



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
- The Work Number access options for verifiers

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:

- 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
- Your salary key
- The Work Number access options for verifiers

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 with Work Number. 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 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:
- Applicant's Social Security Number

Work Number Access Options

Verifiers: 1-800-367-5690

Employees: 1-800-367-2884

Case Workers: 1-800-996-7566

www.theworknumber.com

BelFlex Employer Code: 16264

Need assistance?

The Work Number Client Service Center:

Open: Mon-Fri., 7am-8pm (CST)

1-800-966-7566 (Voice) and 1-800-424-0253 (TTY-Deaf)