This document is to guide you through the first-time login to TALX. 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.

First-time Login to TALX (The Work Number) as an Employee

1. Click Learn More under “Employee” from the Home menu
2. Click Log IN
3. Enter the HHS Employer Name or Code 14775
4. Click on Continue
5. Enter your SSN (without dashes) and click Continue
6. Logging in for the first time your initial pin is: last four digits of SSN plus the full birth year (example 12341959)
7. Provide your personal information
TALX – The Work Number
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8. Enter your phone number so a one-time passcode can be sent you your phone. Once you receive your one-time passcode, enter the **One-Time Passcode**.

9. Create a **New PIN**
10. OPTIONAL: Yes, Remember this device or No, Do not remember this device.
11. You are now logged into TALX.

**How to 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.