

## How to Use The Work Number®

### Need Proof of Employment?

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

- Your Social Security Number: --
- **CompuCom's** Employer Code: **10005**
- The Work Number Access Options:
  - Option a) [www.theworknumber.com](http://www.theworknumber.com)
  - Option b) **1-800-367-5690**

### Need Proof of Employment Plus Income?

**Step 1:** Access The Work Number to create a "Salary Key" that grants one-time access to your income data:

- The Work Number Access Options for Employees:
  - Option a) [www.theworknumber.com](http://www.theworknumber.com)
  - Option b) **1-800-367-2884**

**Step 3:** Enter the Employer Code: **10005** and select "Log In."

**Step 3:** Select "I want to provide proof of employment and income."

**Step 4:** You will need to enter the following information to obtain a Salary Key:

- Your User ID: CompuCom ADS username (all caps)
- Your PIN: (default PIN is your 6 digit birth date – MMDDYY).

**Step 5:** Select "Create a Salary Key."

**Step 6:** Prepare to write down the six-digit number:

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**Step 7:** Provide the person needing proof of your employment plus income with all of the following information:

- Your Social Security Number: --
- **CompuCom's** Employer Code: **10005**
- Your Salary Key (from Step 6)
- The Work Number Access Options for Verifiers:
  - Option a) [www.theworknumber.com](http://www.theworknumber.com)
  - Option b) **1-800-367-5690**

### The Work Number Client Service Center

**1-800-996-7566**  
**1-800-424-0253** (TTY – Deaf)

Monday – Friday; 7:00AM – 8:00PM (CST)

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### Applying to a Social Service Agency?

Provide this information to your case worker.

#### Attention Case Worker

Please take the following steps:

**Step 1:** Register with The Work Number:

All agencies must register to use the service. It takes about 5 minutes to complete the application. If you are already registered and need help, please call the Client Service Center at 1-800-996-7566.

- Option a) [www.theworknumber.com](http://www.theworknumber.com)
- Option b) **1-800-996-7566**

**Step 2:** Obtain an employment and income verification:

- The Work Number access options for Social Service agencies:
  - Option a) [www.theworknumber.com](http://www.theworknumber.com)
  - Option b) **1-800-660-3399**
- Enter your registered fax number
- Enter the following information when instructed:
  - a) **CompuCom's** Employer Code: **10005**
  - b) Employee's Social Security Number:
- Select the kind of verification you need. You can verify *employment* or *employment plus income*.



Visit [www.theworknumber.com](http://www.theworknumber.com) for more information.

The Work Number is the  
**No. 1** Employment  
Verification  
Service

