

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**
(or use the “Find Employer Name” look-up feature)
4. Click “Log In”

The screenshots show the following steps:

- Step 1:** On the "I'm a Verifier" page, the "I'm an Employee" tab is selected.
- Step 2:** On the "I'm an Employee" page, the "Enter Site" button is clicked.
- Step 3:** On the "Enter Site" page, the "Employer Name or Code" field is filled out.
- Step 4:** The "Log In" button is clicked.

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 Loma Linda University Health employees, the default ID&PIN scheme is:

ID: Social Security Number (9 digits, no dashes)

PIN: Birthdate with 4-digit year (MM-DD-YYYY)

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.

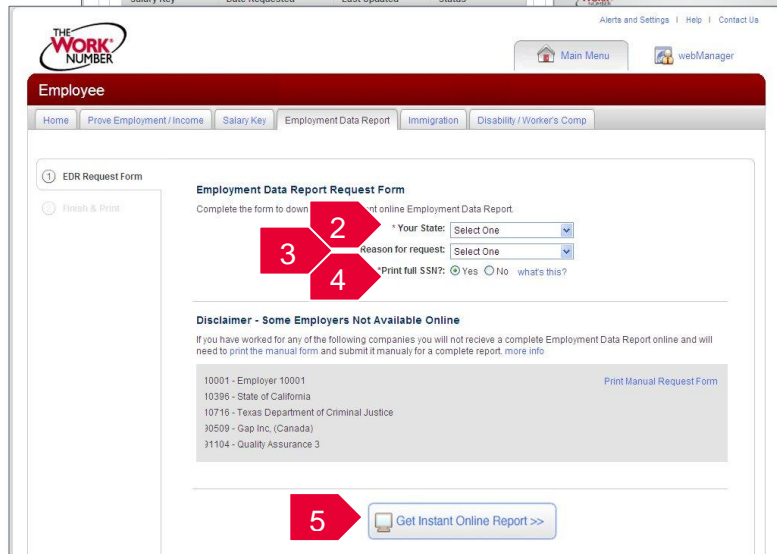
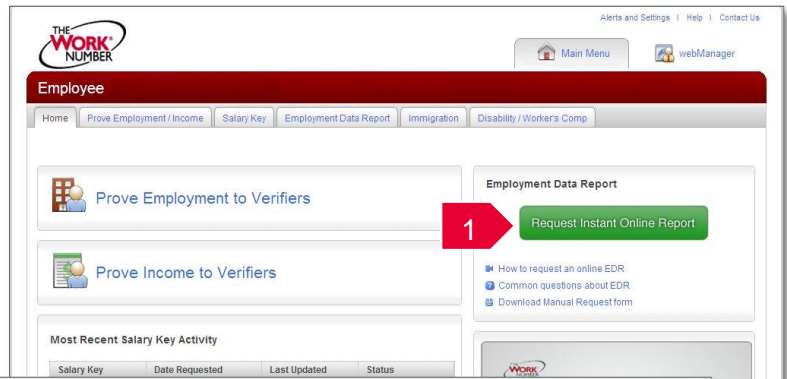
8. Click “Log In”

The screenshot shows the 'Log in' page of The Work Number. At the top left is the logo. Below it is the text 'S2TWNDVAS1VM2'. The main heading is 'Log in'. Below the heading is a message: 'Enter your User ID to log in. Information is protected by industry standard SSL encryption.' There is a text input field labeled 'User ID:' with a red arrow pointing to it labeled '5'. Below the input field is a 'Continue >' button with a red arrow pointing to it labeled '6'. At the bottom left is a 'Terms and Conditions' link. At the bottom right is a small copyright notice: 'TALX Corporation, a wholly owned subsidiary of... All Rights Reserved.'

The screenshot shows the 'Log in' page of The Work Number. At the top left is the logo. Below it is the text 'S2TWNDVAS1VM2'. The main heading is 'Log in'. Below the heading is a message: 'Verify your security image, then enter your PIN.' There is a 'Security Image:' label next to a small image of a hand holding a golden sphere, with a red arrow pointing to it labeled '7'. To the right of the image is a 'PIN:' text input field. Below the input field is a 'Forgot your PIN?' link. Below that is a checkbox labeled 'Remember my computer'. At the bottom left is a 'Terms and Conditions' link. At the bottom right is a small copyright notice: 'TALX Corporation, a wholly owned subsidiary of... All Rights Reserved.' There is a '<' button and a 'Log in' button, with a red arrow pointing to the 'Log in' button labeled '8'.

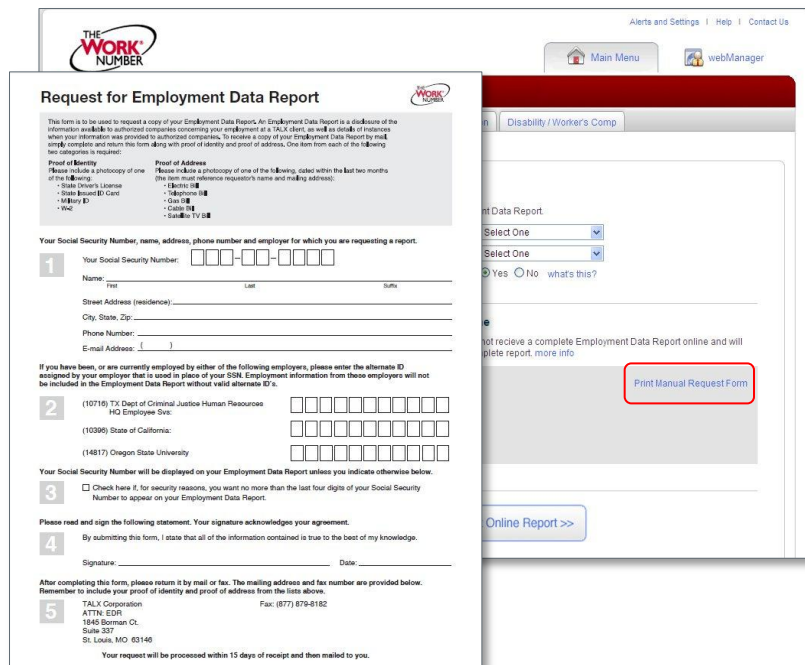
Accessing your Employee Data Report (EDR)

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' page and clicks on 'Prove Income to Verifiers'.
- Step 2:** The user is on the 'Prove Income Instructions' page and clicks on the 'Create Salary Key' button.
- Step 3:** The user is on the 'Salary Key activity' page, which displays a table of their activity.

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
670984	02/13/2013	17:14:05 PM	Used

Salary Key	Date Requested	Time Created	Last Updated	Status
853215	02/19/2013	14:23:48 PM	02/19/2013	Unused
620741	02/13/2013	21:18:30 PM	02/14/2013	Unused
670984	02/13/2013	17:14:05 PM	02/13/2013	Used
134037	08/10/2012	11:32:38 AM	02/01/2013	Used
824064	06/22/2012	11:09:57 AM	02/22/2013	Expired
333156	06/07/2012	11:14:33 AM	02/22/2013	Expired

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