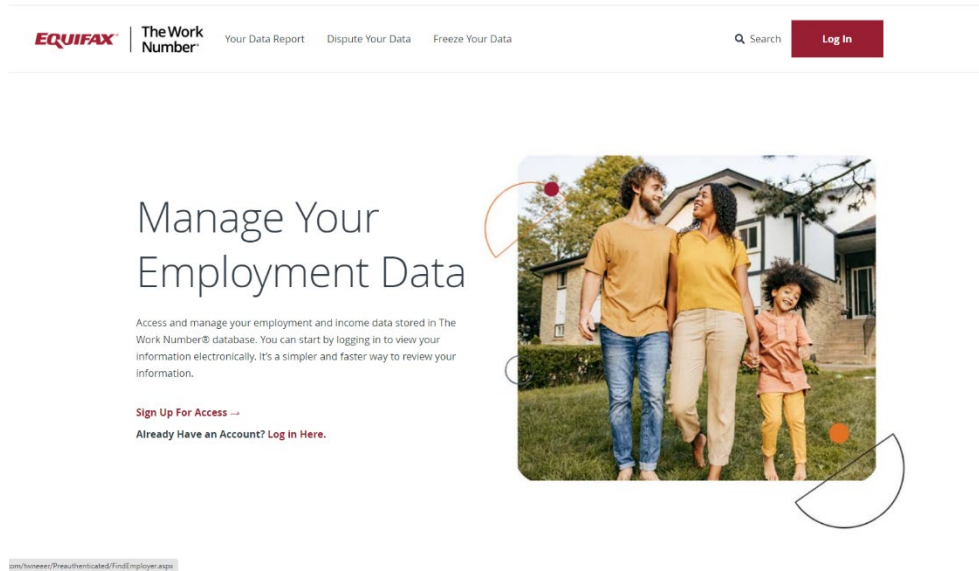


Public Service Loan Forgiveness via The Work Number

1. On *The Work Number* main webpage, click on *Sign Up For Access* to create your account. Otherwise, if you already have an account created, click on *Log In Here*.



2. After clicking on either link, you will be prompted to search for your employer. Type in by the employer name (University of Northern Iowa or University) or via UNI's employer code, found on hrs.uni.edu/theworknumber. After typing in the information, click on the reCAPTCHA box and then click on the *Search* button.

A screenshot of the The Work Number search interface. The header includes the Equifax logo, 'The Work Number' text, and 'VERIFICATION SERVICES'. Below the header is a 'Back' button. The main heading is 'Find your employer below.' followed by an information icon. A light blue box contains a message: '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.' Below this is a search bar with the text 'University of Northern Iowa' and a 'Search' button. Under the search bar is a reCAPTCHA box with the text 'I'm not a robot' and a reCAPTCHA logo. At the bottom, there is an 'Important note for Verifiers' and a disclaimer: 'The information provided here is an unofficial report, intended for personal use by the employee-recipient only. It is not intended for verification purposes. If someone is asking you to provide verification of employment or income, please direct them to www.theworknumber.com.'

3. If you search by employer name, you will be asked to select one of two options for the University of Northern Iowa. Click on the correct option from the dropdown and then click on the *Select Employer* button.

[← Back](#)

Find your employer below. ⁱ

ⁱ 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](#).

Enter your Employer's Name or Employer's Code

University of Northern Iowa

Search

Employer Name	Employer Address	Employer Code
University of Northern Iowa	1227 West 27th Street Cedar Falls IA, 50614	17853
University of Northern Iowa-Student Employees	1227 West 27th Street Cedar Falls IA, 50614	18051

Showing 1 of 1 1

Select Employer

Important note for Verifiers: This search does not include all employers who contribute data to The Work Number.

The information provided here is an unofficial report, intended for personal use by the employee-recipient only. It is not intended for verification purposes. If someone is asking you to provide verification of employment or income, please direct them to www.theworknumber.com.

4. After selecting your employer, you will be directed to Enter your User ID or Register Now if you are a First time User. (If asked for email, use your UNI Email address.)

5. Enter the information requested and click Continue for each screen.

University of Northern Iowa - TWN-EE-ER

Let's get started.

Provide information below to register. [Learn More](#)

First Name *

Please enter first name.

Last Name *

SSN *
 Have a SIN?

Date of Birth *

[Continue >](#)

[Already have an account? Login](#)

[Terms of Use](#)

University of Northern Iowa - TWN-EE-ER

Thanks, now a bit more information...

Please provide your address. This information will be used to establish your account and help verify your identity. [Learn More](#)

Country *

Home Address *

City *

State * Zip *

[< Back](#) [Continue >](#)

[Terms of Use](#)

University of Northern Iowa - TWN-EE-ER

How can we reach you?

