

The Work Number® is a fast and secure way to provide proof of your employment or income—a necessary step in many of today's life events involving credit, financing, or securing of benefits or services.

The Work Number simplifies the verification process and accelerates credit decisions through an online system available to verifiers 24 hours a day, 7 days a week. The purpose of this document is to provide you with step-by-step instructions on how you can access your free annual Employment Data Report (EDR).

An EDR is a report, per the Fair Credit Reporting Act, to allow transparency to your information contained on The Work Number and a list of all verifiers who have attempted access to your employment records in the prior 24 months.

First step is to access your employee account on the www.theworknumber.com

1. Click the "I'm an Employee" tab
2. Click "Enter Site"
3. Click "Log In"
4. Click "Log In" a second time
5. Enter Rochester Regional Health or code 14014
6. Click "Log In"
7. Enter "social security number"
8. Enter your User ID

Note – If this is your first time accessing The Work Number, you will use a default User ID and PIN sequence.

For Rochester Regional Health employees, the default ID and PIN scheme is:

USER ID: 14014

PIN SCHEME: Last four of your social security number followed by your birth year (For example: John Smith's social security number is 123-45-6789 and his date of birth is 07/01/1999. The PIN would be 67891999.)

9. Click "Continue"
10. Enter your PIN
Note – If this is your first time accessing The Work Number, you will be guided through some additional, simple account setup steps. Our site protects your data privacy using a secure, Risk Based Authentication system similar to many banking and financial services sites.
11. Click "Log In"

Requesting your Employment Data Report (EDR)

1. Click "Request Instant Online Report"
2. Select the state you are employed in
3. Select a reason for your request
4. Select whether to **show your full SSN** on the report or mask it
5. Click "Get Instant Online Report"

EDR by Mail

Note – In some cases your EDR might not be available for online viewing. However, you can select the "Print Manual Request Form" option, complete the form, mail it to the address listed, and a paper copy of your EDR will be mailed to you.

For questions or more information please contact:

The Work Number Client Service Center: 866-604-6572

TTY—hearing impaired: 800.424.0253, Monday – Friday; 7a.m. – 8p.m. (CT)

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