



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.

Active or Current Pinellas County Schools’ Employees

[Log you into your The Work Number account.](#)

Terminated or Former Pinellas County Schools’ Employees

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

1. Select the “Log In” button located at the center of the page
2. Enter “Employer Code: 18019”
3. If this is your first time logging into you’re *The Work Number* account, please select the “Click here to register” link
4. When prompted to enter your name, address, telephone number, and email, please enter the last known information that Pinellas County Schools’ has on file for you. If you do not recall this information please feel free to contact Personnel Records for assistance at pcsrecordsrequest@pcsb.org.

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: 800-996-7566, option 1, then option 3; TTY—hearing impaired: 800.424.0253, Monday – Friday, 7a.m. – 8p.m. (CT)