

Employment and Income Verification Instructions

Oxy provides employment and income verifications for current and former employees through **The Work Number**[®], a company that specializes in automated verifications.

The Work Number is widely known to mortgage lenders, banks, apartment complexes and others that may require proof of employment or income, and it can provide immediate verifications 24 hours a day, in most cases at no additional charge to the verifier.

How to Use The Work Number

For Proof of Employment Only:

You control the process by authorizing access to your information. You should provide to the verifier (the entity requiring proof of employment):

1. **The Work Number** Access Options:
 - www.theworknumber.com
 - 800-367-5690
2. Oxy's Employer Code: **13927**
3. Your Social Security number (SSN)

For Proof of Both Employment and Income

You start by creating a Salary Key. A Salary Key is a six-digit number that allows one-time access to your salary information.

1. Access **The Work Number** through their website or by phone:
 - www.theworknumber.com
 - 800-367-2884
2. Select the Employee option and enter Oxy's Employer Code **13927**
3. Select the option to provide proof of employment AND income
4. Enter your SSN as your User ID
5. Enter your Personal Identification Number (PIN). For first time access, your PIN is the last four digits of your SSN plus your four-digit birth year. *Example: if you were born in 1958, your PIN would be XXXX1958 (with XXXX representing the last four digits of your SSN).* You will be prompted to change this password when you first access **The Work Number**.
6. Select "Create a Salary Key"
7. Make a note of the six-digit Salary Key that is created for you.

Once you have created your Salary Key, provide the verifier with:

1. **The Work Number** Access options:
 - www.theworknumber.com
 - 800-367-5690
2. Oxy's Employer Code: **13927**
3. Your Social Security Number
4. Your Salary Key

In most cases the verifier will already have an ID and password for **The Work Number**, but if not, the verifier will be asked to register and choose a subscription plan. If you or the verifier needs assistance, contact The Work Number Client Service Center weekdays from 7:00 A.M. – 8:00 P.M. (Central Time) at 800-996-7566 or 800-424-0253 (for hearing impaired).

***OxyLink* Employee Service Center**

Current employees who wish to use the *OxyLink* Employee Service Center for verifications must provide authorization to the verifier along with *OxyLink*'s contact information. *OxyLink* will manually verify your employment information and/or complete a faxed form during normal business hours, usually within two to three business days after receipt of your authorization.

***OxyLink* Employee Service Center**

Weekdays (except holidays) 8:30 A.M. – 5:00 P.M. (Central Time)

Email: oxylink@oxy.com

Phone: 800-699-6903

Fax: 918-610-1944