Salary Key - For Proof of Employment *Plus* Income:

A Salary Key is a six-digit number that allows one-time access to your salary information. Here’s how to create a Salary Key:

Step 1) Access The Work Number either via the Web or telephone:

a) www.theworknumber.com

b) 1-800-367-2884

Step 2) Select the Employee option and Login. To Login, have the following information:

- UTHSCSA Employer Code: *13949*
- Your User ID (last 6 digits of your UTHSCSA badge)
- Your PIN (your PIN is your last four of your SSN and date of birth in the format MMDD)

Step 3) Select the “Create a Salary Key” option and prepare to write down the six-digit number

Step 4) Give the person needing proof of your employment plus income, the verifier, the following information:

- Your Social Security Number: □ □ □ - □ □ - □ □ □ □ □
- UTHSCSA Employer Code: *13949*
- Your Salary Key (from Step 3): □ □ □ □ □ □
- The Work Number Access Options for Verifiers:

a) www.theworknumber.com

b) 1-800-367-5690

* Public Service Agencies please visit “Social Services” via the web at www.theworknumber.com or call 1-800-660-3399.