

Buying a home or a car?
Applying for a loan?
Leasing an apartment?



You'll need proof of employment or income...

For fast, secure, anytime-anywhere proof of employment or income via the Web or phone we bring you...The Work Number.

The Work Number service is used when you apply for a loan, need a reference check; lease an apartment or any other instance where proof of employment or income is needed. You benefit from having control of the process — by authorizing others access to your information.



How it works...

Need proof of employment?

Follow these easy steps:

- 1) Fill in your Social Security Number in Box 1 below.
- 2) Give the information in Box 1 to the person requesting your proof of employment.

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

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

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

2) Enter:

- Apex Employer Code: 11535
- 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)

Note: You will need employee permission in the form of a Salary Key to verify income.



Need proof of employment plus income?

Follow these easy steps:

- 1) Fill in your Social Security Number in Box 2 below.
- 2) Access The Work Number either via the Web or telephone:
 - www.theworknumber.com
 - 1-800-367-2884
- 3) Select the Employee option and Login. To Login, have the following information:
 - Apex Systems, Inc. Employer Code: 11535
 - Your Social Security Number: ____ - ____ - ____
 - Your PIN: _____ (pin# is last 4 digits of SSN)
- 4) Select the "Create a Salary Key" option and write down the Salary Key provided to you by The Work Number. (Enter your Salary Key below in Box 2, in Step 3.)
- 5) Provide the information in Box 2 to the person requesting proof of your employment plus income.

Box 2 — Provide this information to the person requesting proof of your employment plus income

To obtain proof of employment plus income on an employee from Apex

- 1) Access The Work Number via the Web or telephone:
 - <http://www.theworknumber.com>
 - 1-800-367-5690
- 2) Enter:
 - Apex Employer Code: 11535
 - The Employee's Social Security Number: ____ _ ____
 - Enter the Salary Key provided to you by the employee: _____

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)



Applying to a Social Service Agency?

Follow these easy steps:

- 1) Fill in your Social Security Number in Box3 below.
- 2) Supply the information in Box 3 to the case worker.

Box 3 — Instructions for Social Service Agencies

Case worker:

- 1) Register with The Work Number via the Web or telephone.
All agencies must register to use the service. It takes about 5 minutes to complete the application. If you are already registered and need additional help, please call The Work Number Client Service Center at 1-800-996-7566.
 - www.theworknumber.com
 - 1-800-996-7566
- 2) Obtain an employment and income verification.
 - The Work Number Access Options for Social Service Agencies:
 - a) www.theworknumber.com
 - b) 1-800-660-3399
 - Enter your registered fax number.
 - Enter the following information when instructed:
 - a) Apex Employer Code: 11535
 - b) Employee's Social Security Number ...

Select the kind of verification you need. You can verify employment or employment plus income.