



## Employment Verification using the “The Work Number”



**The Work Number** is an automated service that provides instant employment and income verification. This is a secure service which is used when applying for a mortgage or loan, reference checking, and any other instance where proof of employment is needed.

The Work Number is a great benefit for IDEX Employees, it provides quick turnaround for employment and/or income verification and provide 24 hour / 7 day web and telephone access. Employees maintain control of the release of information.

| For Employees who <b>ONLY</b> need proof of employment, not income (follow instructions below)   | For Employees who need both proof of employment AND income verification, for banks, employers and others (follow instructions below)   |
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| <ol style="list-style-type: none"><li>1. Indicate to verifier that IDEX uses “The Work Number”.</li><li>2. IDEX employer code is:<br/><b>14377</b></li><li>3. The verifier may contact “The Work Number” through these access options</li></ol> <p><b>Option A:</b><br/><a href="http://www.theworknumber.com">www.theworknumber.com</a></p> <p><b>Option B:</b> <b>1-800-367-5690</b></p> <p><i>(note: you may be asked to confirm your social security number with verifier)</i></p> | <p>Employee needs to access “The Work Number” to complete the online enrollment and create a “<b>Salary Key</b>” that grants one-time access to your income data:</p> <ol style="list-style-type: none"><li>1. Go to <a href="http://www.theworknumber.com">www.theworknumber.com</a> and enter site as “an employee”. Login using the IDEX employee code:<br/><b>14377</b></li><li>2. Enter your 10 digit IDEX employee ID (located on your ADP Pay Statement)**</li><li>3. Enter your default Pin#: (last 4 digits of your social security number followed by your 4 digit birth year)</li><li>4. Complete the enrollment by setting up your security questions and creating your new PIN#</li><li>5. Select option to “<b>Create Salary Key</b>”. This salary key may then be printed or emailed for the verifier, i.e. banks &amp; others.</li></ol> <p>After creating your salary key, provide the verifier with the following information:</p> <ul style="list-style-type: none"><li>➤ IDEX Employer Code <b>14377</b></li><li>➤ Your Salary Key (from step 5)</li><li>➤ The Work Number Access Options for verifiers</li></ul> <p><b>Option A:</b> <a href="http://www.theworknumber.com">www.theworknumber.com</a></p> <p><b>Option B:</b> <b>1-800-367-5690</b></p> |

\*\* The ID used here is the same as on your pay statement (likely begins with the digits 15), used for benefits enrollment and UBS, if applicable. However; this is not the same as the iPay ID.