

Vensure Employer Services and our family of companies utilize an automated employment and income verification service, allowing current and former worksite client employees to have employment and salary information easily verified by third parties. **THE WORK NUMBER®** is a fast, secure service used for mortgage applications, reference checks, loan applications, apartment leases, and anything that requires proof of employment.

Employee benefits of using **THE WORK NUMBER®**

Verifiers are thoroughly credentialed, ensuring they have a permissible purpose before accessing only the employee data they are entitled to have.

Employees can receive decisions faster. **THE WORK NUMBER®** is accessible 24/7 so verifiers can get the information they need instantly to help expedite important decisions or purchases, even outside of normal work hours.

Employees can access and manage their own employment and income data, free of charge, to ensure its accuracy, to view verifiers who have requested data, dispute data that may be incomplete or inaccurate and freeze availability of this information **at any time**.

Instructions for Employees using The Work Number to view their Employment Data Report

The first step is to find your employer. Next, register or log in. If you're a first-time user, select "click here" to register. If you're a registered user, enter your employer-provided user ID or user ID you created and password. If you do not know your user ID or password, please contact your HR department.

Then, validate your identity by providing a phone number or email to receive a one-time passcode. Passcodes are sent in real time, so please enter it immediately into the application without exiting the login session or closing the browser.

Lastly, create your ID and password. Once logged in, you will be required to create a personalized user ID and password. Stringent security standards and controls are in place by law to help protect your data, so please remember your personal user ID and password. They will be used for future logins.

Login assistance is available by calling 1-800-996-7566 Monday - Friday, 7:00 AM - 8:00 PM CDT (excluding holidays).

Instructions Employees may provide commercial or social service verifiers.

Visit www.theworknumber.com and select 'commercial verifier' or call 800-367-5690.

Provide the Employer name or Employer Code, and the Employees SSN

Instructions Employees may provide for Social Service Verifications (Medicaid, SSI/SSDI, SNAP, Child Support, Public Housing, etc.)

Visit www.theworknumber.com and select 'Social Service Verifier' or call 800-660-3399.

Provide the Employer name or Employer Code, and the Employees SSN