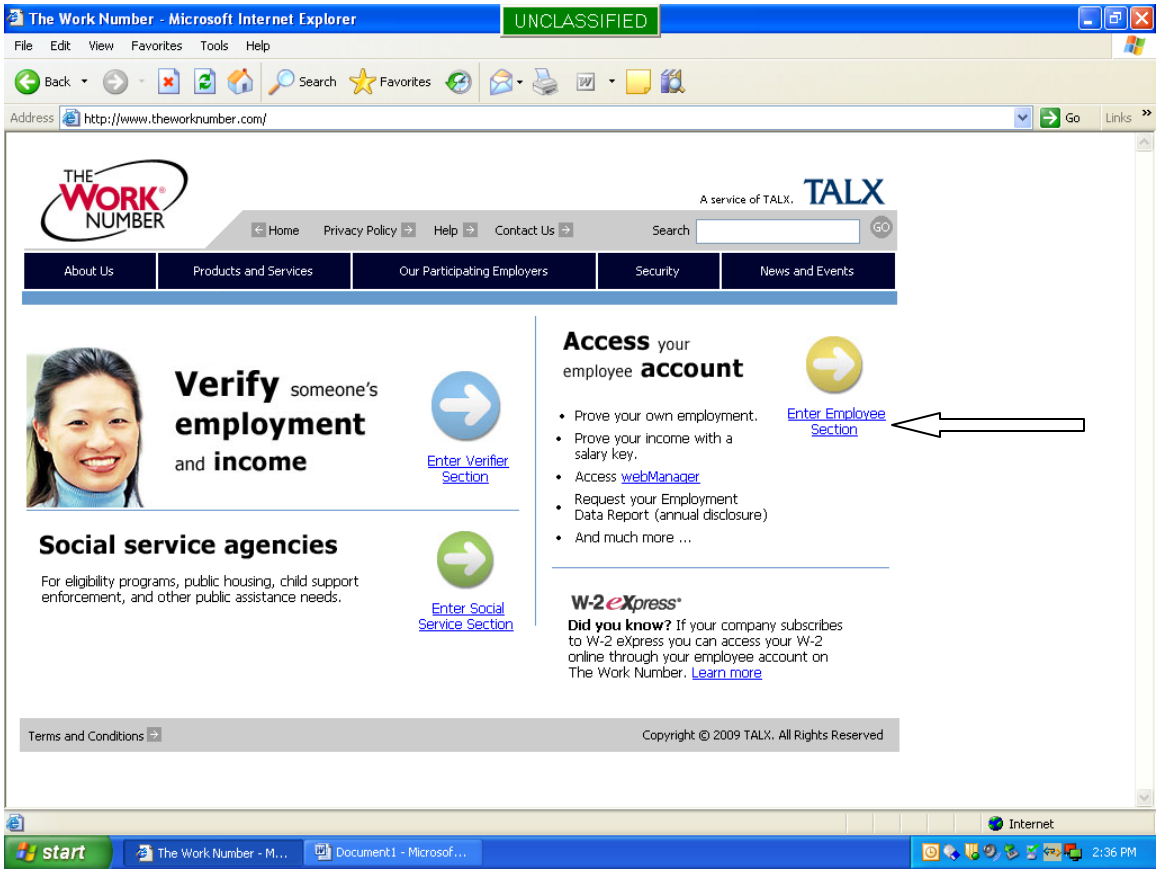
# “The Work Number” Registration Process




This is the first screen you see on The Work Number’s website. You want to click the “Enter Employee Section” to continue.

