Go to The Work Number’s website: www.theworknumber.com

1. Click on “I’m an Employee”

2. Then click “Enter Site”
On the next screen, click the “Log In” button
Please read the options and select the choice that best matches the information you are looking for.

Do you need to log in?
You may not need to log in to The Work Number, unless you need to:

- Obtain a copy of your Employment Data Report (EDR)
- Obtain a copy of your Immigration Verification
  (if the service is offered by your employer)
- You will also need to log into The Work Number to create a Salary Key only if directed by an organization needing to verify your income.

For options described above, please LOG IN.

For all other information and answers to frequently asked questions, please CLICK HERE.
Enter Brown University in the employer name field
Select the appropriate employer code for your position:
17727 – All staff and faculty
18111 – All student workers
Then click “Continue”
Select the option that best matches the information you are looking for. If you need to verify salary information, please select “I want to provide proof of employment AND income.”
You will be asked to provide your Social Security Number
Your PIN is your Workday ID number and the last two digits of your birth year.
This will form an 8-digit PIN (ex: 12345678)
Once you enter your pin you will receive this notification. Click Continue.
The following screen will begin an identity quiz. Please provide the requested information.
After providing your personal information, you will then be asked to create a new PIN.
Next you will be asked to set up security questions.
After you set up your security questions you will be brought to your Employee Home Page.

To verify income, click on “Prove Income to Verifiers”. This will prompt you to create a Salary Key.
To prove income, follow the quick instructions below.

1. Give the lender your Employer Code. Why this?
2. Give the lender your Social Security Number. Why?
3. Create a Salary key to give to the lender as employee authorization for release of income.

Click on “Create Salary Key”
Click on New Salary Key.
A new Salary Key will appear in the Salary Key table.
In order for a Lender to verify your employment and income at [www.theworknumber.com](http://www.theworknumber.com) they will need the following information:

- The name of your employer
- Your Social Security Number
- The Salary Key that you created. The Salary Key is your authorization for release of income information.

Verifiers must be registered with The Work Number to access your employment information.

If you have questions or encounter any issues please contact The Work Number: 1-800-367-2884