The Work Number User Guide

1. Go to www.theworknumber.com
2. Click on the **I'm an Employee** tab
3. Click on the **Enter Site** button
4. Click the **Log in** button
5. Click on **LOG IN** in the pop up window
6. Enter **17007** as the employer code
7. Click **Log In**
8. In the Log In screen, it will ask you for your User ID and PIN
   a. User ID will be your **9-digit social security number without dashes**
      i.e. 123456789
   b. PIN number will be the **last 4 digits of your social security number followed by your 4-digit birth year**
      i.e. 67892017

For Employment Verifications – *You have three options*

Print a proof of employment yourself:
Choose this if the verifier does not participate in The Work Number

1. Click on **Employment Data Report**
2. Answer the questions displayed on the screen
3. Print your report

Provide a salary key to a verifier:
Choose this if you would like to provide proof of employment along with your income information
The verifier must participate in The Work Number or must register in order to access your information

1. Click on the **Salary Key** tab
2. Click on the **+ New Salary Key** button
3. A new salary key will be generated
   - You can choose to email this document or print it out yourself

Provide the verifier with QuickChek's company code:
The verifier must participate in The Work Number or must register in order to access your information

1. Notify the verifier that QuickChek participates in the Work Number
2. Give the verifier QuickChek's company code: **17007**
3. Or you can give a copy of the **Message to Verifiers** to the verifier

If you need assistance, please contact The Work Number's customer support at 1-800-367-2884
or visit www.theworknumber.com/Contactus

We have received your request for a verification of employment and/or income on a **QuickChek** employee.

Please note that our organization has selected The Work Number® service from Equifax to provide automated income and employment verifications. The Work Number reduces our risk of liability from providing erroneous or unauthorized information, and our employees receive the benefit of rapid verification completion, 24 hours a day, 7 days a week.

Please follow the instructions below to complete the verification:

How to Use The Work Number
For Commercial Verifications (mortgage lenders, pre-employment, property leasing, credit cards, etc.)
- Please visit www.theworknumber.com and select "I'm a Verifier"
- Provide the following:
    1. Employer Name or Code: QuickChek
    2. Employer Code is 17007
    3. Employee's Social Security Number

For Social Services Verifications* (including Medicaid, SSI/SSDI, SNAP, TANF, Child Support, Public Housing, etc.)
*Available to qualifying assistance agencies only
- Please visit www.theworknumber.com and select "I'm a Verifier"
- Provide the following:
    1. Employer Name or Code: QuickChek
    2. Employer Code is 17007
    3. Employee's Social Security Number

Additional Information
The Work Number service from Equifax is the leading resource for income and employment verification services nationwide. It provides verifiers an instant, automated solution for verification of employment, income and identity, based on payroll records contributed directly from thousands of employers.

Prior to using The Work Number, all verifier organizations must successfully pass a credentialing process, which validates legitimacy and permissible purpose, in compliance with the Fair Credit Reporting Act (FCRA). Over 200,000 credentialed verifiers rely on The Work Number to securely deliver fraud-proof information that virtually eliminates reliance on applicant-provided data, helps increase regulatory and internal compliance, while adding to operational consistency and efficiency.

In addition to permissible purpose, The Work Number also requires that verifiers have documented consent of the employee-consumer to access income information. Consent is generally established via a signed acknowledgement at the point of application for a loan or service. The Work Number fulfillment process is purpose-built for completing verifications and securely delivering critical decisioning data with unparalleled speed and efficiency.

To learn more about The Work Number from Equifax, please visit www.theworknumber.com