

# The Work Number For Everyone®

Automated Employment and Salary Verification Service for State Employees

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**1-800-EMP-AUTH**

**State of California**



## The Work Number For Everyone®

is available to State employees for employment and salary verification. For example, whether you are renting an apartment, buying a car, or buying a house, you can use this service to provide immediate employment and salary verification by touch-tone phone for credit and reference requests...24 hours a day...7 days a week.

A "VERIFIER" is an organization that needs credit or employment reference information, such as a financial institution seeking salary information to process a loan or an apartment manager seeking employment verification.

**To use this service, the employee must first obtain an authorization code for each verifier. Refer to "How Do I Use This Service?" below.**

### **How Do I Use This Service?**

Obtain an authorization code for each verifier that will be requesting information and provide it to the verifier as follows:

- ▶ Call 1-800-EMP-AUTH (1-800-367-2884) or obtain the authorization code through the Web at <http://www.theworknumber.com/applicants/howto.html>. If you are obtaining the authorization code through the Web, select the appropriate type of verification, and follow the instructions stated.
- ▶ Enter the following when prompted:
  - State of California Company Code  
**10396**
  - Last 6 digits of your Social Security Number, month and day of your birth
  - Your PIN (month and day of your birth)

Write the authorization code down when the system voices it to you!

**NOTE:** You may have a maximum of three codes active at one time. Each code can be used only once. After it is used, the code is automatically removed from the system.

## **What Do I Do Once I Have An Authorization Code?**

Give the verifier your authorization code, last 6 digits of your Social Security Number, month and day (not year) of your birth, and the State of California Company Code **10396**.

► Ask the verifier to:

- Call 1-900-555-9675 (non-members)
- Call 1-800-996-7566 (members)
- Enter the following information when prompted:
  - State of California Company Code 10396
  - Last 6 digits of your Social Security Number
  - Authorization number

## **The State of California Company Code is 10396**

To obtain an authorization code, please call 1-800-EMP-AUTH (367-2884) from a touch-tone phone. Provide the last 6 digits of your Social Security Number and the month and day of your birth, and then your PIN (month and day of your birth).

## **Whom Do I call With Questions About the Work Number?**

If you have any questions, or need additional instructions on how to use THE WORK NUMBER, please dial customer service at: 1-800-9-WORKNO (1-800-996-7566).

**Customer Service is Available  
M-F 7:00 am – 6:00 pm PST**

## **The Work Number For Everyone®**

provides employment and salary verification through a full service interactive voice response system provided by and is a trademark of TALX Corporation.