

Thank you for contacting the Safelite® People Direct team! We are happy to help assist you in retrieving your employment information.

Safelite® Group has partnered with The Work Number for employment and salary verification requests. The Work Number simplifies the verification process and accelerates credit decisions through an online system available to you or verifiers 24 hours a day, 7 days a week. The purpose of this email is to provide you with step-by- step instructions on how you can access your free yearly Employment Data Report (EDR), or request a Salary Key to provide to your requester.

An EDR – is a report, per the Fair Credit Reporting Act, to allow transparency to your information contained on The Work Number and a list of all verifiers who have attempted access to your employment records in the prior 24 months.

A Salary Key – is a numeric code that you provide to a verifier. This will grant them a one-time access to your income information when pulling your employment verification.

1. **Access your associate account on the www.theworknumber.com**

- Click **Log In** at the top right of the screen
- Select **View My Data**
- Enter **Safelite**, click “**I’m not a robot**” and click **Search**
- Choose **Safelite Group Inc.**
- If you have not created an account click on “**Register Now**”
 - If you are not sure if you have ever created an account you can click on “**Register Now**”
 - If you have registered before you will be provided your username after entering the requested information and be asked to update your password.
- Enter the requested information on each screen when prompted.
- Select where to have your “One Time Passcode” sent, wait for code and enter in the box.
- Create your Username and Password
- After creating, you will receive a confirmation and be able to continue to the site.

2. **Requesting your Employment Data Report**

- From the **Home** page, click “**Employment Data Report**”
- Select the state you are employed in
- Select a reason for your request
- Enter who you will give this information to
- Select whether to **include your full SSN** on the report
- Click “**Download Full Report**”
 - **Note** – *In some cases your EDR might not be available for online viewing. However, you can select the “**Print Manual Request Form**” option, complete the form, mail it to the address listed, and a paper copy of your EDR will be mailed to you.*
 - **Important** – *The information provided in this document is an unofficial report of employment and credit information that must be made available to all associates so that they can review and dispute inaccurate information. It is intended for personal use only. Using this document for consumer verification purposes could constitute a violation for the Fair Credit Reporting Act.*

3. If you require a Salary Key

- After logging into The Work Number, on the Home page, click on **Salary Key** from the **menu bar** or click on the **Grant Access to Salary Info** tile
- Click on **Generate a Salary Key**
- Select if you want to print it and provide it to the verifier, or you can email to a designated person.

Should you need assistance, please contact The Work Number at 800-996-7566.