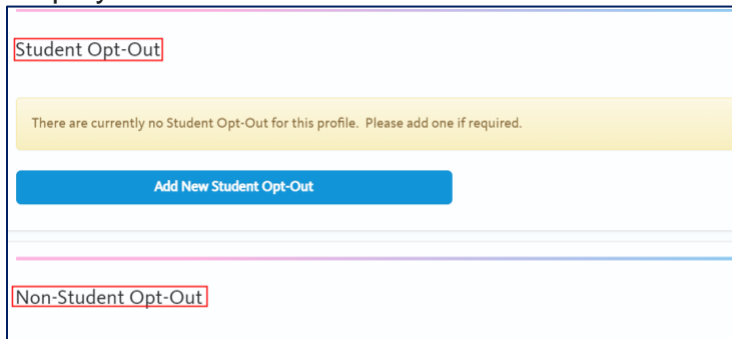To opt out your information being sent to Equifax's "TWN" (The Work Number):
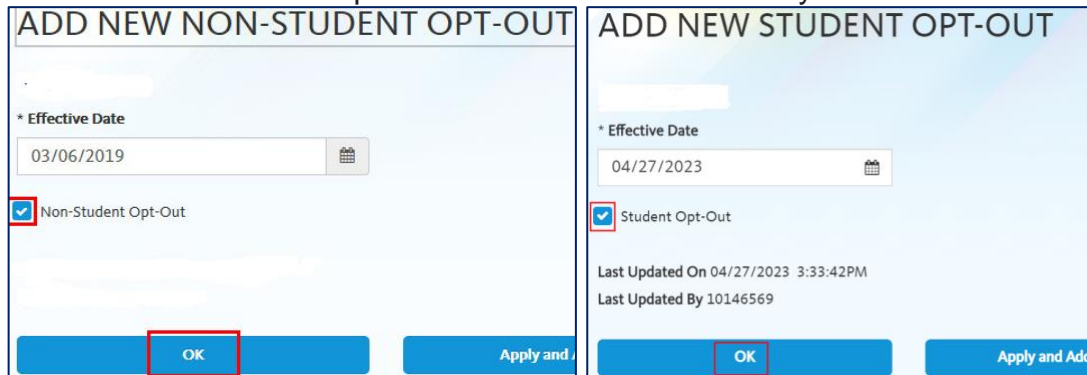
1. Login to the UCPath employee portal: **ucpath.universityofcalifornia.edu**
2. Click **Employee Actions**
3. Click **Personal Information**
4. Click **My Current Profile**
5. Click **Employment Verification.** (on the grey bar the last option on the right side)

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

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

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	☑
Last Updated By	
Last Updated On	03/06/2019 11:55:12AM

✎   🗑

Add New Non-Student Opt-Out

Save

Discard Changes