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VERIFY YOUR SSN ON COMPUTER

From the Workday Homepage:

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





Portia Valadez



4. Notice under "Identification #" there

> are X's. To the left, click Verify National ID to confirm SSN.

Table of ContentsPage 1-2: Via ComputerPage 2-3: Via Mobile App

Personal Information	Ds D	Documents	Additional Data				
Edit Team Member ID 1 item							
Team Member ID							
National IDs 1 item							
		Country		National ID Type		Identification #	
Verify National ID		United States of	America	Social Security Number (SSN)		XXX-XX-XXXX	

2. Click the **Personal** tab.



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

Personal Information	IDs

5. Type in your SSN.



Social Security Number (SSN) *

You have 4 attempts to enter the number correctly.



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

Verify My National ID Success!

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.

Verify My National ID

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



You have 4 attempts to enter the number correctly.

VERIFY YOUR SSN ON MOBILE DEVICE

From the Workday App on your mobile device: 1. Tap on the **Profile Icon** in the top right.



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





matches the SSN on file. No further action required.

Verify My National ID

7. The following message will appear if the SSN you typed in

Done

Success!

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.



(i) Additional Information

Social Security Number (SSN) *

You have 4 attempts to enter the number correctly.



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

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Personal

Personal Information, IDs, Documents, Additi.



4. Tap on **Personal** tab.

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IDs

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Personal Information

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

Personal

United States of America Social Security Number (SSN)

7. Tap on Verify National ID.



Country United States of America

National ID Type Social Security Number (SSN)