

The Work Number

How to Get Verification of Employment and Salary



STEP ONE: Employee Creates a Salary Key

A Salary Key is a six digit number, which is randomly generated by The Work Number. It allows verifiers one-time access to your employment *and* salary information.

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
- Your Social Security Number

3. 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.

4. Select the “Prove Your Income With a Salary Key” option and prepare to record the six digit number provided.

Your Salary Key is:

5. Enter your information on the next page. Give this page with your information to the verifier so they can access your employment and income information.

The Work Number

Accessing Employee Salary and Employment Verification



Employee: Complete the information below and provide this page to the verifier
Verifier: To verify employment for this Chevron employee:

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. Provide the following information:

- Chevron's Employer Code: 13262
- Employee Social Security Number: ____ - ____ - ____ - ____ - ____
(If your verifier doesn't already have this information.)
- Employee Salary Key: ____ - ____ - ____ - ____ - ____
- My salary key was created on this date: _____

NOTE:

A salary key only provides one-time access to an employee's income data. If a verifier needs to verify a person's income information for a second time (for example, at a later date) then they will need a new salary key provided by the employee.

If a verifier is trying to view an employee's income information for the time they spent with employers other than Chevron, then the verifier will need a salary key for each of those employers.

Salary keys expire 60 days after creation.