

The Work Number®

How to Use The Work Number Social Service Standard Service

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 Enter the Employer Name or Code.
- 10 Select your Fax # and enter your name in the Fax Attention To field.
- 11 Click "Continue."
- 12 Confirm Order and then you will see the Order Submitted Confirmation page.

You have successfully completed the verification process. If a record is found for the Social Security Number you entered, we will send your verification via fax in five business days.

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

- Select the "remember me" box for the Fax # or Fax Attention To fields to save this information for your next order.

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