

The Work Number

Accessing Employee Data Reports



STEP ONE: Login

- 1. Access The Work Number either via the Web or telephone:**
 - www.theworknumber.com
 - 1-800-367-2884 (7 a.m. – 8 p.m. Central time. Closed on major holidays.)
- 2. Select the [Employee](#) option and Login.** To login, use the following:
 - Chevron Employer Code: 13262
- 3. Select the option for Employment Data Report.**
- 4. Enter your Social Security Number (SSN)**
- 5. Enter your PIN.** Your default PIN is 8 digits and used for your *first* login only. It is a combination of the following personal information:
 - **The first two digits** of your temporary PIN are equal to your birth month. Enter a leading zero for January through September. For example, if you were born in August, you would enter 08.
 - **The next four digits** are equal to the last four digits of your social security number.
 - **The last two digits** are equal to your birth date. Enter a leading zero if your actual birth date was between 1 and 9. For example, if you were born on 5/4/70, you would enter 04.
 - You will be required to change your PIN, for security purposes, after your initial login.

STEP TWO: Follow the Instructions on the Screen