



TALX - The Work Number How to create a salary key

SALARY KEY:

Some verifiers will request that you create a salary key in order to obtain your income information. Once you have created your one-time use salary key, you will need to provide it to the verifier. If you have any questions or need assistance, visit www.theworknumber.com or call The Work Number Client Service Center at 1-800-996-7566 or 1-800-424-0253 (TTY – Deaf). Agents are available Monday through Friday 7am to 8pm CT.

LOGIN TO TALX (THE WORK NUMBER) AS AN EMPLOYEE

1. Select “ I’m an employee from the left menu”
2. Then click on “Enter Site” in the middle of the page as shown below

3. Enter the HHS Employer Name or Code **14775**
4. Click on “log in”



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5. Select I want to use other accounts features as shown below



If you **only** need to provide proof of employment to someone (no proof of income), you may not need to login. Select an option below so we can serve you best.

- [I want to provide someone proof of my employment only.](#)
- [I want to provide proof of employment AND income.](#)
- [I want to get my Employment Data Report.](#)
- [I want to use other account features.](#)

6. Enter your SSN (without dashes). Click "Continue". Enter your PIN (If you are login in for the first time your initial pin is: last four digits of SSN plus the full birth year (example 12341959)

ENROLL IN ENHANCED SECURITY FOR TALX

This step is required to access the system. You will be prompted when you are trying to login in for the first time.

1. Follow the step by steps guide ["How to Complete the Risk-Based Authentication –Enhanced Security Enrollment"](#) (located here: http://www.theworknumber.com/Authentication/HelpTWNEER/docs/RSA_enroll_employee.pdf)
2. You will be asked to change your original pin once you complete the Risk-Based Authentication



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PIN Set ✕

As a security measure, please reset your current PIN
Please choose a new PIN below. Make sure your PIN is easy for you to remember, but difficult for others to guess. When you are finished, click 'Save'.

Your PIN must be 4 to 16 characters in length. It must only contain numbers without any spaces.

Note: If you plan to use the automated phone system, your new 4 to 16 character PIN should be numbers only.

Current PIN:

New PIN: ✕

Re-enter New PIN: ✕

CREATE A SALARY KEY

1. From the main Menu under Verification select "Create a Salary Key"

The screenshot shows the TALX main menu. On the left is a vertical navigation bar with the following items: Main Menu, Verifications, My Account, Customer Service, Resource Center, and Your Employment Data Report. The main content area has a header 'Main Menu' and several sections. The 'Verifications' section includes links for 'Prove Your Employment', 'Prove Your Income', and 'Create a Salary Key'. The 'Resource Center' section includes a link for 'Tools, advice, and Tax Manager by Turbo Tax®'. The 'My Account' section includes a link for 'View and update your personal information, security and notification settings. Review account information. more'. A red arrow points to the 'Create a Salary Key' link, which is also circled in red.



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2. This will take you to the screen below and click on Create a Salary Key button

Create a Salary Key

1. Create a "Salary Key". Just click the button below. Giving a Salary Key to someone gives them permission to get proof of your employment and income one time.
2. Give the person needing proof of your employment and income your Social Security Number, your employer's name, and a Salary Key.
3. Tell that person to go to the verifier section of www.theworknumber.com

Buttons: Cancel, Create a Salary Key

3. The next screen will display the Salary Key. From here you can email, print, or delete it. This is the number you can provide to verifiers in order to obtain your income information.

Verifications

! For security reasons, you must create a separate Salary Key for each person who needs proof of your employment and income.

Your new Salary Key is displayed below.

To provide someone with proof of your employment and income you will need: (1) A Salary Key which is shown below. (2) Your employer's name. (3) Tell that person to go to the verifier section of www.theworknumber.com

Salary Key	Date & Time Created	Expiration Date	Status	Actions
201088	5/23/2012 12:45:43 PM	11/20/2012	New	Delete Print Email

Buttons: Create Another Salary Key, Return to Main Menu