

We have received your request for an employment and/or income verification on a University of Mississippi Medical Center employee. Please note that our organization uses The Work Number® to provide automated employment and income verifications. The Work Number reduces our risk of liability from providing erroneous or unauthorized information, and our employees receive the benefit of rapid verification completion, 24 hours a day, 7 days a week. You the verifier benefit by receiving immediate access to information that is convenient, accurate and secure. Please follow the instructions below to attain the information you need.

How to Use The Work Number

Verification Type	Access Options	Information Required
<p>Commercial <i>mortgage loan, auto finance, credit card, job offer, apartment lease, etc.</i></p>	<p>www.theworknumber.com 1-800-367-5690</p>	<p>Employer Name or Code: University of Mississippi Medical Center Employer Code is 16201 Employee's Social Security Number</p>
<p>Social Services <i>Medicaid, SNAP, TANF, subsidized housing, etc. (only available to qualifying assistance agencies)</i></p>	<p>www.theworknumber.com 1-800-660-3399</p>	

Frequently Asked Questions

What is The Work Number?

The Work Number, a service of Equifax Workforce Solutions, is an automated service for employment and income verifications that allows employees to provide proof of employment or income instantly. More than 200,000 credentialed verifiers (leading mortgage companies, pre-employment screeners, banks, social service agencies and others) access The Work Number to retrieve this critical decisioning information—direct from employer payroll feeds—rapidly and securely.

Is the information secure?

The commitment to information security at Equifax is unparalleled. We are SSAE16, FISMA NIST 800-53 and ISO 27001 certified. We employ risk based authentication and data encryption technologies and house The Work Number data in an isolated network.

Who is considered a verifier?

A verifier can be any lending institution, property manager or other business with a Fair Credit Reporting Act (FCRA)-compliant permissible purpose for requesting employment or income information. All verifiers are screened and credentialed before receiving system access, and authenticated at each login.

Does verification from The Work Number take longer?

No. If the information is on the database, it is delivered instantly and does not require a callback or other response from the employer.

What is a Commercial verification?

Standard employment and income verifications (as part of the approval process for mortgage loans, auto financing, credit cards, job offers, apartment rentals, etc.) are commonly referred to as commercial verifications.

What is a Social Services verification?

Typical social services verifications include TANF, SNAP, Public Housing, Medicaid, Child Support, WIC, Welfare-to-Work Programs, Social Security, Supplemental Security Income (SSI), Social Security Disability Insurance (SSDI) and others.

Do I need anything special to obtain an income verification?

The Work Number requires that verifiers have the documented consent of the employee-consumer to access income information. Consent is generally established via a signed acknowledgement at the point of application for a loan or service. And, as with all verifications via The Work Number, you will need to state an FCRA-compliant permissible purpose prior to accessing the data.

What Employer Code do I Use?

University of Mississippi Medical Center Employer Code is: 16201. This five-digit code is used to identify each organization in The Work Number database. Credentialed verifiers can also search for employer codes by name.



Need help? The Work Number Client Service Center is available Monday – Friday; 7am – 8pm (CT) at 800-367-5690 For TTY—hearing impaired call 800.424.0253.



Create a personal secure Salary Key:
Maintain Confidentiality and Security

The Work Number® is an automated service used by the [University of Mississippi Medical Center](#) and many financial and lending institutions. *Using the service accelerates credit decisions by providing verifiers—mortgage lenders, credit card companies, auto dealers and more—with proof of your employment or income, instantly and securely.*

This document provides step-by-step instructions on how you can access The Work Number to generate a Salary Key, a single-use, six-digit code that you can provide to a verifier as consent to access your income information.

Note: In most cases, your consent is provided at the point of application for a service—when you sign a loan application or similar agreement—and a Salary Key is not required, but if you are asked to provide one by the lender you selected, these instructions will show you how.

For access, using your web browser on your PC, Mac, Tablet or Smart-Phone go to:
www.theworknumber.com

1. Click the "I'm an Employee" tab
2. Click "Enter Site"
3. Enter your employer's name or code
UMMC's employer code: 16201
4. Click "Log In"

The screenshots show the following steps:

