



TALX - The Work Number How to create a salary key

SALARY KEY:

Some verifiers will request that you create a salary key in order to obtain your income information. Once you have created your one-time use salary key, you will need to provide it to the verifier. If you have any questions or need assistance, visit www.theworknumber.com or call The Work Number Client Service Center at 1-800-996-7566 or 1-800-424-0253 (TTY – Deaf). Agents are available Monday through Friday 7am to 8pm CT.

LOGIN TO TALX (THE WORK NUMBER) AS AN EMPLOYEE

- 1. Select "I'm an employee from the left menu"
- 2. Then click on "Enter Site" in the middle of the page as shown below



- 3. Enter the HHS Employer Name or Code 14775
- 4. Click on "log in"

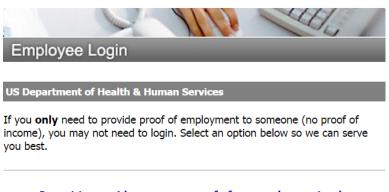






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5. Select I want to use other accounts features as shown below



- · I want to provide someone proof of my employment only.
- · I want to provide proof of employment AND income.
- · I want to get my Employment Data Report.
- I want to use other account features.
- 6. Enter your SSN (without dashes). Click "Continue". Enter your PIN (If you are login in for the first time your initial pin is: last four digits of SSN plus the full birth year (example 12341959)



ENROLL IN ENHANCED SECURITY FOR TALX

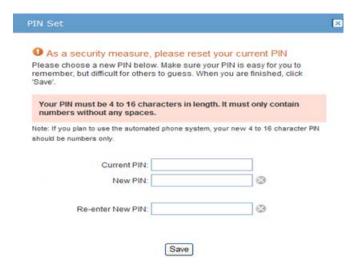
This step is required to access the system. You will be prompted when you are trying to login in for the first time.

- 1. Follow the step by steps guide <u>"How to Complete the Risk-Based Authentication Enhanced Security Enrollment"</u> (located here: http://www.theworknumber.com/Authentication/HelpTWNEEER/docs/RSA enroll employee.pdf)
- 2. You will be asked to change your original pin once you complete the Risk-Based Authentication





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CREATE A SALARY KEY

1. From the main Menu under Verification select "Create a Salary Key"

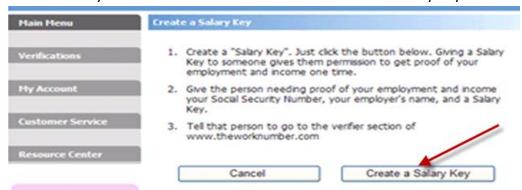






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2. This will take you to the screen below and click on Create a Salary Key button



3. The next screen will display the Salary Key. From here you can email, print, or delete it. This is the number you can provide to verifiers in order to obtain your income information.

