University of Massachusetts
Employment and Income Verifications

The University of Massachusetts uses The Work Number® service from Equifax to provide automated response to income and employment verifications. The Work Number provides our employees and verifiers the benefit of rapid verification completion, 24 hours a day, 7 days a week.

For Employees – Access your employee account on the www.theworknumber.com

1. Click the "**I'm an Employee**" tab
2. Click "**Enter Site**"
3. Enter your **employer's name: <u>UMass</u>** *or* **Employer code: <u>18128</u>**
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 sequence established by your employer.

   For University of Massachusetts 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 for digits of your Birth year, no spaces or dashes)*
6. Click "**Continue**"
7. Enter your **PIN**

Note – If this is your first time accessing The Work Number, you will be guided through some additional, simple account setup steps. Our site protects your data privacy using a secure, Risk Based Authentication system similar to many banking and financial services sites.

8. Click "**Log In**"

Requesting your Employment Data Report (EDR)

1. Click "**Request Instant Online Report**"
2. Select the **state you are employed in**
3. Select a **reason for your request**
4. Select whether to **show your full SSN** on the report or mask it
5. Click "**Get Instant Online Report**"

The Work Number Employee help line: 800.367.2884

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: **<u>UMass</u>**
  2. Employer Code is **<u>18128</u>**
  3. Employee's Social Security Number

The Work Number Verifier help line: 800.367.5690

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: **<u>UMass</u>**
  2. Employer Code is **<u>18128</u>**
  3. Employee's Social Security Number

For questions or more information please contact: The Work Number Client Service Center is available Monday – Friday; 7am – 8pm (CT) at **800-367-5690.** For TTY–hearing impaired call 800.424.0253.

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 decision data with unparalleled speed and efficiency.

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

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