How do lenders/ verifiers get the information?

Lenders/Verifiers who wish to be billed by their phone company call 1-800-367-5690 and they are charged a nominal fee per minute for the call. Lender/Verifiers who wish to be billed a flat fee per transaction by TALX, call 1-800-996-7566 to become a member verifiers. Member verifiers have the option of calling a toll-free phone line or using the internet to perform verifications.

What are the benefits of this service?

- Faster, more efficient, and more complete response to employment verification requests.
- Increased security of sensitive salary information.
- Standardized verification procedures.
- An audit trail to insure proper verification procedures.
- Continual accessibility to employment verification information.
- Dedicated Client Service Center.

The Work Number for Everyone ®

The employment verification service is available 7 days a week 24 hours per day at 1-800-367-2884 (employees) 1-800-367-5690 or at

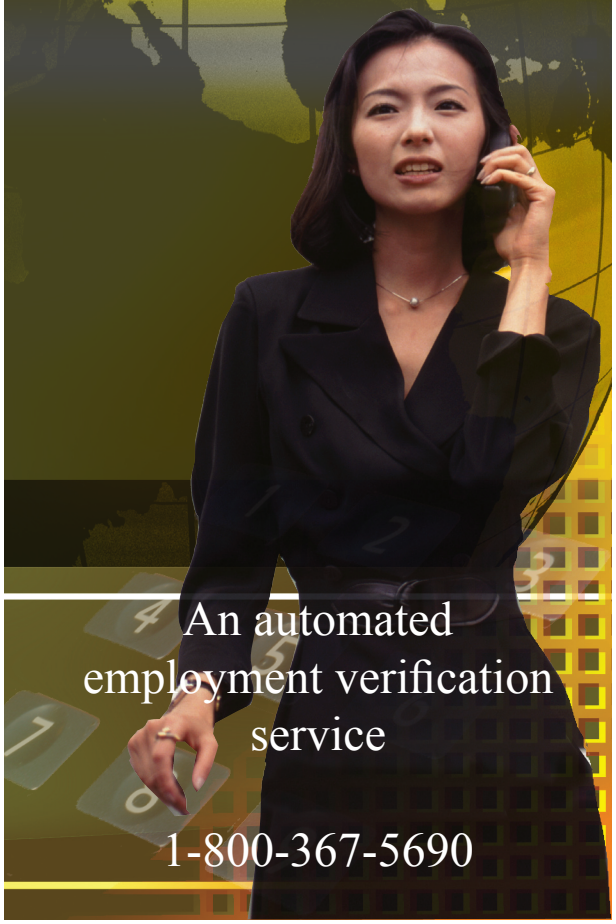
http://www.theworknumber.com

The Work Number Client Service Center is available to both employees and verifiers Monday --- Friday 7 a.m. to 1 p.m. CST

1-800-996-7566

DEFENSE INFROMATION SYSTEMS AGENCY

THE 4 WORK NUMBER® EVERYONE



An automated employment verification service

1-800-367-5690

The Work Number for Everyone®

DISA is pleased to offer THE WORK NUMBER FOR EVERYONE, An automated employment verification service that allows you to have your employment and salary verified within a matter of minutes. This fast, secure service is for mortgage applications, reference checks, loan applications, and apartment leases: Anything you need that requires proof of employment. It is quick. accurate, and best of all it's easy.

What Information will be Provided to Lenders/Verifiers?

1. BASIC Verification

(Usually required for reference checks.)

- First name, middle initial and last name spelled out
- Employment Status
- Most recent start or terminate date
- Total time with DISA
- Job Title

2. BASIC PLUS Verification

(Usually required for small, short-term loans and apartment rentals.)

All BASIC information **PLUS**

- Total rate of pay

3. FULL Verification

(Usually required for all major loans, including mortages.)

All BASIC PLUS information PLUS

- Gross earnings year to date with a breakdown for overtime, commissions and bonuses.
- Gross earnings for prior two years

What is Required to Access the Information?

1. To access BASIC Verification, provide the lender/verifier with:

- DISA Company Code 10365
- Your Social Security Number
- The number to call for their express verification 1-800-367-5690

2. To access BASIC PLUS Verification, provide the lender/verifier with:

- DISA Company Code 10365
- **A Salary Key**
- Your Social Security Number
- The number to call for their express verification **1-800-367-5690**

3. To access FULL Verification, provide the lender/verifier with:

- DISA Company Code 10365
- **A Salary Key**
- Your Social Security Number
- The number to call for their express verification **1-800-367-5690**

If AT&T 900 service is not available order verification "Online" http://www.the worknumber.com or Call 1-800-367-5690 (requires credit card) or Call 1-800-996-7566 to request assistance.

How is a Salary Key Obtained?

Dial 1-800-367-2884 or go to http://www.theworknumber.com

When Prompted, enter:

DISA Company Code 10365

- Your Social Security Number
- Your 4-digit PIN (the month & day of your birth)

Do not give your PIN number to your verifier! The system will allow you to change your PIN number at any time.

Record the six-digit Salary Key for future reference. This key is to be given to the lender/verifier in order for them to access the BASIC PLUS and FULL Verification levels.

How Many Salary Keys can be active, and how long are they valid?

You can have a maximum of three keys active at one time. Each key can be used only once by one verifier. The Keys are active for six months before being deleted from the system.