



Always Designing  
for People™

## **Employee Guide to Employment Verification Service**

ADP Employment Verification, powered by The Work Number® from Equifax, privately and securely provides automated income and employment verifications to help keep your life moving! No more searching for paystubs!

If the banker, the property manager, the car dealer or caseworker asks you how much money you make or to prove where you work, just tell them to go to [www.theworknumber.com](http://www.theworknumber.com).

Why? Because your employer has opted to have The Work Number provide this information to help you get the decisions you need 24 hours a day, 7 days a week.

If someone, such as a mortgage lender, property leasing company, a financial institution, or a government agency, needs help, direct them to:

[www.theworknumber.com](http://www.theworknumber.com)

800-367-5690 M-F 8:00 am to 8:00 pm (ET)

[member@Equifax.com](mailto:member@Equifax.com)

## **What can theworknumber.com do for me?**

### **Get an Employment Data Report (EDR):**

You are entitled under the Fair Credit Reporting Act (FCRA) to receive a free credit report every twelve months, so you can see your personal information and who requested it. We want you to be able to see this report so here's how:

Go to [www.theworknumber.com](http://www.theworknumber.com) and click on "Employee" to learn more. Or, you may call our EDR Request Line: 866-604-6570

### **Ask for Data Dispute Assistance:**

If you notice something inaccurate on your Employment Data Report (EDR), call The Work Number Employee Service Center for assistance:

866-222-5880 M-F 6:00 am - 8:00 pm (ET)

TTY- hearing impaired: 800-424-0253



## **Obtaining an Immigration Verification [Note to Employers: OPTIONAL Instructions if you are contracted for this part of the service]:**

The Work Number offers a fast, private way to help provide proof of employment or income to certain governmental agencies, including the U.S. Department of Homeland Security, U.S. Citizen and Immigration Services, and some foreign governmental agencies or embassies. The Work Number provides employment and income information only; no other information that may also be necessary during the processing of a request or application can be provided. Visit [www.theworknumber.com](http://www.theworknumber.com) and click on the “Immigration” tab.

### **How Do I Login to The Work Number?**

- Start by going to [www.theworknumber.com](http://www.theworknumber.com)
- Click on “Employee” – I want to check my personal information LEARN MORE
- Select “Log In” and follow the simple prompts
- If this is your first time – pick “Register Now”
- If you are a returning user – enter your username and password
- The screen prompts will walk you through all the steps to help verify your identity and keep your account private while offering helpful messages if you have problems

### **We’re Here to Help!**

Have questions? Or Need to talk to someone? For assistance contact The Work Number Employee Service Center at:  
800-367-2884 M-F 8:00 am - 9:00 pm (ET)  
TTY- hearing impaired: 800-424-0253

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