



A service of TALX Corporation

How To Use The Work Number Social Services eXpress Service

Go to www.theworknumber.com/gov:

1. Enter your fax number.
2. Click "Go."
3. Enter your State Member ID and Authorized User Number.
4. Click "Continue."
5. Select a Permissible Purpose
6. Click "Continue."
7. Click the SSN Search box to find available records.
8. Enter client Social Security Number.
9. Click "Continue."
10. Click "Go" to obtain income information.
11. Re-enter client Social Security Number.

Note

You may enter a tracking number or phrase for your own reference purposes.

12. Click "Continue."

You have successfully completed the verification process. You may review your verification and print it for your records.

If you have any questions or need additional assistance, visit www.theworknumber.com or call The Work Number Client Service Center at 1-800-367-5690 or 1-800-424-0253 (TTY – Deaf). Agents are available Monday through Friday from 7am to 8pm CT.

The screenshots illustrate the following steps:

- Step 1:** Social Services Login page. Fields for Fax Number and Remember my ID on this Computer.
- Step 2:** Social Services Agent Login page. Fields for State Member ID and Authorized User Number.
- Step 3:** SSN Search page. Search box with the example number 123-00-4567 and a GO button.
- Step 4:** A list of permissible purposes for verification, including court orders, governmental agency benefits, and child support payments.
- Step 5:** Search by Social Security Number page. Field for Social Security Number.
- Step 6:** Request a Social Services Verification page. Fields for Company Code, Company Name, Social Security Number, and Your Tracking #.

