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. 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.

5. Enter the HHS Employer Name or Code **14775**
6. Click on “Log In”
7. Enter your SSN (without dashes) and click Continue.

8. Enter your PIN and click Log in

**NOTE:** If you are logging in for the first time your initial pin is: last four digits of SSN plus the full birth year (example 12341959)
9. Provide your personal information.
10. 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.
11. Create a **New PIN**.
12. OPTIONAL: Yes, Remember this device or No, Do not remember this device.
13. 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.