

HOW TO ACCESS THE WORK NUMBER FOR EMPLOYMENT OR INCOME VERIFICATION

The Work Number is a secure online service that helps you quickly and privately provide proof of employment or income to authorized government agencies, including:

- U.S. Department of Homeland Security
- U.S. Citizenship and Immigration Services
- Foreign government agencies and embassies

 **Note:** This service verifies employment and income only. Additional documentation may still be required by the requesting agency.

STEP-BY-STEP INSTRUCTIONS

1. **Go to the Website**

Visit www.theworknumber.com

2. **Click “Log In”**

- Choose **"Employee"** if prompted
- Follow the simple on-screen instructions

3. **Enter the Employer Code**

- Use: **13598**

4. **Sign In or Register**

- **First-time users:** Click **“Register Now”** to create your account
- **Returning users:** Log in with your existing **username and password**

5. **Follow the Prompts**

The system will guide you through:

- Verifying your identity
- Setting up security measures to protect your account
- Troubleshooting any login issues with helpful tips

NEED HELP?

If you encounter any problems or have questions, The Work Number website includes built-in support and messaging to guide you through the process.

If The Work Number does not work for your current situation, feel free to reach out to one of our team members at hrcsystems@yu.edu for further assistance.