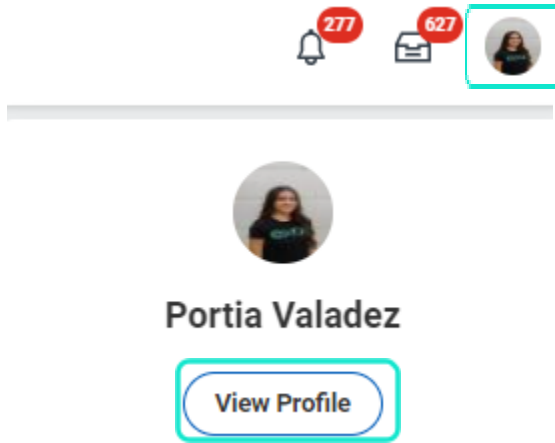


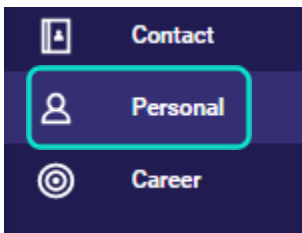
VERIFY YOUR SSN ON COMPUTER

From the Workday Homepage:

1. Click on the **Profile Icon** in the top right, then click **View Profile**.



2. Click the **Personal** tab.



3. Click the **IDs** tab at the top.

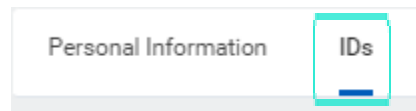
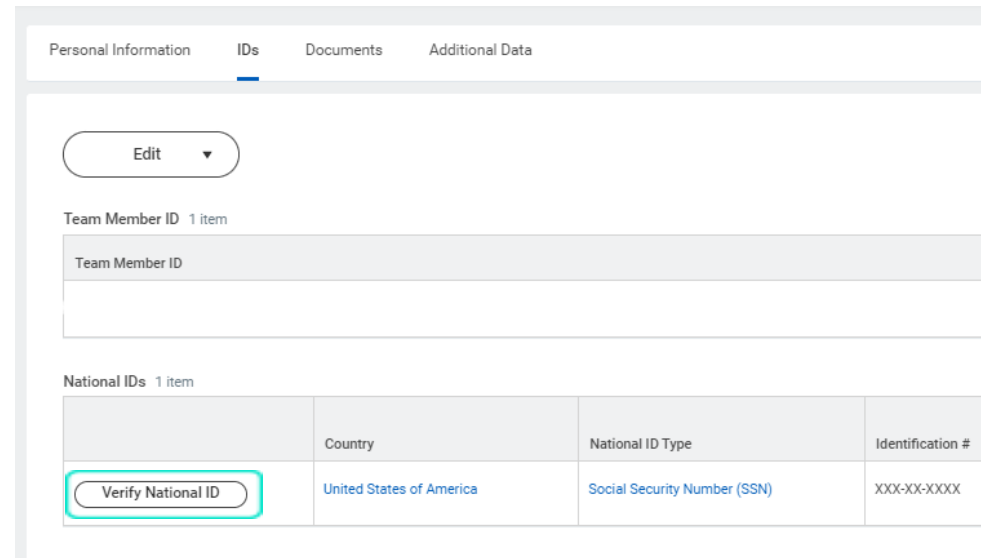


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Page 1-2: Via Computer
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4. Notice under "Identification #" there are X's. To the left, click **Verify National ID** to confirm SSN.



5. Type in your SSN.

Verify My National ID

Enter the Social Security Number (SSN) to verify.

Social Security Number (SSN) *

You have 4 attempts to enter the number correctly.

- The following message will appear if the SSN you typed in matches the SSN on file. **No further action required.**



You have successfully verified your Social Security Number (SSN).

- Alternatively, the following message will appear if your SSN does NOT match the SSN on file. Notice you only get 4 attempts, so to avoid issues, please do not try multiple times. **Please email Shared Services at sharedservices@teamexos.com** to get this corrected.



The Social Security Number (SSN) you entered does not match the Social Security Number (SSN) in your profile. Enter the number again.

