

ONLINE EMPLOYMENT VERIFICATION - STEPS FOR EMPLOYEES

1. Login and create an account at “The Work Number”: www.theworknumber.com (you will need to provide personal information to validate your identity)
2. Give the lender your **Employer Code** - (*NASA EMPLOYER code is 11338*)
3. Give the lender your **Social Security Number**
4. Create a Salary key (online) to give to the lender as employee authorization for release of employment.
5. Tell your lender to go to www.theworknumber.com and enter this information to get a verification.