

# How to Create a Salary Key

Some verifiers will request that you create a salary key in order to obtain your income information. Once you have created your one-time use salary key, you will need to provide it to the verifier.

After logging into The Work Number, you will be directed to the Main Menu screen.

- 1 Select the "Salary Key" tab.
- 2 Click the "New Salary Key" button.
- 3 Your new Salary Key will be added to the list and highlighted. From there you can email, print, or delete it.

If you have any questions or need assistance, visit [www.theworknumber.com](http://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.

