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.

Active or Current Pinellas County Schools’ Employees

Log you into your The Work Number account.

Terminated or 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,

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)