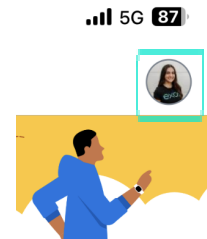
Social Security Number (SSN) *

You have 4 attempts to enter the number correctly.

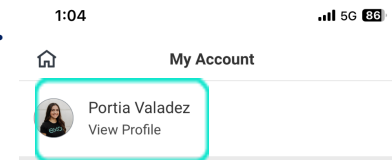
VERIFY YOUR SSN ON MOBILE DEVICE

From the Workday App on your mobile device:

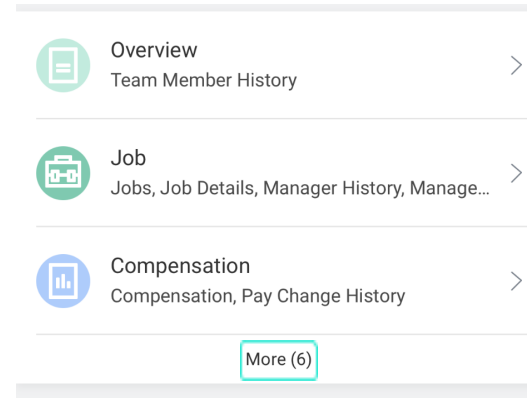
- Tap on the **Profile Icon** in the top right.



- Tap on **View Profile.**



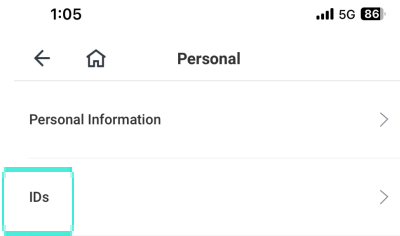
- Scroll down and tap on **"More"** to view more options.



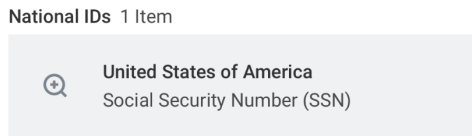
4. Tap on **Personal** tab.



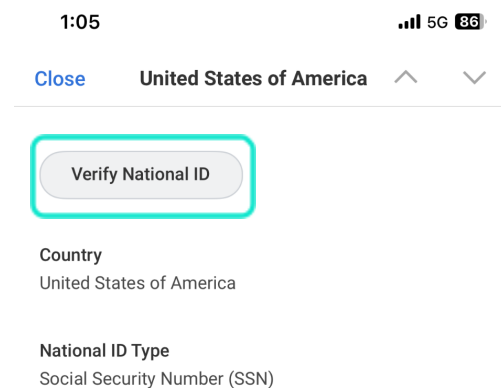
5. Under Personal, tap on **IDs**.



6. Under National IDs, tap on **Social Security Number**.



7. Tap on **Verify National ID**.

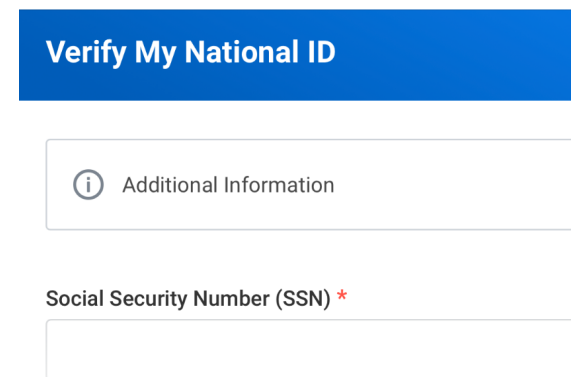


7. The following message will appear if the SSN you typed in matches the SSN on file. **No further action required.**



You have successfully verified your Social Security Number (SSN).

8. Alternatively, the following message will appear if your SSN does NOT match the SSN on file. Notice you only get 4 attempts, so to avoid issues, please do not try multiple times. **Please email Shared Services at sharedservices@teamexos.com to get this corrected.**



You have 4 attempts to enter the number correctly.