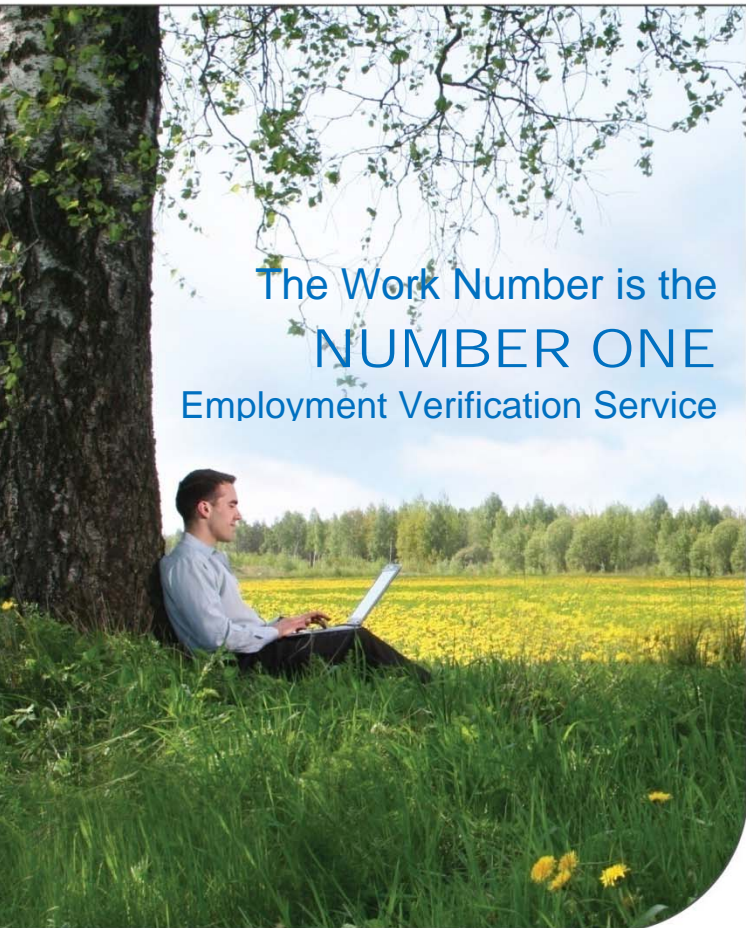


Need Proof of Employment or Income?

Give the person needing proof of your employment the following information:

- Your Social Security Number
- **Catholic Healthcare East** Employer Code: **14229**

The Work Number access options for verifiers: www.theworknumber.com or 1-800-367-5690



The Work Number is the
NUMBER ONE
Employment Verification Service

Need to create a salary key?

A salary key is one form of employee authorization used to release income. If a verifier is requesting a salary key from you, please take the following steps:

- The Work Number access options for employees: www.theworknumber.com or 1-800-367-2884
- Select "I'm an Employee"
- Select "Enter Site"
- Enter the Employer Code **14229** and select "Log In"
- Select "I want to provide proof of employment and income"
- Enter your User ID (**SSN**) and select "Continue"
- Enter your PIN (**Last 4 SSN & YYYY of Birth**) and select "Log in" ** (first time users will need to complete Risk Based Authentication login process, additional instructions provided on reverse side)
- Select "Create a Salary Key"
- Select "Create Another Salary Key"
- Write down the six-digit number

Provide the person requesting the salary key with the following information:

- Your Social Security Number
- **Catholic Healthcare East** Employer Code: **14229**
- Your salary key

The Work Number access options for verifiers:

www.theworknumber.com or 1-800-367-5690

Applying to a Social Service Agency?

Provide this information to your case worker.

Attention Case Worker

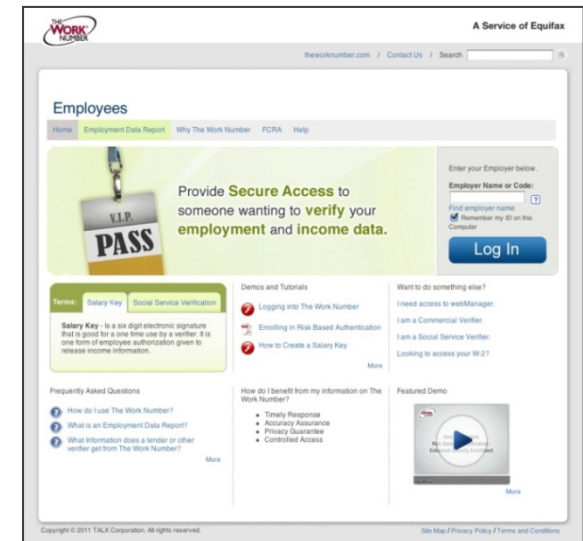
If not registered:

www.theworknumber.com or 1-800-996-7566

All agencies must register to use the service. Once you are registered, please follow the steps below to obtain the verifications you need.

If registered:

- The Work Number access options for agencies: www.theworknumber.com or 1-800-660-3399
- Select "Enter Site" under Social Service Verifiers
- Select "Log In"
- Enter your Username and select "Continue"
- Enter your Password and select "Log in"
- Enter the following information when instructed:
 - **Catholic Healthcare East** Employer Code: **14229**
 - Applicant's Social Security Number





How to complete Risk Based Authentication – Enhanced Security Enrollment

If you have not previously enrolled for Risk-Based Authentication you will need to enroll before you can use the Work Number service. Complete the following steps to enroll:

- Enter your Username (*SSN*)
- Select “Continue”
- Enter your PIN/Password (*Last 4 SSN & YYYY of Birth*)
- Select “Login”
- Select whether you want us to remember your computer
- Select “Continue”
- Use the arrows to select a Personal Security Image
- Select “Continue”
- Select and answer your 6 personal questions
- Select “Continue”
- Verify or update your phone numbers and select “Continue”
- Review all entered information and select “Complete”

You have successfully enrolled in Risk-Based Authentication. Select Continue to go to the Main Menu of your account.

