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
      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)

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
      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
      Option b) **1-800-367-5690**

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
      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
      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.*