

Signing Up with The Work Number:

1. Go to: <https://employees.theworknumber.com> and click on **Sign Up For Access** →
2. Find your employer using the employer code **10286** and choose Sodexo – it will highlight red when selected.

Find your employer below. 

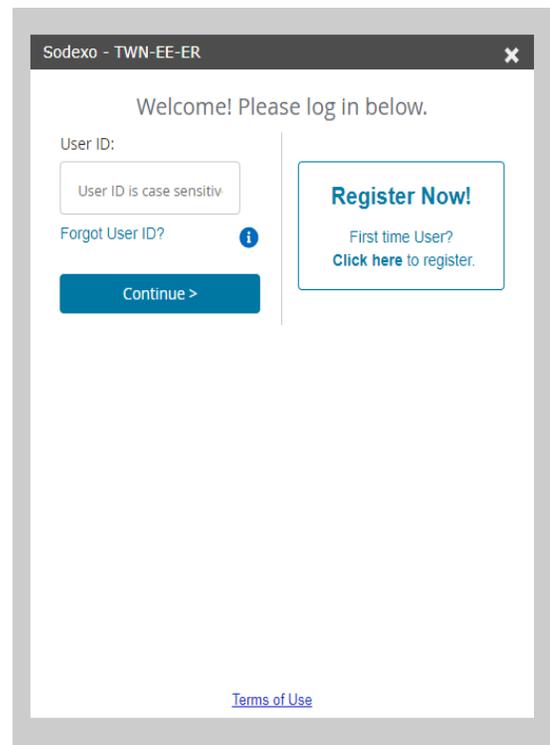
 This search does not include all employers who contribute data to The Work Number. If you do not see your employer through the search below and would like to request your Employment Data Report (EDR), please do so through [one of the other available channels](#).

Employer Name	Employer Address	Employer Code
Sodexo	400 Airborne Pkwy Cheektowaga NY, 14221	10286
Showing 1 of 1		1

3. Once you have selected Sodexo, it will bring you to a login screen. If you are registering for the first time, please select **Register Now!**

4. Fill out all requested information and click **Continue >**.

5. Equifax will ask for your phone number and email. This is so that they can send you a code to sign in, so make sure that you use contact details you have access to.



Screenshot of the Sodexo login screen. The window title is "Sodexo - TWN-EE-ER". The main heading is "Welcome! Please log in below." There is a "User ID:" label above a text input field. Below the input field, it says "User ID is case sensitiv". To the left of the input field is a "Forgot User ID?" link with an info icon. Below the input field is a blue "Continue >" button. To the right of the input field is a "Register Now!" button with a blue border. Below the "Register Now!" button, it says "First time User? Click here to register." At the bottom of the screen, there is a "Terms of Use" link.



6. Follow the pages and prompts until you can choose your user ID and password.

It is important that you remember these details so that you can log back in later if you need to.

For General Assistance:

You can reach the Client Service Center via **800-996-7566**

Employment Verification:

To request your employment data report:

1. Select **Employment Data Report**

<p>Employment Data Report</p> <p>Review the information we have for you in The Work Number and see those who have obtained your information.</p> 	<p>Letters Center</p> <p>View, and download your letter(s) from current employers.</p> 	<p>Grant Access To Salary Info</p> <p>A salary key allows credentialed verifiers one-time access to your salary information.</p> 
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2. Complete the required fields and select **Generate Report**

Your Employment Data Report (EDR) includes all the employment information your employer(s) sent to The Work Number®. It also includes information about the verifiers that have requested your data in the past 24 months. Great care has been taken to report this information correctly.

Complete the form to download your instant Employment Data Report.

* **Your State**

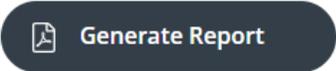
Select One 

* **Reason for request**

Select One 

* **Include your full SSN?** 

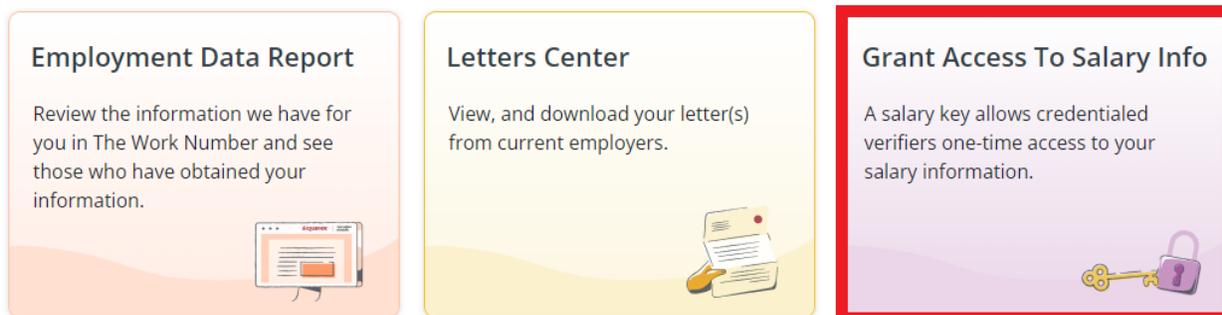
Yes No



Income Verification:

If income verification is being requested, you will need to generate a salary key.

1. To request a salary key for whoever is requesting your income verification, click **[Grant Access To Salary Info](#)** and follow the instructions.



This report will contain your pay details and history with Sodexo

- A salary key gives credentialed verifiers a numeric code that grants them one-time access to your income information.
- **Verifiers can only access your income and employment information if they have a permissible purpose.**
- When a verifier needs a salary key, you can print it or email it with instructions through The Work Number.

Immigration Letter Requests:

If you need an Immigration Letter:

1. Select Letters Center

<p>Employment Data Report</p> <p>Review the information we have for you in The Work Number and see those who have obtained your information.</p> 	<p>Letters Center</p> <p>View, and download your letter(s) from current employers.</p> 	<p>Grant Access To Salary Info</p> <p>A salary key allows credentialed verifiers one-time access to your salary information.</p> 
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2. Select Immigration

Letters Center

If you have letters for any active employer, you'll find them below. You may download these letters for your own records and review the information for accuracy.

Sodexo	1 Letters
 Immigration	

3. Download or print your Immigration Letter