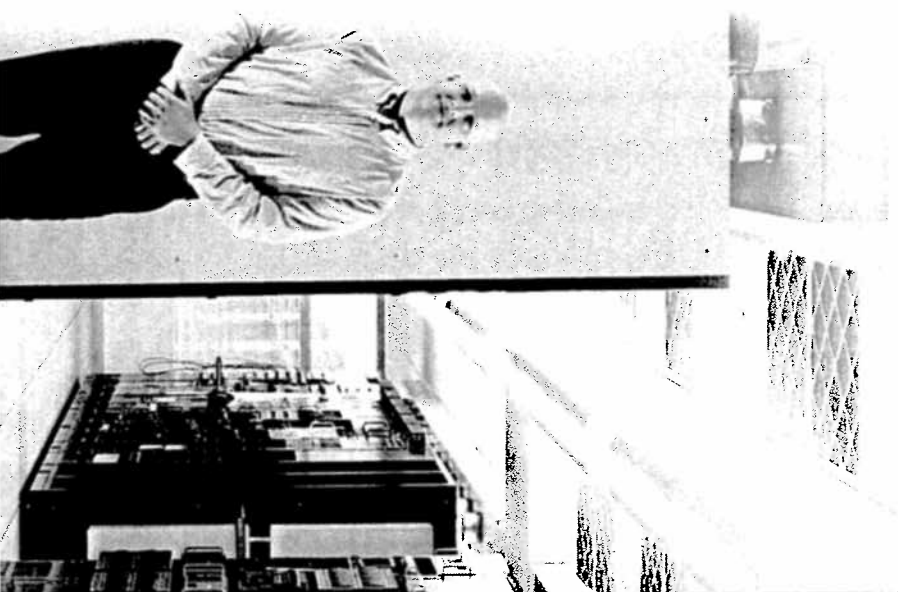


You're in

## Good Company

Creighton University is one of nearly **1,000 employers** offering secure, fast employment and income verifications via The Work Number.



## Why The Work Number?

**The Work Number®** is an automated service that provides instant employment and income verification. This fast, secure service is used when applying for a mortgage or loan, for reference checking, leasing an apartment or any other instance where proof of employment or income is needed. You benefit from having control of the process – authorizing others access to your information.

**The Work Number can be used anytime, anywhere - available 24 hours a day, 7 days a week**

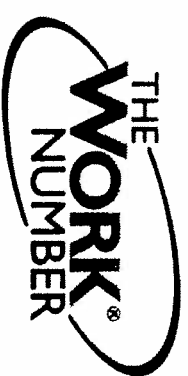
- Access The Work Number via [www.theworknumber.com](http://www.theworknumber.com) or 1-800-367-2884
- Client Service Center:  
1-800-996-7566 (Voice) or  
1-800-424-0253 (TTY – Deaf)  
Monday-Friday, 7AM - 8PM (CST)

**Times Have Changed . . .  
So Have Your Options.**

**Creighton**  
UNIVERSITY

## Creighton University

brings you...



Buying a home or a new car?

Leasing an apartment?

Applying for a loan?

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



# How to Use The Work Number®

## Need Proof of Employment?

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

- Your Social Security Number:
- Creighton University Employer Code: 12603
- The Work Number Access Options:
  - Option a) [www.theworknumber.com](http://www.theworknumber.com)
  - Option b) **1-800-367-5690**

## The Work Number is the

# No. 1 Employment

## Verification

## Service



## Need Proof of Employment Plus Income?

### Step 1:

Access The Work Number to create a "Salary Key" that grants one-time access to your income data:

- The Work Number Access Options for Employees:
  - Option a) [www.theworknumber.com](http://www.theworknumber.com)
  - Option b) **1-800-367-2884**

### Step 2:

Select the "Create a Salary Key" option and prepare to write down the six-digit number

### Step 3:

You will need to enter the following information to obtain a Salary Key:

- Creighton University Employer Code: 12603
- Your Social Security Number (without the dashes):
- Your PIN: enter the last 4 digits of your Social Security Number and your 2 digit birth month (mm) and day (dd). You will then be prompted to change your PIN.

### Step 4:

Provide the person needing proof of your employment plus income with all of the following information:

- Your Social Security Number:
- Creighton University Employer Code: 12603
- Your Salary Key (from Step 3):
- The Work Number Access Options for Verifiers:
  - Option a) [www.theworknumber.com](http://www.theworknumber.com)
  - Option b) **1-800-367-5690**

## The Work Number Client Service Center

**1-800-996-7566**

**1-800-424-0253** (TTY – Deaf)

Monday – Friday: 7:00AM – 8:00PM (CST)

The Work Number and The Work Number logo are registered trademarks of TALX Corporation. All other company names may be trademarks of their respective owners. The information contained herein is subject to change without notice. Copyright © 2004 TALX Corporation. All rights reserved.

## Applying to a Social Service Agency?

*Provide this information to your case worker.*

### Attention Case Worker

Please take the following steps:

### Step 1:

Register with The Work Number:

*All agencies must register to use the service. It takes about 5 minutes to complete the application. If you are already registered and need help, please call the Client Service Center at 1-800-996-7566.*

- Option a) [www.theworknumber.com](http://www.theworknumber.com)
- Option b) **1-800-996-7566**

### Step 2:

Obtain an employment and income verification:

- The Work Number access options for Social Service agencies:
  - Option a) [www.theworknumber.com](http://www.theworknumber.com)
  - Option b) **1-800-660-3399**
- Enter your registered fax number
- Enter the following information when instructed:
  - a) Creighton University Employer Code: 12603
  - b) Employee's Social Security Number:
- Select the kind of verification you need. You can verify *employment* or *employment plus income*.

**THE WORK NUMBER** A member of TALX

**Verify someone's employment and income**

**Access your employee account**

**Social service agencies**

**What's new?**

For desktop programs, make sure you have the account information and the Social Security Number.

Did you know? If you register as an agency to the Work Number you can access the Work Number through your employee account on the Work Number. (LAW1012)

Visit [www.theworknumber.com](http://www.theworknumber.com) for more information.