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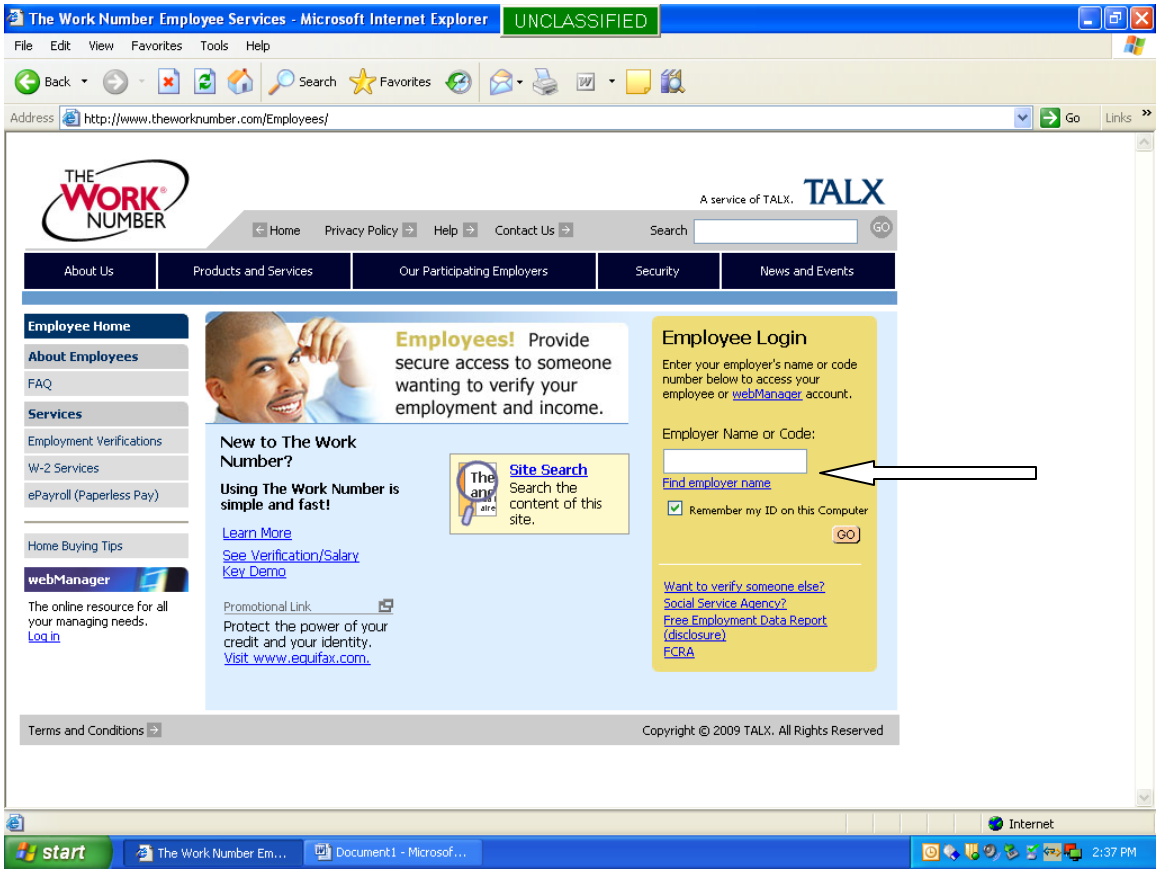


In the box on the right of the screen you must enter the “Employer Name or Code” which for our agency is 10365. You can also choose to have your computer store this number so you don’t have to type it in the next time you log on their site.

