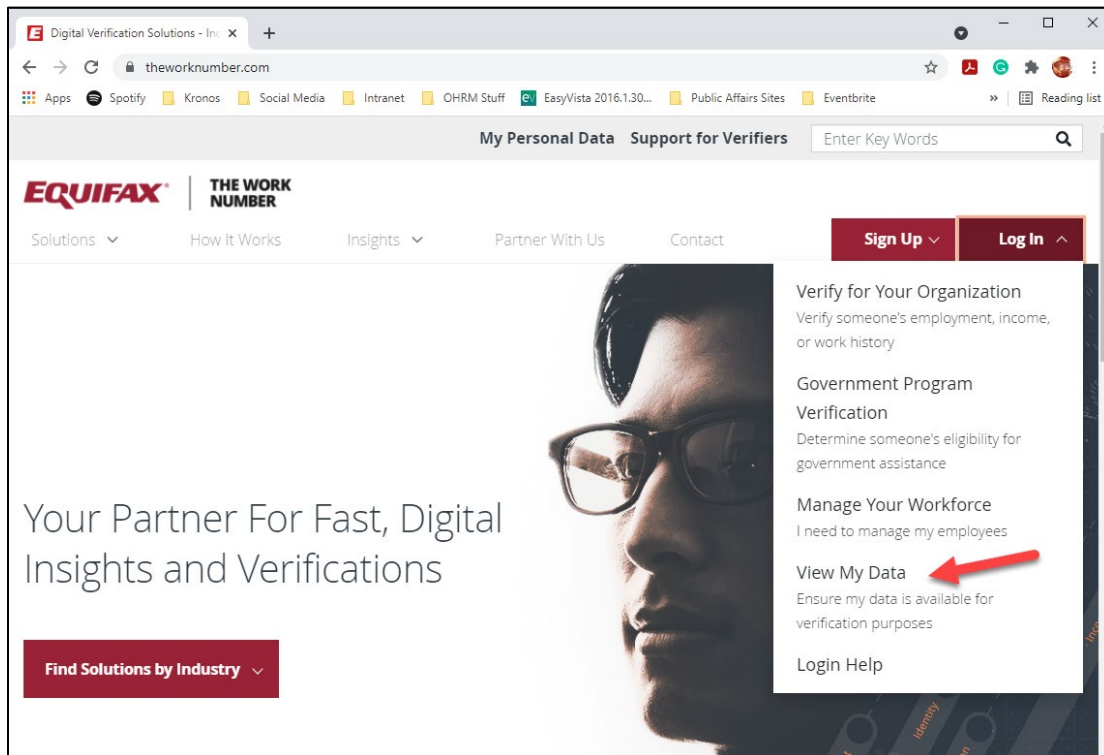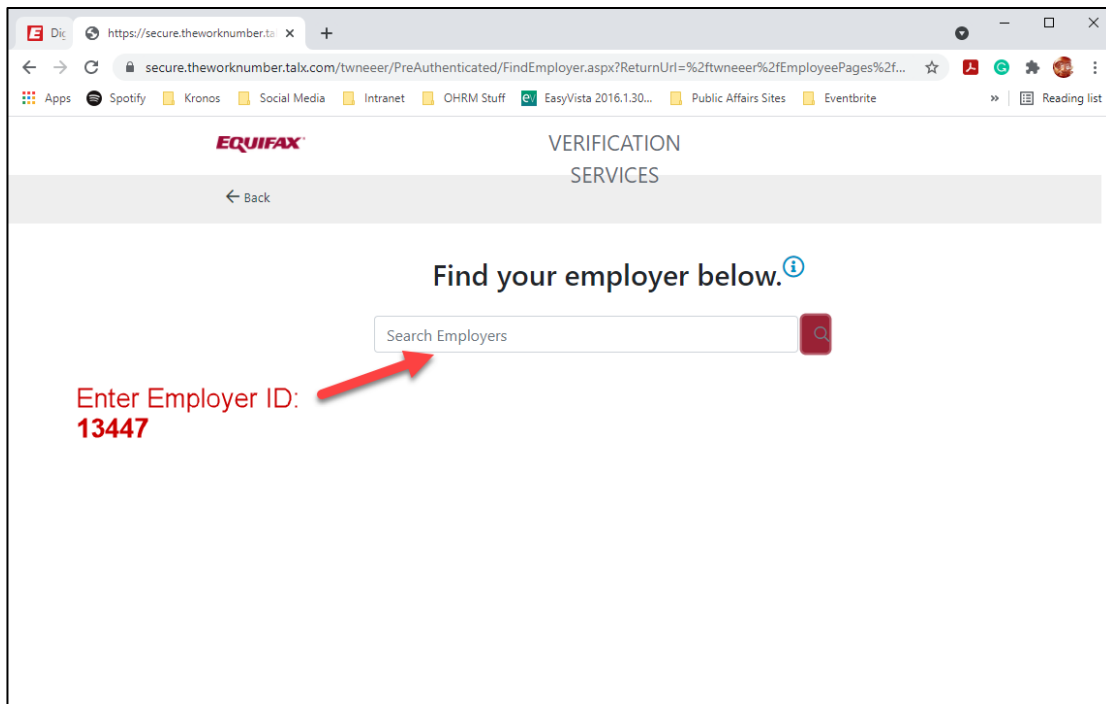# Employee Resource

