



Need proof of employment and income?

Follow these easy steps:

- 1) Download/print a copy of this instructions and email/give it to the company requesting the information.
- 2) You should not have to do anything as all the instructions for the company are listed in Box 1 below.

Box 1 – Provide this information to the person requesting proof of your employment.

To obtain proof of **employment and income** on an employee from Texas Health Resources:

1) Access The Work Number via the Web or telephone:

- <http://www.theworknumber.com>
- 1-800-367-5690

2) Enter:

- Texas Health Resources Employer Code: 11138
- The Employee's Social Security Number:

The Work Number Client Service Center:

1-800-996-7566 (Voice)

1-800-424-0253 (TTY – Deaf)

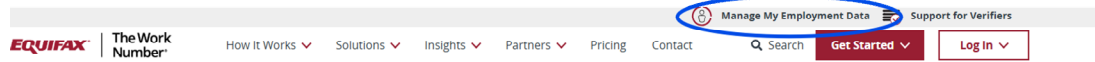
Monday – Friday, 7:00 a.m. – 8:00 p.m. (CST)

Additional Note to Lender/Verifier:

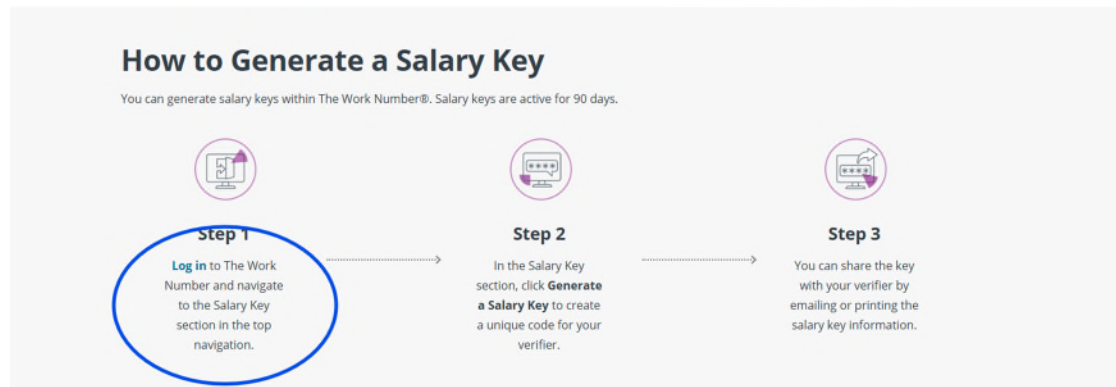
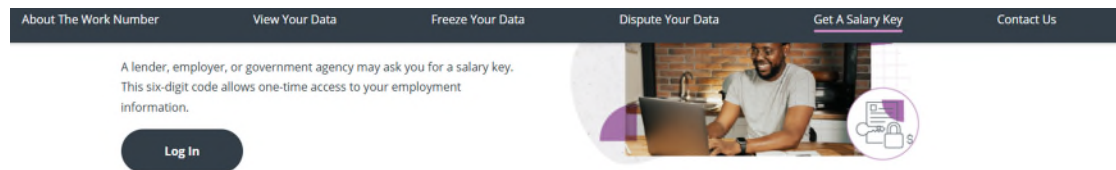
If you have not obtained signed authorization from the employee for verification of information, you will need employee's permission in the form of a *Salary Key* to verify income. Instructions for the *Salary Key* is in the next page – this must be completed by the EMPLOYEE.

Obtaining a Salary Key (to be completed by the Employee)

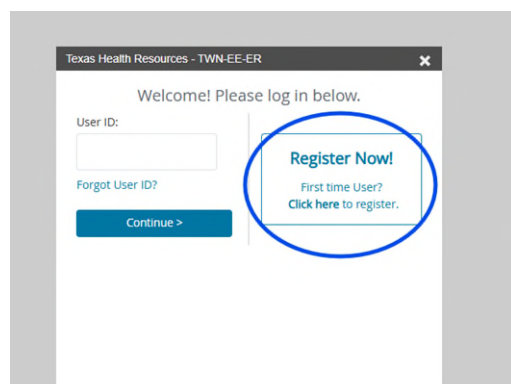
1. Click on "Manage My Employment Data":



2. Click on "Get a Salary Key":
3. Click on "Log in".



4. It prompts for the employer code (11138) and users should select Texas Health Resources.
5. A User ID prompt is for existing users and a "Register Now" icon for first time users.



6. First time users will get prompted for the following information after selecting the “Register Now” icon:

Texas Health Resources - TWN-EE-ER

Let's get started.

Provide information below to register. [Learn More](#)

First Name *

Last Name *

SSN *
ex: 123456789

Have a SIN?

Date of Birth *
mm/dd/yyyy

Continue >

Already have an account? [Login](#)

[Terms of Use](#)

7. Enter the information to create an account.

8. Create a User ID and log in.

9. Select “Grant Access to Salary Info”.

WELCOME TO YOUR EMPLOYEE PORTAL
FOR THE WORK NUMBER®

- Employment Data Report**
Review the information we have for you in The Work Number and see those who have obtained your information.
- Letters Center**
View, and download your letters from current employers.
- Grant Access to Salary Info**
A salary key allows uncredentialed verifiers one-time access to your salary information.
- Freeze Your Data**
Restrict access to your employment data on The Work Number.
- Start a Data Dispute**
If you believe your data is inaccurate, you can submit a request to dispute your information on The Work Number.

10. Select “Generate a Salary Key”

Salary Key

A salary key gives uncredentialed verifiers a numeric code that grants them one-time access to your income information.

Verifiers can only access your income and employment information if they have a permissible purpose. When a verifier needs a salary key, you can print it or email it with instructions through The Work Number. You may only have 3 active salary keys, and they are only active for 90 days.

List of Generated Keys

[Generate A Salary Key](#)

You have no active Salary Keys.

Access your Employment Data Report (EDR)

Gain transparency regarding your information in The Work Number database. You can request and review the information we have in your file and see those who have obtained your information.