



Accessing Your Employment Data Report

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.

Current Pinellas County Schools’ Employees

1. Go to the “**LOGIN**” tab found at the top right-hand side of the homepage of the PCS Website
2. Select the “**PCS Portal (Staff Only)**” link
3. Enter your PCS domain Username and Password, and select “**Log In**”
4. Select the “**The Work Number**” link, which will open a new window where you will automatically be logged into you’re The Work Number account

Terminated of Former Pinellas County Schools’ Employees

Please visit the following Website and follow the instructions listed below: www.theworknumber.com

1. Click the “**I’m an Employee**” tab
2. Click “**Enter Site**”
3. Click “**Log In**” red box at right side of screen
4. Click the blue “**Log In**” link in pop-up box
5. Enter your **employer’s name or code: 18019**
6. Click “**Log In**” red box listed below employer code
7. Enter your **User ID**

***Note** – If this is your first time accessing The Work Number, you will use a default User ID and PIN scheme established by your employer.*

For Pinellas County Schools’ employees, the default ID and PIN scheme is:

*User ID: **Social Security Number (9 digits, no dashes)***

*PIN Scheme: **Last 4 of SSN + 4 digit Birth Year***

8. Click “**Continue**”
9. 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. When creating your unique PIN – it **must be numeric only**. Our site protects your data privacy using a secure, Risk-Based Authentication system similar to many banking and financial services sites.*

10. Click “**Save**”

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**”
6. Click “**Print Instant Employment Data Report**”
7. Click “**Logout**” in the right corner when you are finished.

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: 800.367.2884
TTY—hearing impaired: 800.424.0253, Monday – Friday; 7a.m. – 8p.m. (CT)