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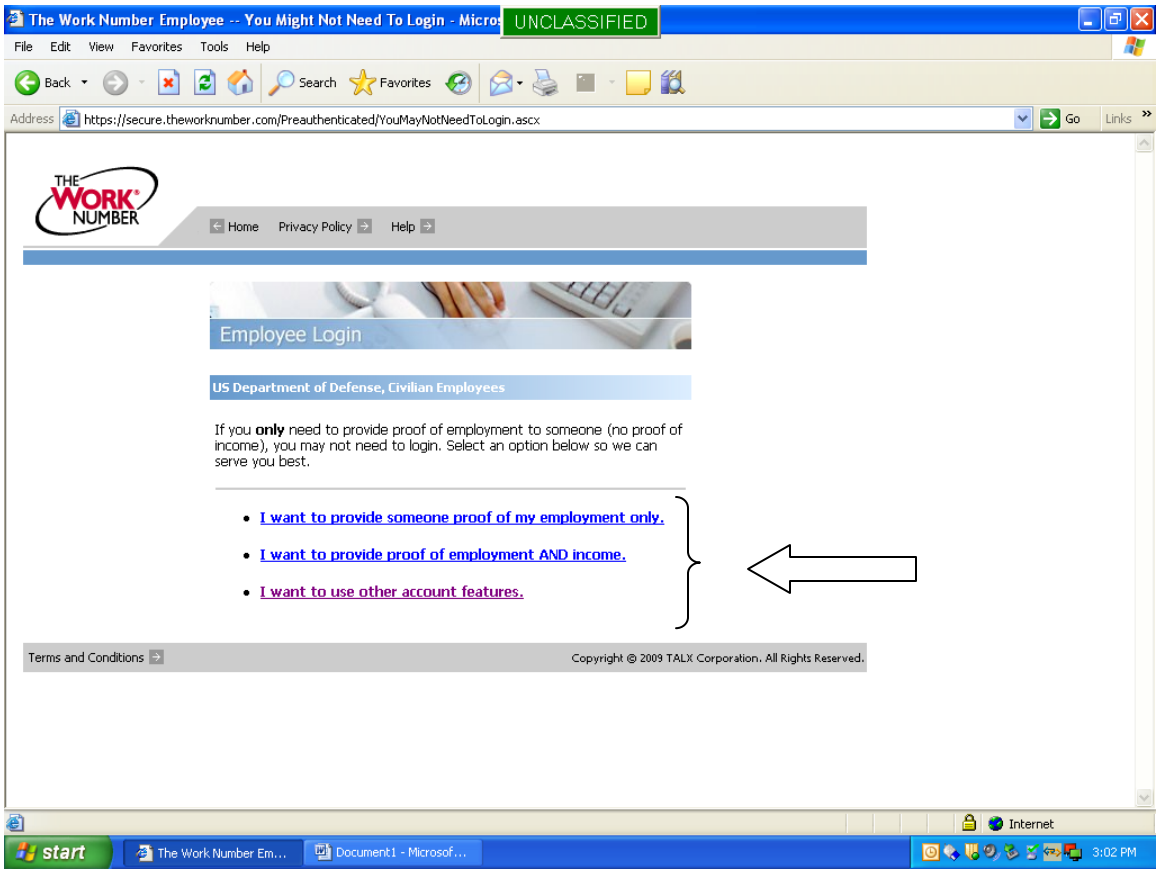
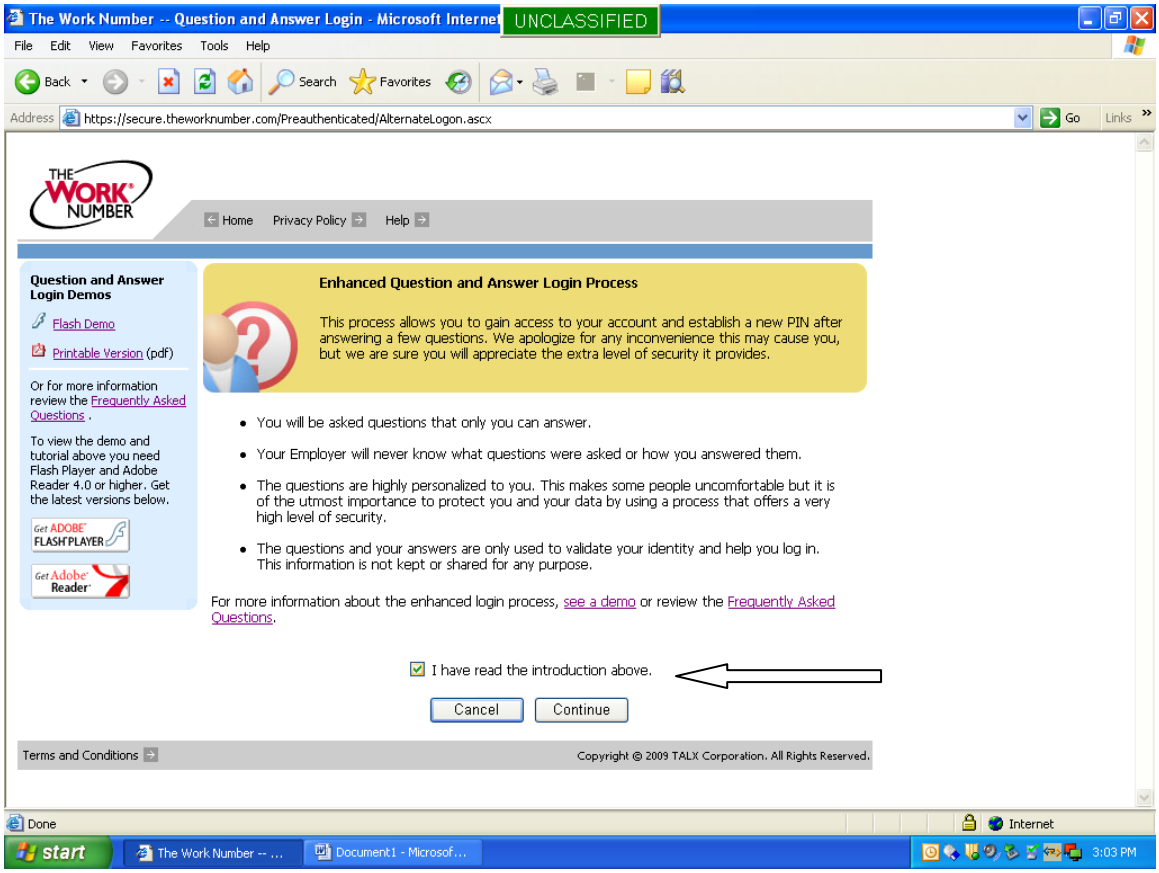