THE WORK NUMBER®
from Equifax

Generating A Salary Key

A *salary key* is a code that you generate and provide to your lender, so they can access your income data and employment information via The Work Number® online platform. Follow the instructions below to generate and send a salary key to your lender or anyone you would like to receive your income and employment information.
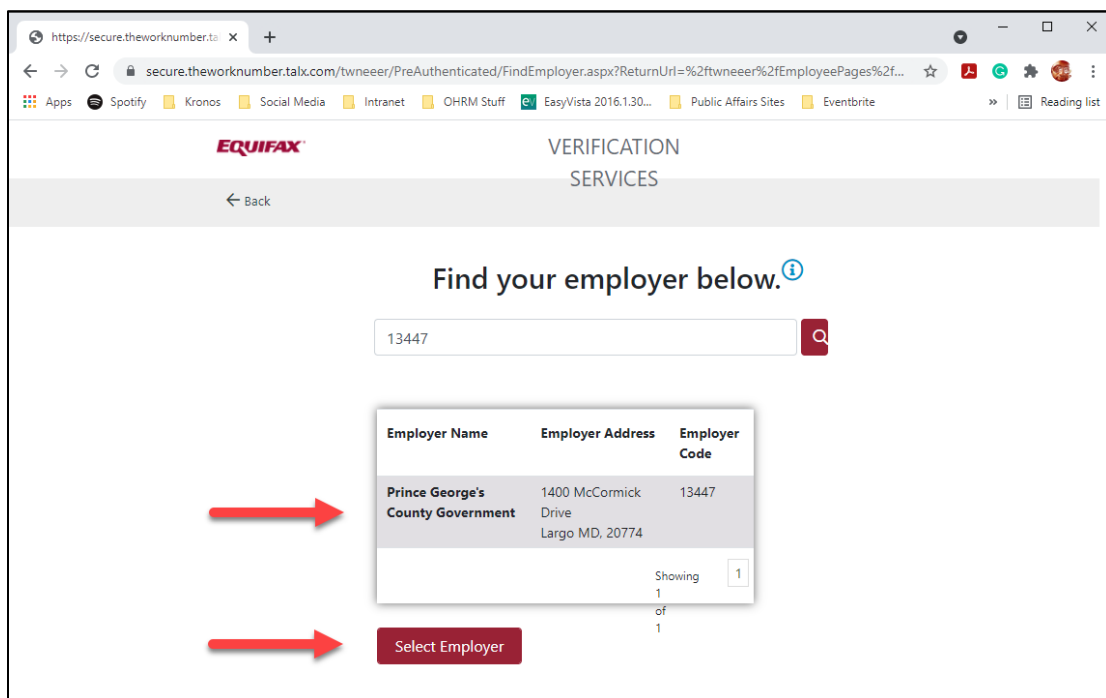
1. Go to **www.theworknumber.com**
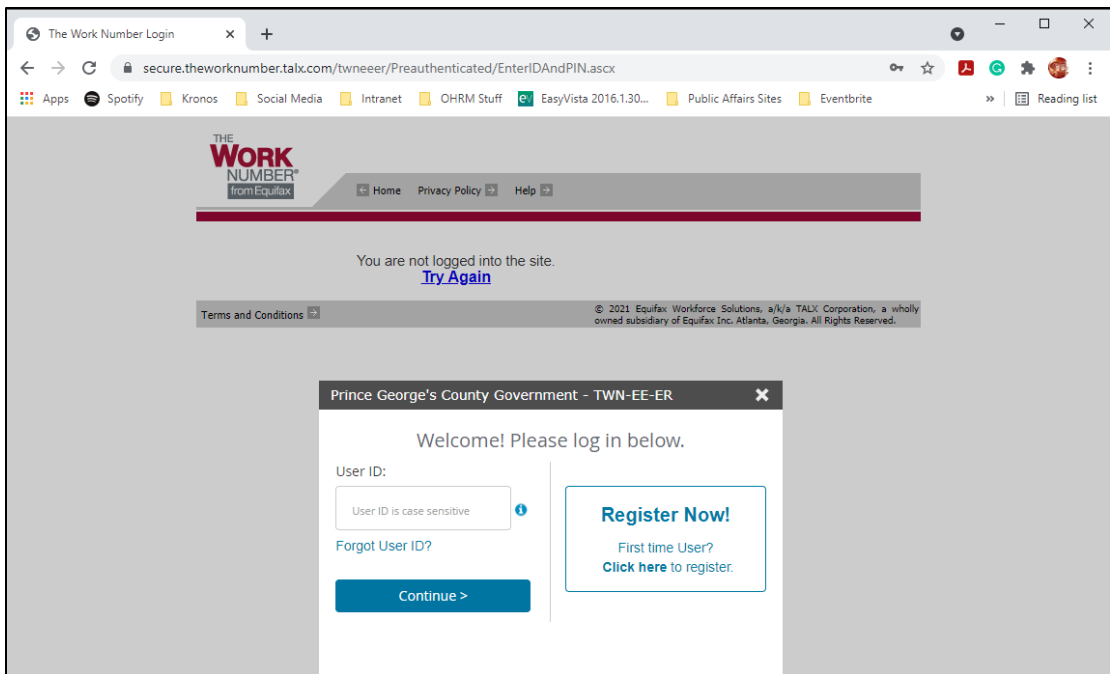2. Select **"Log In"**
3. Select **"View My Data"**

