Creating Salary Keys

The Work Number® is a fast and secure way to provide proof of your employment or income—a necessary step in many of today’s life events involving credit, financing, or securing of benefits or services. The Work Number simplifies the verification process and accelerates credit decisions through an online system available to verifiers 24 hours a day, 7 days a week. The purpose of this document is to provide you with steps in order to generate a Salary Key, a single-use, six-digit code that you can provide to a verifier as consent to access your income information.

Note – In most cases, your consent is provided at the point of application for a service—when you sign a loan application or similar agreement—and a Salary Key is not required, but if you are asked to provide one from the verifier, the below instructions will show you how

First step is to access your employee account on the www.theworknumber.com

1. Click the “I’m an Employee” tab
2. Click “Enter Site”
3. Enter the University of Massachusetts Employer code 18128
4. Click “Log In”
5. Enter your User ID
   
   Note – If this is your first time accessing The Work Number, you will use a default User ID and PIN. For the University of Massachusetts Amherst employees, the default ID and PIN scheme is:
   
   ID: Social Security Number (9 digits, no dashes)
   PIN: Last 4 digits of your Social Security Number and 4 digits of your Birth year (no spaces or dashes)
6. Click “Continue”
7. Enter your PIN

8. Click “Log In”

Creating and managing Salary Keys

1. Click “Prove Income to Verifiers”
2. Click “Create Salary Key”
3. Click “New Salary Key”
4. The new salary key can be printed or emailed with instructions for the verifier on how to use it through The Work Number. Or the salary key itself can be provided to the verifier along with your employer name or code and your social security number.
   
   Note – At any point, select the “Salary Key Activity” link to view the status (used, unused, expired) of keys you have created.

For questions or more information please contact: The Work Number Client Service Center: 800.367.2884 TTY–hearing impaired: 800.424.0253, Monday – Friday; 7a.m. – 8p.m. (CT)