

CALIBER

EMPLOYMENT VERIFICATION MADE SIMPLE.

DO YOU NEED TO VERIFY YOUR EMPLOYMENT OR INCOME?

We are pleased to announce that the Caliber family of companies now uses The Work Number® to provide automated employment and income verifications for our employees.

FIRST STEP IS TO ACCESS YOUR EMPLOYEE ACCOUNT ON WWW.THEWORKNUMBER.COM

1. Click the **"I'm an Employee"** tab
2. Click **"Enter Site"**
3. Enter your **employer's name** or **code** (or use the "Find Employer Name" look-up feature)
4. Click **"Log In"**
5. Enter your **User ID Note** – If this is your first time accessing The Work Number, you will use a default User ID and PIN sequence established by your employer.

THE DEFAULT ID AND PIN SCHEME IS:

Caliber Employer Code: **15449**

(Caliber employer code provides records for all Caliber teammates – including Caliber Collision, Caliber Auto Glass, Protech and Caliber Auto Care)

ABRA Auto Body & Glass Employer Code: **15715**

User ID: Your Social Security Number PIN Scheme: **last 4 digits of SSN + 4-digit birth year**

CREATING AND MANAGING SALARY KEYS

1. Click the **"Prove Income to Verifiers"**
2. Click **"Create Salary Key"**
3. Click **"New Salary Key"**
4. The new salary key can be printed or emailed with instructions for the verifier on how to use it through The Work Number. Or the salary key itself can be provided to the verifier along with your employer name or code and your social security number.

Note – At any point, select the "Salary Key Activity" link to view the status (used, unused, expired) of keys you have created.

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MESSAGE TO VERIFIERS:

HOW TO USE THE WORK NUMBER

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FOR COMMERCIAL VERIFICATIONS

(mortgage lenders, pre-employment, property leasing, credit cards, etc.)

- Please visit www.theworknumber.com and select "I'm a Verifier"
- Provide the following:
 1. Employer Name or Code: Caliber or ABRA Auto Body & Glass
 2. Employer Code is Caliber 15449 or ABRA Auto Body & Glass 15715
 3. Employee's Social Security Number

FOR SOCIAL SERVICES VERIFICATIONS

(including Medicaid, SSI/SSDI, SNAP, TANF, Child Support, Public Housing, etc.)

*Available to qualifying assistance agencies only

- Please visit www.theworknumber.com and select "I'm a Verifier"
- Provide the following:
 1. Employer Name or Code: Caliber or ABRA Auto Body & Glass
 2. Employer Code is Caliber 15449 or ABRA Auto Body & Glass 15715
 3. Employee's Social Security Number

If you have additional questions after accessing The Work Number, please email VOE@calibercollision.com for further assistance.