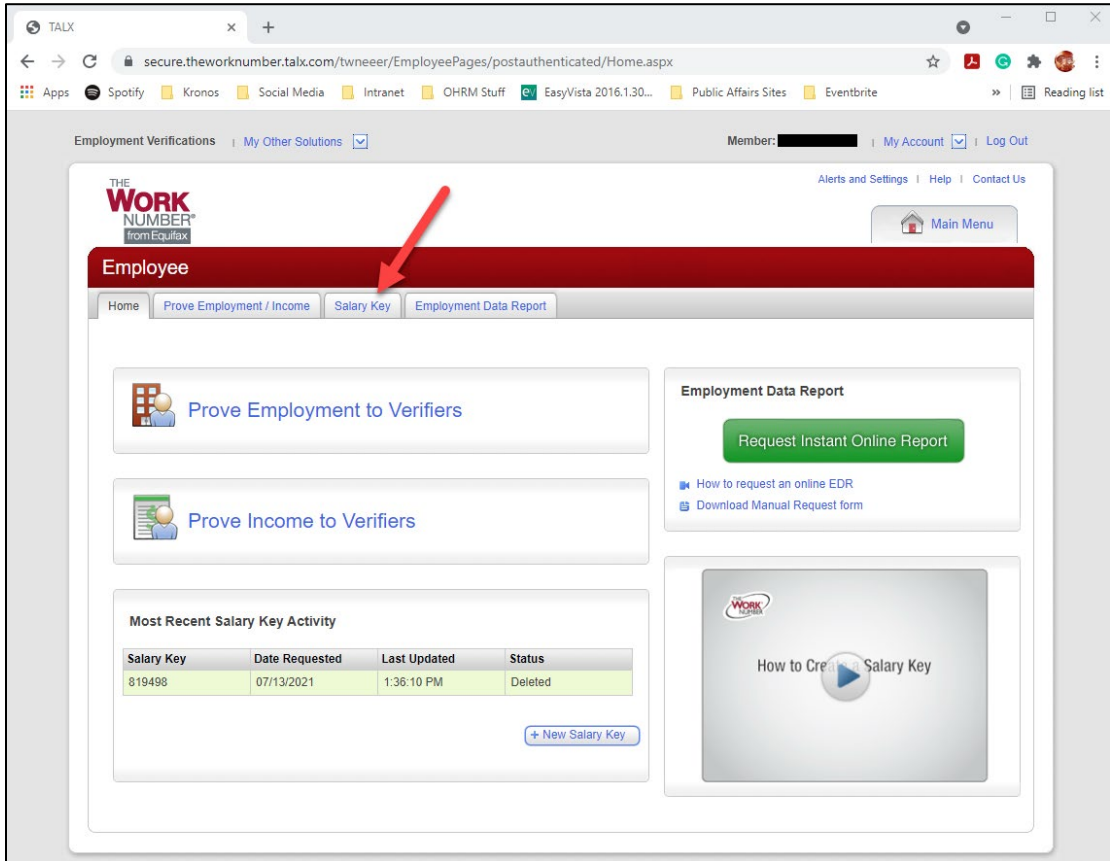4. Enter the Employer ID for Prince George's County Government (**13447**)

