To opt out your information being sent to Equifax's "TWN" (The Work Number):

- 1. Login to the UCPath employee portal: ucpath.universityofcalifornia.edu
- 2. Click Employee Actions
- 3. Click **Personal Information**
- 4. Click My Current Profile
- 5. Click Employment Verification. (on the grey bar the last option on the right side) MY CURRENT UC PERSON PROFILE

Your profile displays skills, competencies, and accomplishments. Review content detail by navigating through the individual tabs and selecting the item description link. Content that can be upd includes an Edit and Delete button next to each item.									
Ð	•								
Qualif	lications	Education	Oath / Patent Signature Date	Employment Verification					

6. Student employees: Use the **Student Opt-Out** section. Employees who are not students: Use the **Add new NON-Student Opt-out** section.

Student Opt-Out				
There are currently no Student Opt-Out for this profile. Please add one if required.				
Add New Student Opt-Out				
Non-Student Opt-Out				

7. Select the **Checkbox** to opt out in the section relevant to you. Either:

ADD NEW NO	N-STUDENT (OPT-OUT	ADD NEW S	TUDENT OF	PT-OUT
* Effective Date			* Effective Date		
03/06/2019			04/27/2023	m	
Non-Student Opt-Out			Student Opt-Out		
			Last Updated On 04/27/202 Last Updated By 10146569	23 3:33:42PM	
ОК		Apply and J	ОК		Apply and Add

- 8. Click the blue **OK** button.
- 9. Make sure to click the blue **Save** button at the bottom of the page.

Non-Student Opt-Out							
Effective Date	03/06/2019						
Non-Student Opt-Out	2						
Last Updated By							
Last Updated On	03/06/2019 11:55:12AM						
Add New Non-Student Opt-Out							
	Save						