



## **Generating A Salary Key**

A *salary key* is a code that you generate and provide to your lender, so they can access your income data and employment information via The Work Number® online platform. Follow the instructions below to generate and send a salary key to your lender or anyone you would like to receive your income and employment information.

- 1. Go to www.theworknumber.com
- 2. Select "Log In"
- 3. Select "View My Data"



4. Enter the Employer ID for Prince George's County Government (**13447**)

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5. Select Prince George's County Government and click Select Employer

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6. Log in using your existing username and password if you already have an account *or* click **Register Now** if you are a new user

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7. Click the Salary Key tab

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Select the Email icon to email instructions to your lender or anyone you would like to receive your employment and income
NOTE: Be sure to <u>accurately enter the email address</u> of the lender or recipient, as they will receive access to your employment and income data

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Your lender will use the instructions emailed to them to access your employment and income information. If your lender is a new user, they will be required to complete the quick signup process.

If you or the lender have any questions, please conte TheWorkNumber at 1-800-367-5690

