



Buying a home or a car?  
 Applying for a loan?  
 Leasing an apartment?



**You'll need proof of employment or income...**

The Work Number® is an automated service that protects your personal information during the verification process. This secure service is used when you apply for a mortgage or loan, a job, lease an apartment or any other instance where proof of employment or income is needed.

How it works...

**Need proof of employment or income?**

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

- Your Social Security Number
- BelFlex Employer Code: **16264**

The Work Number access options for verifiers: [www.theworknumber.com](http://www.theworknumber.com) or **1-800-367-5690**

**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](http://www.theworknumber.com) or 1-800-367-2884
- Select "I'm an Employee"
- Select "Enter Site"
- Enter the Employer Code (16264) and select "Log In"
- Select "I want to provide proof of employment and income"
- Enter your User ID (BelFlex Employee ID) and select "Continue"
- Enter your PIN and select "Log in" – (Default PIN is last 4 SSN + MMY of birthdate.)
- 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
- BelFlex Employer Code: **16264**
- Your salary key

The Work Number access options for verifiers: [www.theworknumber.com](http://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 you are not a registered agency:

Please register by contacting The Work Number® at [www.theworknumber.com](http://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 you are a registered agency:

- The Work Number access options for agencies: [www.theworknumber.com](http://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 PIN and select "Log in"
- Enter the following information when instructed:
- BelFlex Employer Code: **16264**

- Applicant's Social Security Number

**Need assistance with Login or How it Works?**

The Work Number Client Service Center: Mon-Fri., 7am-8pm (CST)

1-800-996-7566 (Voice)

1-800-424-0253 (TTY-Deaf)