Now you have the question of what you want to do with your information- you can choose any one to continue the registration process.

# “The Work Number” Registration Process




To continue, read the instructions and checkmark the box that says “I have read the introduction above” and click “Continue.”

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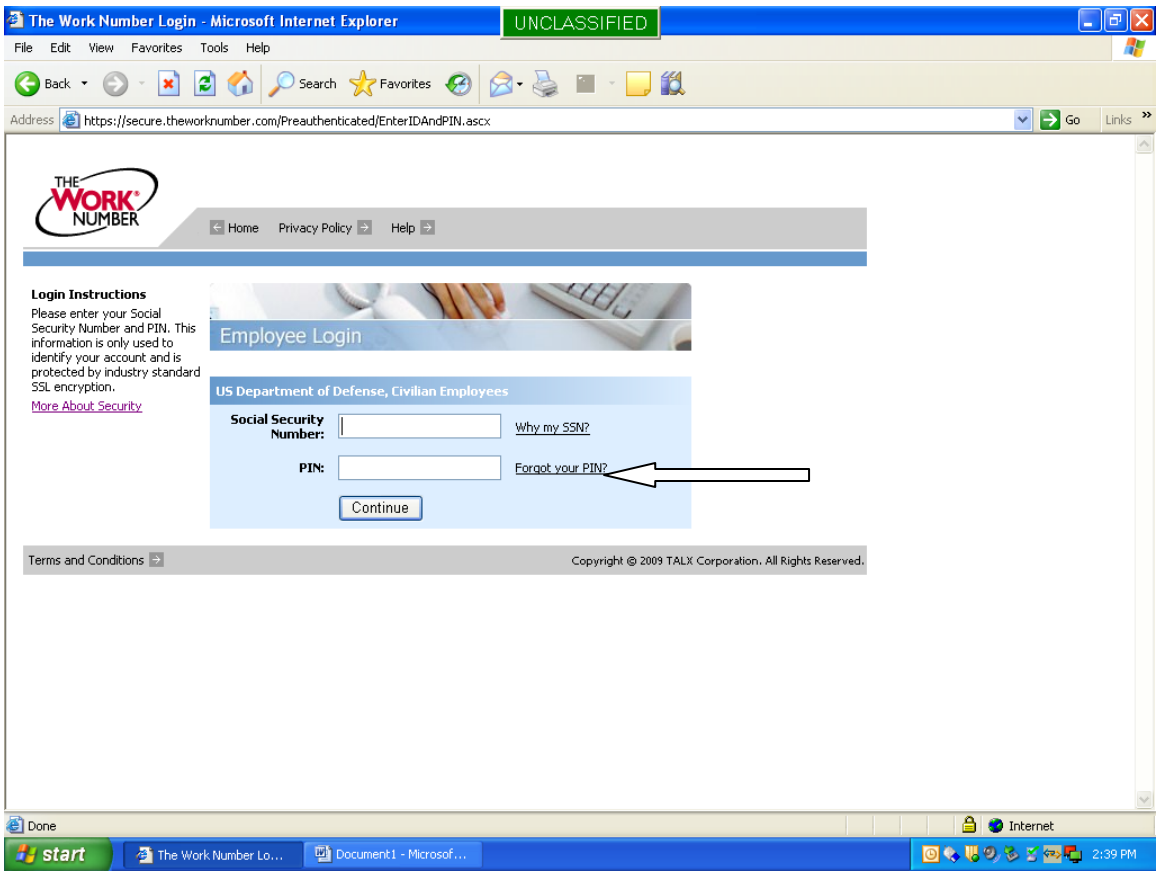
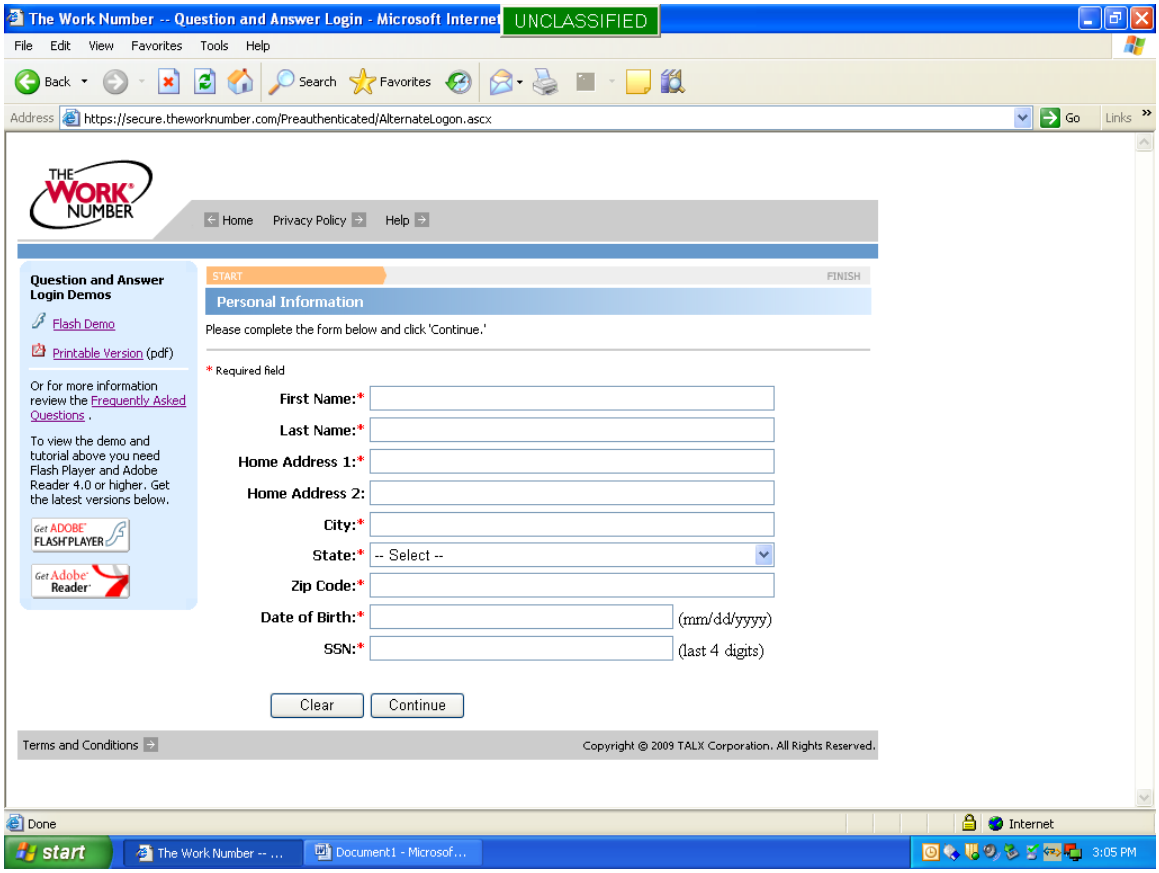



