

Employment Verification

Automated Employment and Income Verification

ConocoPhillips uses The Work Number® to provide automated employment and income verifications for current and former employees. This verification is often needed for buying a home, renting an apartment, buying or leasing a car, applying for a loan, establishing credit, or for pre-employment screening.

The Work Number is widely known to mortgage lenders, banks, apartment complexes and others that may need proof of employment or income – they are considered to be “verifiers.”

Employees benefit from having control of the process, since they authorize access to their information.

The Work Number can be accessed 24 hours a day for employment verification.

For Proof of Employment

Give the person requesting proof of employment (the verifier) the following information and have them call 800-367-5690 or access The Work Number online at www.theworknumber.com. The verifier will need:

- Your Social Security number.
- ConocoPhillips' employer code: 11926.

For Proof of Employment Plus Income

For proof of employment plus income, you will need to provide the verifier with the ConocoPhillips employer code (11926), your Social Security number and a six-digit number called a “salary key.” The salary key is a six-digit number that allows one-time access to your salary information. The employee creates the salary key by:

- Accessing The Work Number either by phone or online.
- Selecting the Employee option, and logging in with the ConocoPhillips employer code: 11926.

- Entering your eight-digit employee number and your eight-digit PIN, (last four digits of your SSN, your two-digit birth day and two-digit birth year. *For example: for someone born June 2, 1969, the last four digits of the PIN would be 0269*).
- Selecting “Create a Salary Key” and following the on-screen prompts.

Give the person requesting proof of your employment plus income the following information:

- Your Social Security number.
- ConocoPhillips' employer code: 11926.

Salary Key

You may contact The Work Number Client Service Center, Monday-Friday, 7 a.m.-8 p.m. Central time at 800-996-7566, or 800-424-0253 (TTY-Text).