

# 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](http://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.

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## 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:

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### 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.