Accessing Your Employment Data Report

The Work Number® is a fast and secure way to provide proof of your employment or income—a necessary step in many of today's life events involving credit, financing, or securing of benefits or services. The Work Number simplifies the verification process and accelerates credit decisions through an online system available to verifiers 24 hours a day, 7 days a week. The purpose of this document is to provide you with step-by-step instructions on how you can access your free annual Employment Data Report (EDR).

An EDR is a report, per the Fair Credit Reporting Act, to allow transparency to your information contained on The Work Number and a list of all verifiers who have attempted access to your employment records in the prior 24 months.

First step is to access your employee account on the www.theworknumber.com

1. Click the "**I'm an Employee**" tab

2. Click "**Enter Site**"

3. Enter your **employer's name- People2.0 or code** - **17590**

4. Click "**Log In**"

5. Enter your **User ID**

Note – *If this is your first time accessing The Work Number, you will use a default User ID and PIN scheme established by your employer.*

*For **People 2.0** employees, the default ID and PIN scheme is:*

User ID: *Social Security Number*
PIN Scheme: **This is your P20 ID number.** *In order to enter it into The Work Number software it must be an eight digit number. For example, if your employee ID is* four digit *it would need to be padded with Zeros* **before** *the number and become* eight digits.

Example:

People 2.0 ID	**Work Number ID**
12345	*00012345*

6. Click "**Continue**"

7. Enter your **PIN**

Note – *If this is your first time accessing The Work Number, you will be guided through some additional, simple account setup steps. Our site protects your data privacy using a secure, Risk Based Authentication system similar to many banking and financial services sites.*

8. Click "**Log In**"

Requesting your Employment Data Report (EDR)

1. Click "**Request Instant Online Report**"

2. Select the **state you are employed in**

3. Select a **reason for your request**

4. Select whether to **show your full SSN** on the report or mask it

5. Click "**Get Instant Online Report**"

EDR by Mail

Note – *In some cases your EDR might not be available for online viewing. However, you can select the **"Print Manual Request Form"** option, complete the form, mail it to the address listed, and a paper copy of your EDR will be mailed to you.*