**Need Proof of Employment?**

Give the person needing proof of your employment the following information:

- Your Social Security Number: 0000000000
- **Chicago Public Schools** Employer Code: 10155
- The Work Number Access Options:
  - Option a) www.theworknumber.com
  - Option b) 1-800-367-5690

**The Work Number is the No. 1 Employment Verification Service**

**Need Proof of Employment Plus Income?**

**Step 1:**
Access The Work Number to create a “Salary Key” that grants one-time access to your income data:

- The Work Number Access Options for Employees:
  - Option a) www.theworknumber.com
  - Option b) 1-800-367-2884

**Step 2:**
Select the "Create a Salary Key" option and prepare to write down the six-digit number

**Step 3:**
You will need to enter the following information to obtain a Salary Key:

- **Chicago Public Schools** Employer Code: 10155
- Your Social Security Number: 00000000
- Your PIN: Last 4 of SSN

**Step 4:**
Provide the person needing proof of your employment plus income with all of the following information:

- Your Social Security Number: 0000000000
- **Chicago Public Schools** Employer Code: 10155
- Your Salary Key (from Step 3): 0000
- The Work Number Access Options for Verifiers:
  - Option a) www.theworknumber.com
  - Option b) 1-800-367-5690

Visit www.theworknumber.com for more information.