



Automated Employment and Income Verification Process

The Work Number (TWN) is an automated service that allows you to provide proof of your employment and/or income, either online or by telephone. You benefit from having control of the process, since you authorize access to your information. The Work Number provides verification services to over 80 million employees. It is widely known to mortgage lenders, banks, apartment complexes and others who may need proof of your employment or income, and it is easy for them to use.

The Work Number can be used anytime, anywhere – available 24 hours a day, 7 days a week. All costs are the responsibility of the organization (verifier) who is seeking to verify your employment and/or salary. Associates who are asked to pay for the service should contact HRIC at (914) 349-8570.

Below are instructions on how to use The Work Number:

For Proof of Employment:

Give the third party requesting proof of your employment the following information:

- a. The Work Number URL (<http://www.theworknumber.com>) or phone number (800.996.7566)
- b. Montefiore's Employer Code: 13663

For Proof of Employment Plus Income:

Step 1a: If you are an *active* associate, follow these steps to access your Employee Account:

Copy/enter the URL below in a web browser:

<https://federationx.talx.com/ClaimsAwareHelper?whr=https://sts.windows.net/9c01f0fd-65e0-40c0-89a8-2dfd51e62025/&wctx=TWN-EE-ER>

- a. Enter your Montefiore network user id and password
- b. Go To Step 2 below

Step 1b: If you are an *inactive* associate, follow these steps to access your Employee Account:

- c. Copy/enter the URL <http://www.theworknumber.com/> in a web browser.
- d. Click the "I'm an Employee" tab
- e. Click "Enter Site"
- f. Click "Log In"
- g. Click "Log In" again
- h. Enter Montefiore's Employer Code: 13663 and click "Log In"
- i. Click "Prove Income to Verifiers"
- j. Enter your six-digit EZID, then click "Continue"
- k. Enter/establish your PIN (*Note: Default PIN is your Date of Birth in MM-DD-YYYY format. If this is your first time accessing The Work Number, you will be guided through some additional, simple account setup steps.*)
- l. Go To Step 2 below

Step 2: Create a Salary Key

- a. Click on Salary Key Tab
- b. Click on "+ New Salary Key"
- c. Print or email the New Salary Key to the third party requesting proof of your employment plus income

For Immigration Verification Requests:

- a. Log into The Work Number by following steps 1a or 1b above
- b. Click on the Immigration Tab
- c. Print Immigration Verification and send to Homeland Security

Note: If you are an active associate in need of assistance logging into TWN, please contact the Service Desk at 718-920-4554. For all other issues, The Work Number Client Service Center can be contacted Monday – Friday from 8:00 AM - 9:00 PM (EST) at 1-800-996-7566 or 1-800-424-0253 (TTY – Deaf)

Montefiore