Creating Salary Keys

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 steps in order 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 from the verifier, the below instructions will show you how.

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

Former Pinellas County Schools' Employees

Please visit www.theworknumber.com and follow the directions listed below

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 "**Log In**"

Creating and managing Salary Keys

1. Click "**Prove Income to Verifiers**"
2. Click "**Create Salary Key**"
3. Click "**New Salary Key**"
4. The new salary key can be printed or emailed with instructions for the verifier on how to use it through The Work Number. Or the salary key itself can be provided to the verifier along with your employer name or code and your social security number.

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

For questions or more information please contact: The Work Number Client Service Center: 800.367.2884