

How to Use The Work Number Social Service Express

Go to www.theworknumber.com/socialservices/:

- 1 Click "Log In."
- 2 Enter your Username.
- 3 Click "Continue."
- 4 Enter your password.
- 5 Click "Log In."
- 6 Select a Permissible Purpose.
- 7 Click "Continue."
- 8 Enter the employee's Social Security Number.
- 9 Click "Continue."
- 10 Check the boxes in the "Get Verification" column next to the employer(s) you want.
- 11 Click "Continue."

All verifications will be available on one page. Use your scroll bar to move down the page to view each verification. You can print or save the verification electronically for your records.

If you have any questions or need additional assistance, visit www.theworknumber.com/contactus/ or call The Work Number Client Service Center at 1-800-660-3399. Agents are available Monday through Friday from 7am to 8pm CT.

Note

- If you are looking for a single verification from a specific employer and not an SSN search, click the "Need Specific Employer" link.

★ You may enter a tracking number or phrase for your own reference purposes.