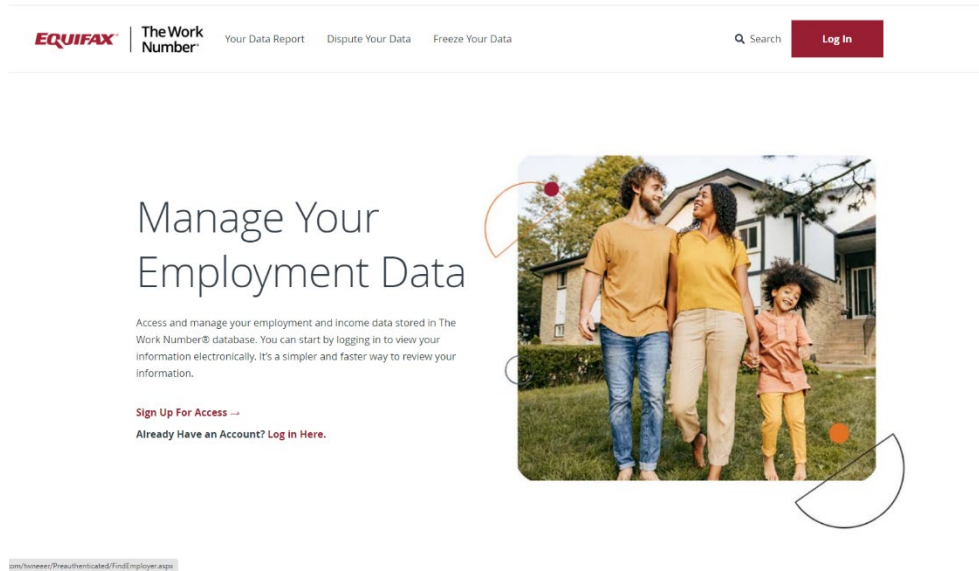# Public Service Loan Forgiveness via The Work Number

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.

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.



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 *

[ ex 123456789          👁 ]

Have a SIN?

Date of Birth *

[ mm/dd/yyyy ]

[ **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 *

[ United States      ˅ ]

Home Address *

[                    ]

[                    ]

City *

[                    ]

State *                    Zip *

[ Select    ˅ ]    [          ]

[ < 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
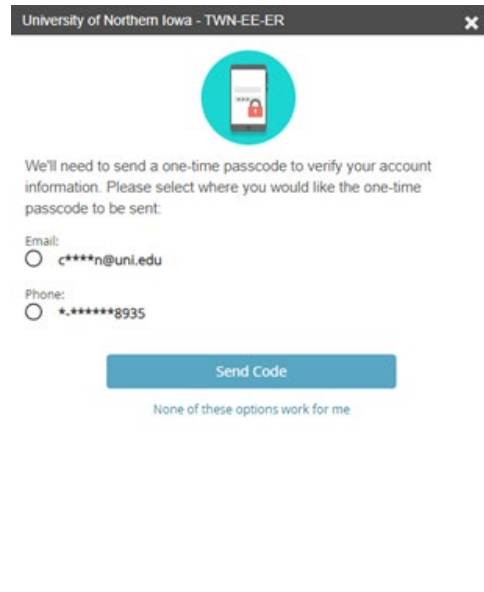
Personal Phone * Why?

[                    ]

Phone number required

Add Another

Email Address * Why?
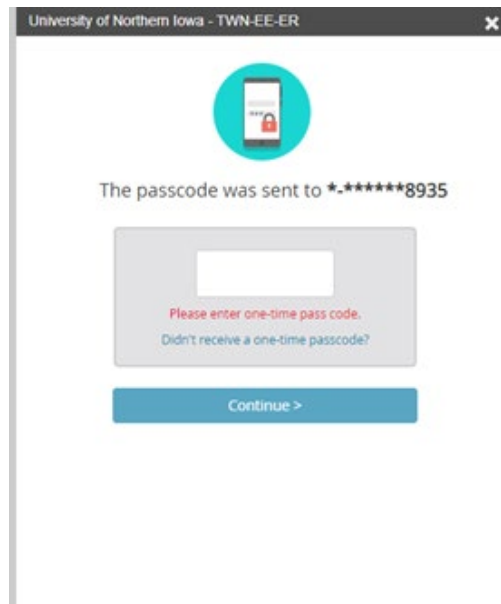
[                    ]

[ < Back ]    [ **Continue >** ]