When you see this page, select “Forgot my PIN” to be directed to a page to setup a PIN number.

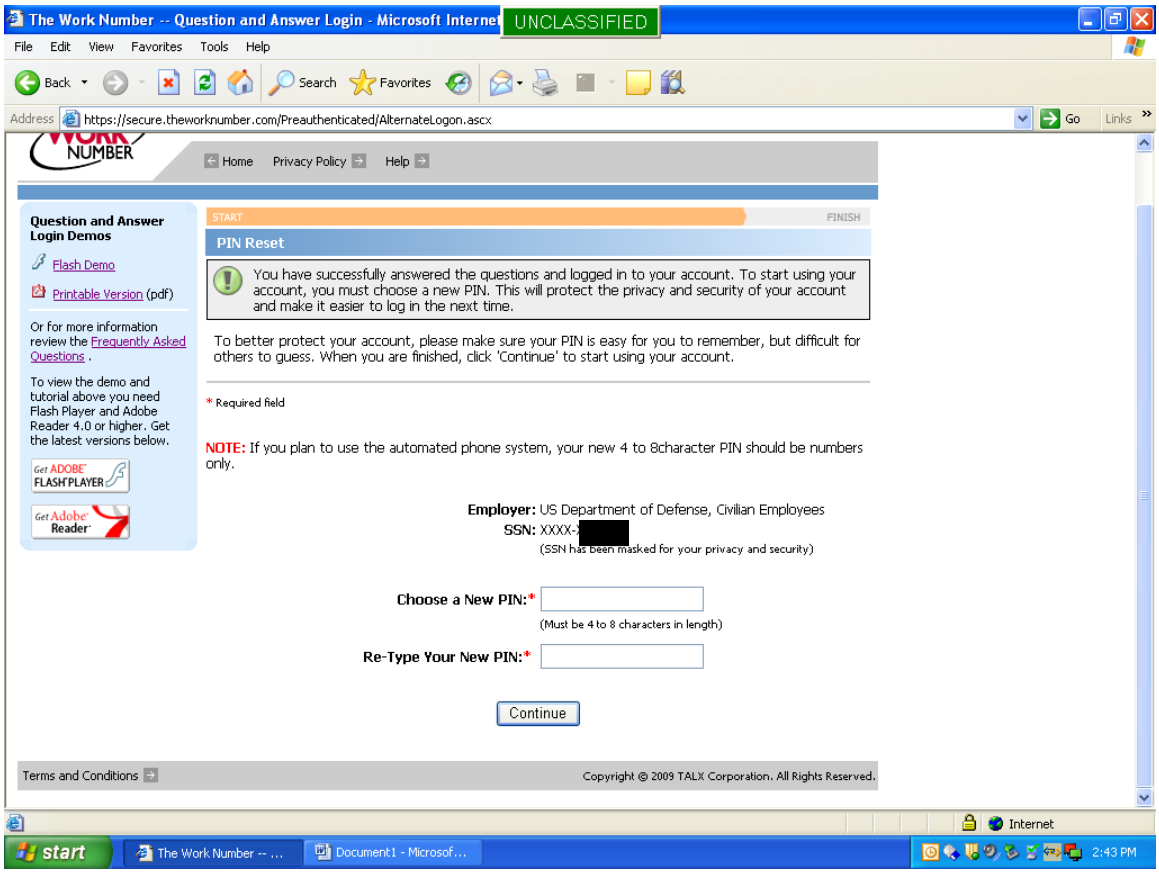
# “The Work Number” Registration Process




When you this page it will have you validate a series of questions about your name, streets, cities, and/or counties you have lived in, and other personally identifiable information to prove you are who you say you are.

