



## 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](http://www.theworknumber.com)

1. Click the “Employee” tab
2. Click “Log In”
3. Look at your paystub and enter the employer’s **name exactly as it appears on your stub OR enter the code below:**
  - **Accu Staffing Services or 147239**
  - **Temp Staffing, LLC or 147240**
  - **911 Staffing, LLC or 147241**
4. 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..
5. Enter your **User ID** and click **Continue**
7. Enter your **PIN**
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.*

**For questions or more information please contact:** The Work Number Client Service Center: 800.367.2884  
TTY—hearing impaired: 800.424.0253, Monday – Friday; 7a.m. – 8p.m. (CT)