated	Status
853215	02/19/2013	14:22:40 PM	02/19/2013	Unused
620741	02/13/2013	21:18:30 PM	02/14/2013	Unused
670684	02/13/2013	17:14:05 PM	02/13/2013	Used
131037	08/10/2012	11:32:30 AM	02/01/2013	Used
024094	09/22/2012	11:09:27 AM	02/22/2013	Expired
333416	08/01/2012	11:14:53 AM	02/25/2013	Expired

Note: At any point, select the "Salary Key Activity" link to view the status (used, unused, expired) of any keys you have created.