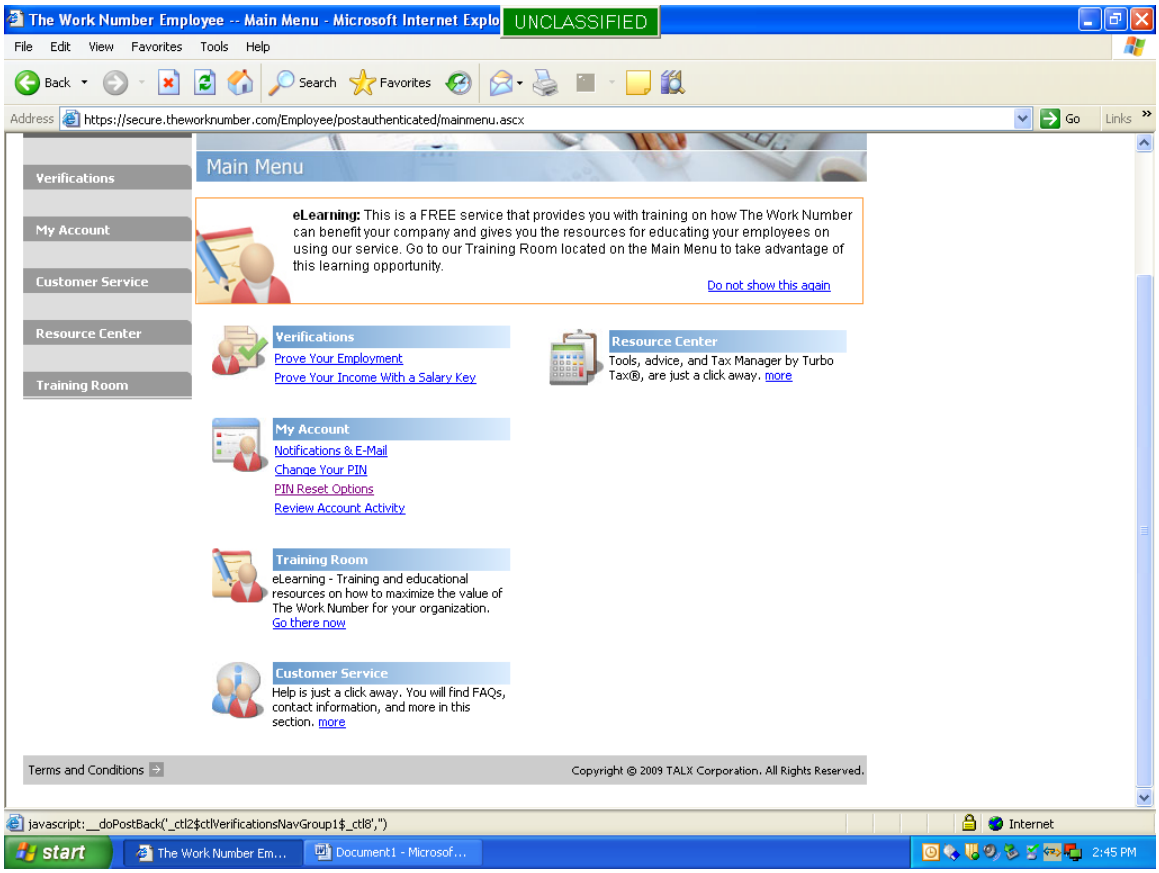
The page you see after this page (omitted because of personal information) has a series of multiple choice questions that ask you things like what street, city, or county you have lived in. This is the last page of personal information you will need to provide before setting up your PIN number.

# “The Work Number” Registration Process




Now you must set your PIN number- make sure it is numbers only or you will keep getting an error in setting your PIN until it is all numbers. Then click “Continue.”

# “The Work Number” Registration Process




When you see the “Main Menu” page you are all done and registered in “The Work Number.”