# The Work Number® User Login Guide

If this is your first time logging in, you will either need your company name, employer code or your employer-provided username and PIN. To login to the application, please complete the following steps:

**Login**



Access The Work Number website at [theworknumber.com](http://www.theworknumber.com). Select *Log In*. From the *Log In* options:

* Employee Users select *View My Data*
* WebManager Administrator users select *Manage Your Workforce*

**Identify your employer**



If prompted, enter your employer code, or use the search function to find your employer.

**Enter your username**



Click *Continue*. If you forgot your username, select the *Forgot User ID* option.

**Enter your PIN or Password**



First-time users enter your employer-assigned PIN and click *Log in*. You will be asked to provide basic information including address, phone number, and email options.

Returning users enter your personal password and click *Log in*. If you forgot your password, select the *Forgot Password* option.

**Confirm Identity (if needed)**

You may be required to confirm your identity via a one-time passcode. You will select phone, text (SMS), or email. Remain in the application. Do not log out or close the browser while waiting for your one-time passcode. You should receive your one-time passcode within several seconds. Enter it into the application and you may be prompted to reset your password.  


If your identity cannot be confirmed you will be directed to contact Customer Support for   
further assistance. For additional login assistance, reach out to The Work Number Support   
at 1-800-367-2884.

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