Please provide your personal contact preferences. This information will be used to verify your identity and help with login if you forget your Password in the future. Please ensure the information provided is readily accessible, as it may be used for delivery of a one-time passcode. [Learn More](#)

Personal Phone * Why?

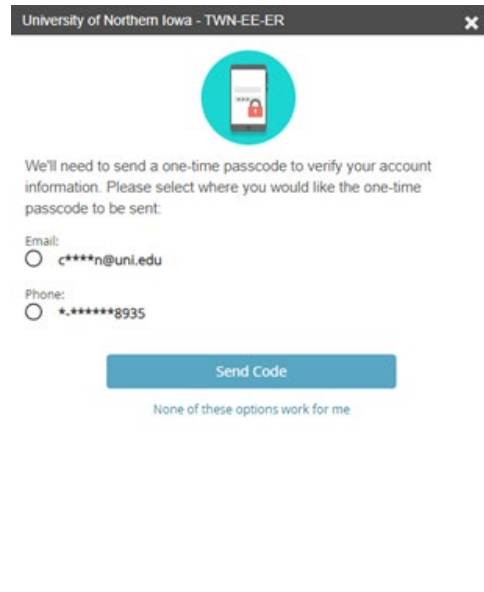
Phone number required
[Add Another](#)

Email Address * Why?

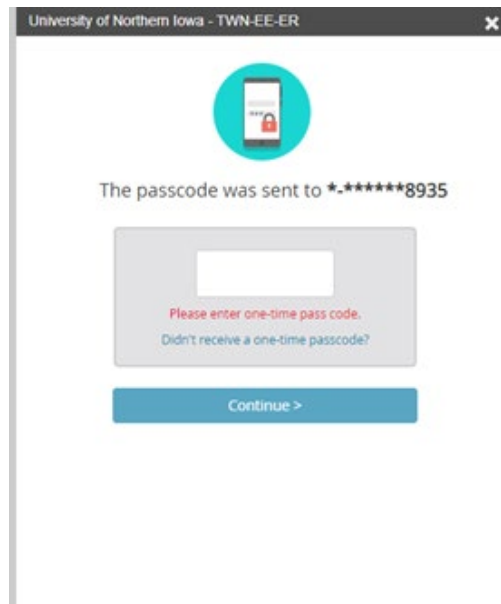
[< Back](#) [Continue >](#)

[Terms of Use](#)

6. Select the method for receiving your one-time passcode and click Send Code.



7. Enter the passcode and click Continue.



8. Create your password and click Save.

University of Northern Iowa - TWN-EE-ER ✕

Your User ID is :

connie.gergen@uni.edu

Let's create your Password.

* New Password ✔

Please enter New Password.

* Confirm Password ✔

Save >

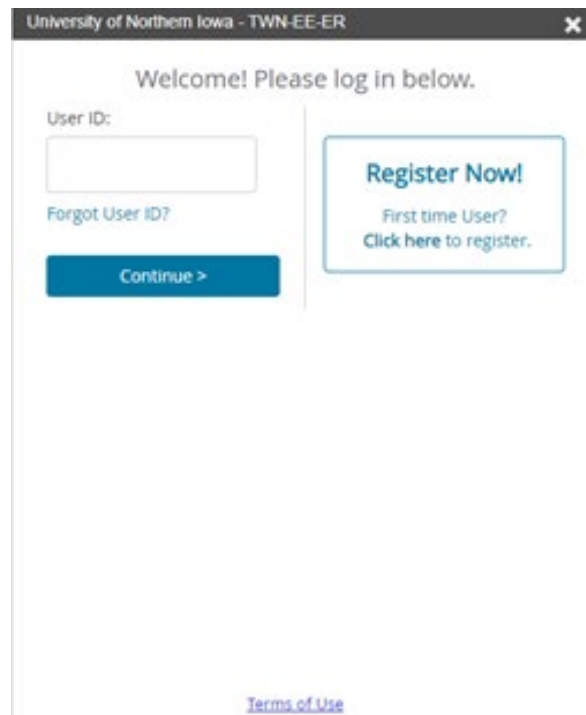
9. Click Continue.