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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.
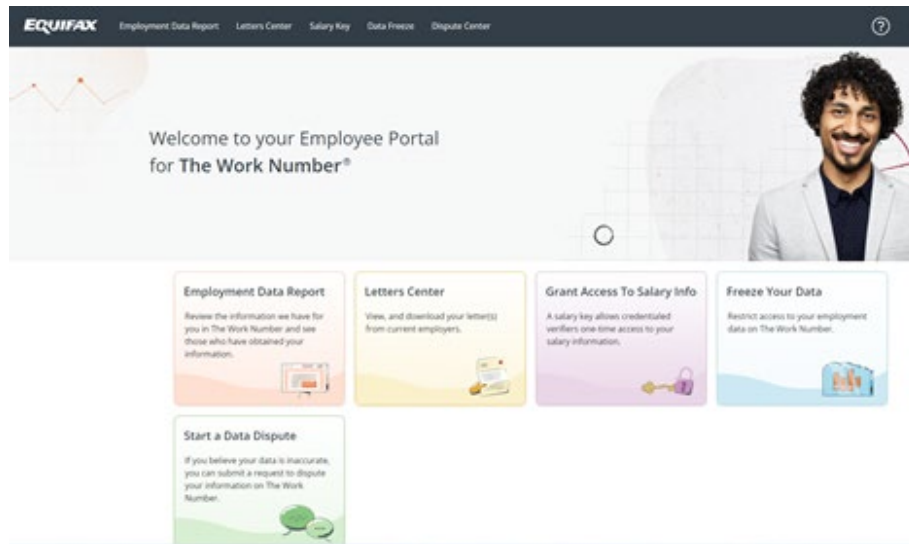


9.  Click Continue.

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.
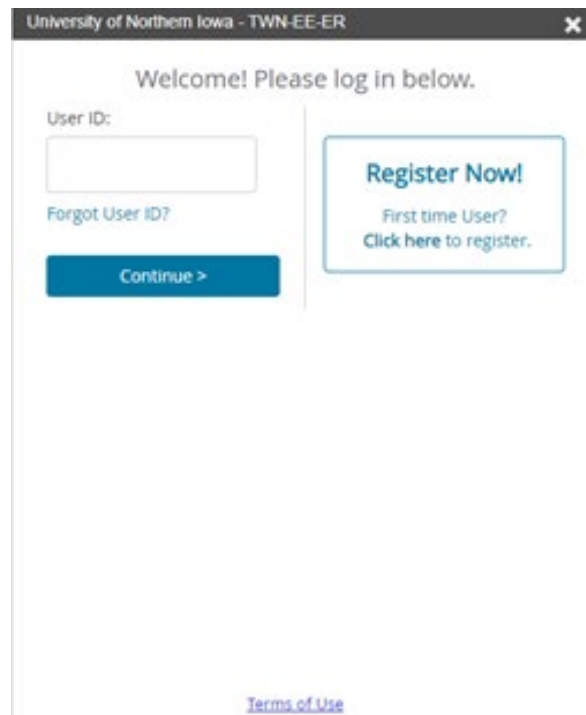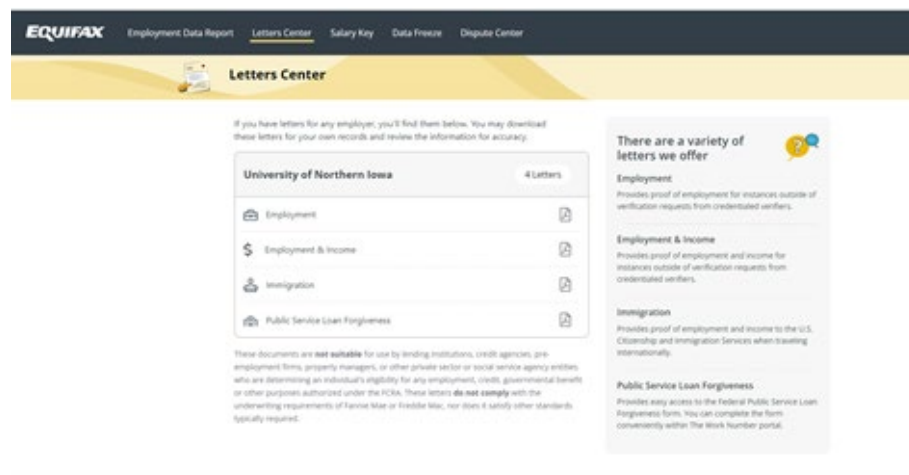


11. Once logged in, click on Employment Letters.
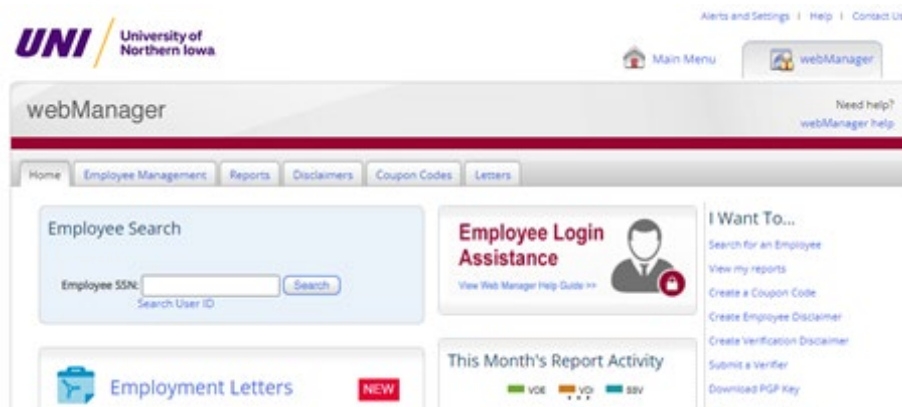
12. You will be taken to your Employee Portal for The Work Number. Click on the Letters Center.



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.