

Buying a home or a car?

Applying for a loan?

Leasing an apartment?



## You'll need proof of employment or income...

**The Work Number**<sup>®</sup> is an automated service that protects your personal information during the verification process. This secure service is used when you apply for a mortgage or loan, a job, lease an apartment or any other instance where proof of employment or income is needed.

How it works...

### Need proof of employment or income?

Give the person needing proof of your employment the following information:

- Your Social Security Number
- Goodwill Industries of the Upstate/Midlands South Carolina, Inc., Employer Code: 15145

The Work Number access options for verifiers: [www.theworknumber.com](http://www.theworknumber.com) or 1-800-367-5690

### How to login:

The Work Number access options for employees: [www.theworknumber.com](http://www.theworknumber.com) or 1-800-367-2884

- Select "I'm an Employee"
- Select "Enter Site"
- Enter the Employer Code (15145) and select "Log In"
- Select "I want to provide proof of employment and income"
- Enter your User ID (which is always your Social Security Number) and select "Continue"
- Enter your PIN and select "Log in"
  - The first time you login your PIN is the last 4 digits of your social security number AND the mmdd of your birthday. You will be required to reset this.
- The first time you login expect it to take a couple minutes, because you'll be asked to answer several security questions.

## Need to create a salary key?

A salary key is one form of employee authorization used to release income. If a verifier is requesting a salary key from you, please take the following steps:

- Login using the steps listed above
- Select "Create a Salary Key"
- Select "Create Another Salary Key"
- Write down the six-digit number \_\_\_\_\_

Provide the person requesting the salary key with the following information:

- Your Social Security Number
- **Goodwill Industries of the Upstate/Midlands South Carolina, Inc.** Employer Code: **15145**
- Your salary key

## Applying to a Social Service Agency?

*Provide this information to your case worker.*

### **Attention Case Worker**

If not registered:

[www.theworknumber.com](http://www.theworknumber.com) or 1-800-996-7566

*All agencies must register to use the service. Once you are registered, please follow the steps below to obtain the verifications you need.*

If registered:

- The Work Number access options for agencies: [www.theworknumber.com](http://www.theworknumber.com) or 1-800-660-3399
- Select "Enter Site" under Social Service Verifiers
- Select "Log In"
- Enter your Username and select "Continue"
- Enter your Password and select "Log in"
- Enter the following information when instructed:
  - Goodwill Industries of the Upstate/Midlands South Carolina, Inc. Employer Code: **15145**
  - Applicant's Social Security Number