University of Northern Iowa - TWN-EE-ER ✕

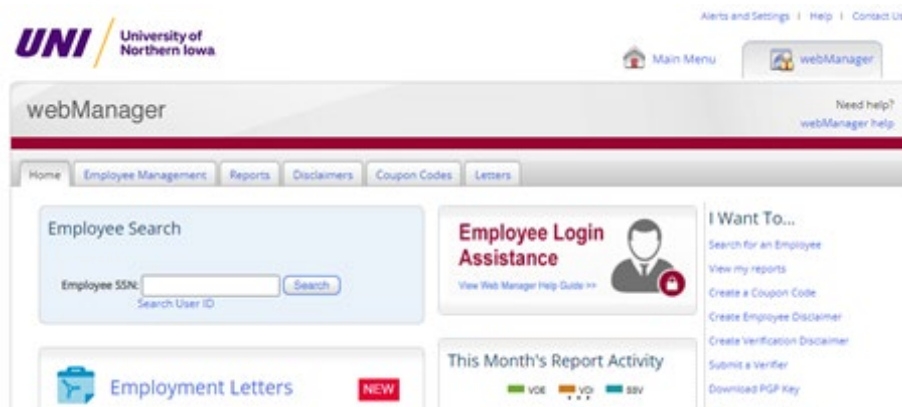
Congrats! You've successfully
set up your account.

Continue >

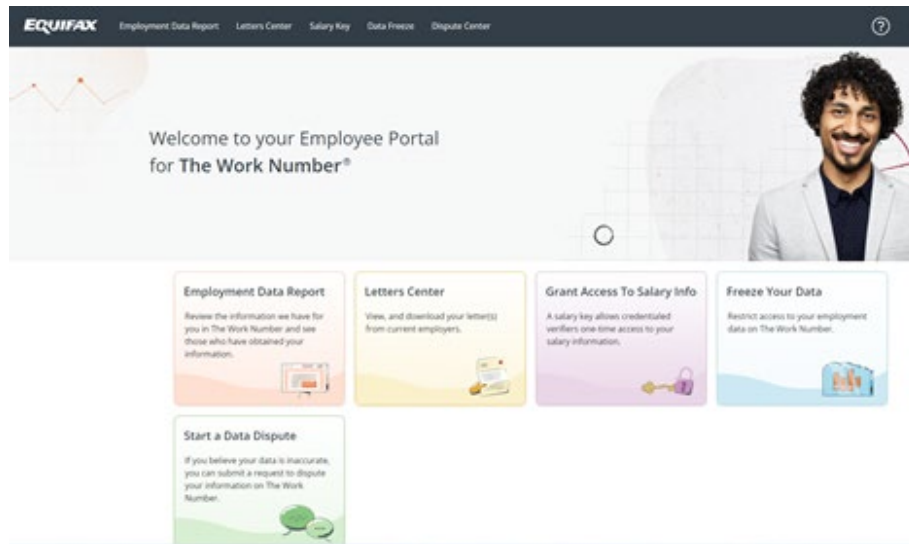
10. You will be logged out once you set up a password. Click on Log in Again and it will take you to the log in screen.



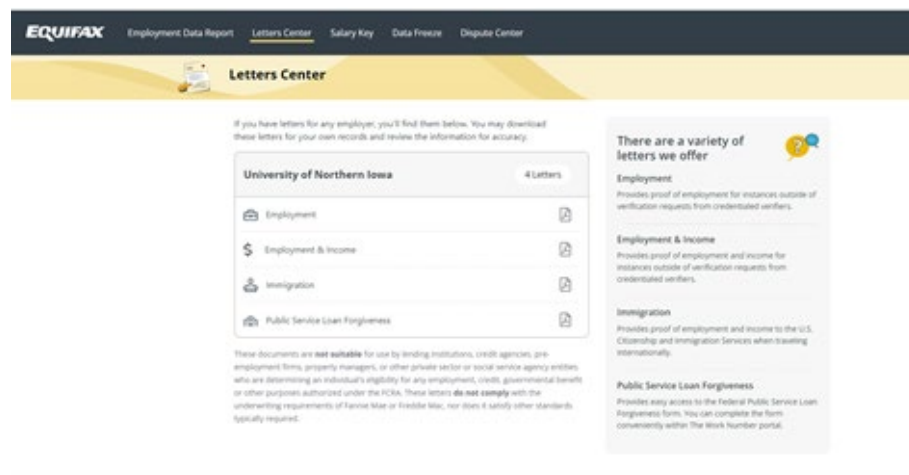
11. Once logged in, click on Employment Letters.



12. You will be taken to your Employee Portal for The Work Number. Click on the Letters Center.



13. Click on the icon for Public Service Loan Forgiveness. You will be asked to verify your information. Click Next.



14. Enter your Date of Birth and click Next.

15. Enter your address and click Next.

16. Enter your primary phone number and email address and click Next.

17. Verify your employment Information and click Submit to generate your form.

18. Click Download Form.