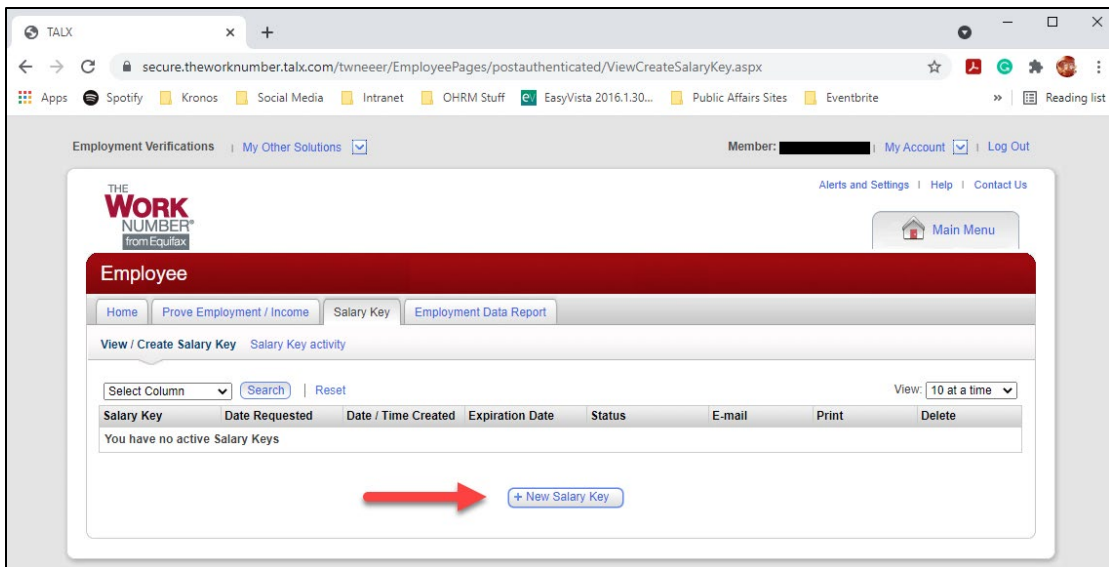5. Select **Prince George's County Government** and click **Select Employer**

6. Log in using your existing username and password if you already have an account *or* click **Register Now** if you are a new user
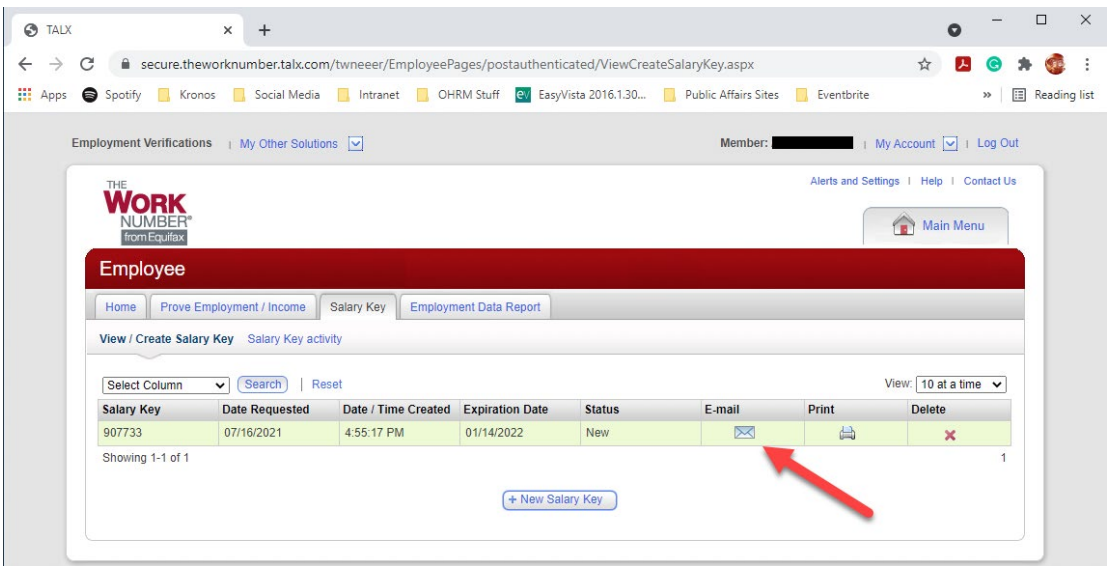
7. Click the **Salary Key** tab

8. Click **+New Salary Key**

9. Select the **Email icon** to email instructions to your lender or anyone you would like to receive your employment and income
    NOTE: Be sure to __accurately enter the email address__ of the lender or recipient, as they will receive access to your employment and income data

Your lender will use the instructions emailed to them to access your employment and income information. If your lender is a new user, they will be required to complete the quick signup process.

If you or the lender have any questions, please conte TheWorkNumber at 1-800-367-5690

Angela D. Alsobrooks
County Executive