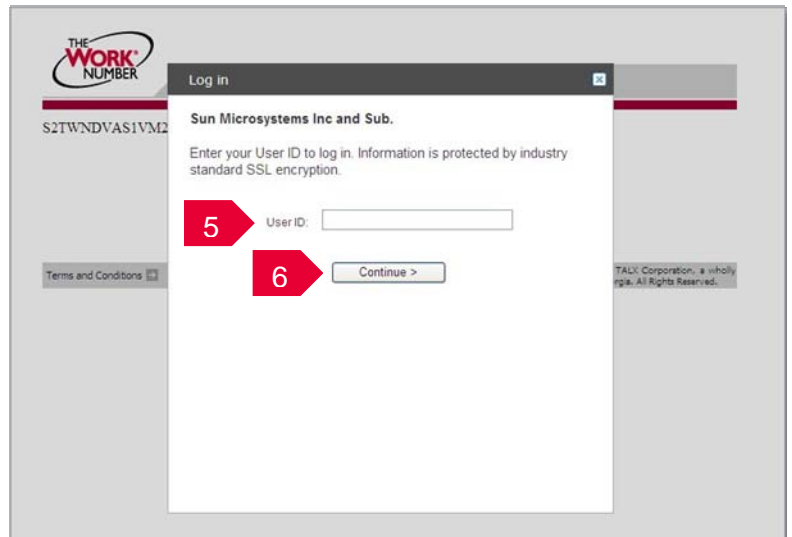
- Step 1: The user is on the 'I'm a Verifier' page. A red arrow points to the 'I'm an Employee' tab.
- Step 2: The user is on the 'I'm an Employee' page. A red arrow points to the 'Enter Site' button.
- Step 3: The user is on the login page. A red arrow points to the 'Employer Name or Code' input field, and another red arrow points to the 'Log In' button.

Accessing the www.theworknumber.com (continued)

5. Enter your User ID

Default User ID sequence for all University of Mississippi Medical Center employees is YOUR:
UserID: Social Security Number (9 digits, no dashes)

6. Click "Continue"

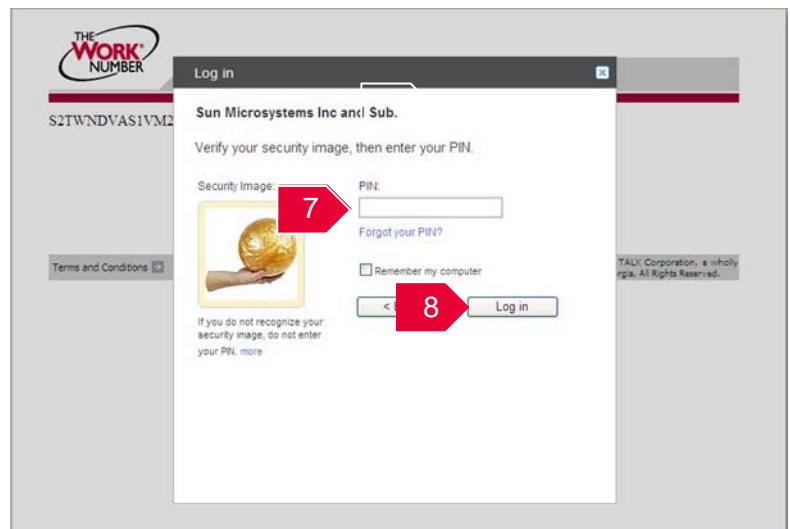


7. Enter your personal PIN

Default PIN sequence for all University of Mississippi Medical Center employees is YOUR:
PIN: Last 4 of SSN and YYYY of Birth (8 digits, no symbols)
Example: 12341980

8. Click "Log In"

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.



Creating and managing Salary Keys

Note: In most cases, your consent to have a verifier access your income information has already been established at the time of application and you will not need to generate a Salary Key. However, if instructed to do so, here's how:

1. Click "Prove Income to Verifiers"
2. Click "Create Salary Key"
3. Provide the newly created salary key to the verifier, along with your employer name or code and your social security number.

The screenshots illustrate the process of creating and managing salary keys in the Employee portal. The first screenshot shows the 'Prove Income to Verifiers' button highlighted with a red arrow labeled '1'. The second screenshot shows the 'Create Salary Key' button highlighted with a red arrow labeled '2'. The third screenshot shows the 'Salary Key activity' table with a red box around the first row, labeled '3'.

Salary Key	Date Requested	Last Updated	Status
853215	02/19/2013	14:23:48 PM	Unused
620741	02/13/2013	21:18:30 PM	Unused
670684	02/13/2013	17:14:05 PM	Used

Salary Key	Date Requested	Time Created	Last Updated	Status
853215	02/19/2013	14:23:48 PM	02/19/2013	Unused
620741	02/13/2013	21:18:30 PM	02/14/2013	Unused
670684	02/13/2013	17:14:05 PM	02/13/2013	Used
134037	08/10/2012	11:32:38 AM	02/01/2013	Used
824064	06/22/2012	11:09:57 AM	02/22/2013	Expired
333156	06/07/2012	11:14:33 AM	02/22/2013	Expired

Note: At any point, select the "Salary Key Activity" link to view the status (used, unused, expired) of any keys you have created.