TALX - The Work Number
How to create a salary key

Salary Key:
Some verifiers will request that you create a salary key in order to obtain your income information. Once you have created your one-time use salary key, you will need to provide it to the verifier. If you have any questions or need assistance, visit www.theworknumber.com or call The Work Number Client Service Center at 1-800-996-7566 or 1-800-424-0253 (TTY – Deaf). Agents are available Monday through Friday 7am to 8pm CT.

Login to TALX (The Work Number) as an Employee
1. Select “I’m an employee from the left menu”
2. Then click on “Enter Site” in the middle of the page as shown below

3. Click Log In
4. Click LOG IN

Do you need to log in?

You may not need to log in to The Work Number, unless you need to:

- Obtain a copy of your Employment Data Report (EDR)
- Obtain a copy of your Immigration Verification (If the service is offered by your employer)
- You will also need to log into The Work Number to create a Salary Key only if directed by an organization needing to verify your income.

For options described above, please LOG IN.

For all other information and answers to frequently asked questions, please CLICK HERE.

5. Enter the HHS Employer Name or Code 14775

6. Click on “Log In”
TALX – The Work Number
How to create a salary key

7. Enter your SSN (without dashes) and click “Continue”.
8. Enter your PIN and click “Log in” (If you are login in for the first time your initial pin is: last four digits of SSN plus the full birth year (example 12341959)

ENROLL IN ENHANCED SECURITY FOR TALX
This step is required to access the system. You will be prompted when you are trying to login in for the first time.

1. Follow the step by steps guide “How to Complete the Risk-Based Authentication –Enhanced Security Enrollment” (located here:
   http://www.theworknumber.com/Authentication/HelpTWNEEER/docs/RSA_enroll_employee.pdf)
2. You will be asked to change your original pin once you complete the Risk-Based Authentication
TALX – The Work Number
How to create a salary key

CREATE A SALARY KEY

1. From the main Menu under Verification select “New Salary Key”
TALX – The Work Number
How to create a salary key

2. This will take you to the screen below and click on “New Salary Key” button

3. The next screen will display the Salary Key. From here you can email, print, or delete it. This is the number you can provide to verifiers in order to obtain your income information.