

## Guidelines for Completing the Government to Government Services Online Website Registration Form

The eData registration form should be used to register one website user or multiple users for access to the eData Website application.  
*Input all fields unless otherwise specified.*

MAIN CONTACT INFORMATION	
<b>Name</b>	Enter the user's full name. If this form is being completed for more than one user, enter one contact here and subsequent users' names in the "Additional User Information" section.
<b>Organization Name</b>	Enter the name of the organization affiliation, if any. If this is an application for an organizational shared account, the organization name is mandatory.
<b>Organization ID</b>	Unique identifier required for all Data Reporting applicants (Birth/Death, Black Lung, Fugitive Felon, IAR, New Hire/Quarterly Wage, Prison, etc.) This identifier is used within the account naming format.
<b>Street Address</b>	Enter the user's address.
<b>City</b>	Enter the user's city.
<b>State</b>	Enter the user's state.
<b>Zip Code</b>	Enter the user's zip code.
<b>Email Address</b>	Enter the user's email address.
<b>Phone</b>	Enter the user's phone number. <i>Include the area code.</i>
WEBSITE USER INFORMATION	
<b>Name</b>	Enter the name of each new user within your organization. Include the main contact's name if an account also needs to be established for this person. Input each new user's full name.
<b>Email Address</b>	Enter each new user's email address.
<b>Phone</b>	Enter each new user's phone number. <i>Include the area code.</i>
<b>Office Use</b>	<i>Do not enter information in this section. This section will be completed by an EDATA ADMINISTRATOR.</i>
SPONSOR VERIFICATION	
<b>This section is to be completed by the Sponsor after verification of the new website user information.</b>	
<b>Sponsor Name</b>	Enter the Sponsor contact's full name.
<b>Phone</b>	Enter the Sponsor's phone number. <i>Include the area code.</i>
<b>Sponsor Comments</b>	Enter any additional comments or details regarding the registration of these user(s). This field may also be used to identify a newly implemented utility for registration if not listed in the "Select Utilities field".
<b>Select the utilities the new user will need to access</b>	<p>There are several eData website utilities. Indicate which of these utilities the user will need to access:  <b>GOVERNMENT TO GOVERNMENT SERVICES ONLINE</b> allows transferal of information to/from SSA via various utilities.</p> <p>Select the functions below that apply to every user on the application. <i>Select all of the utilities that apply:</i></p> <ul style="list-style-type: none"> <li><b>B</b> – State government agencies sending <b>Birth</b> records to SSA.</li> <li><b>BL</b> – Federal/State government agencies sending <b>Black Lung</b> records to SSA.</li> <li><b>D</b> – State government agencies sending <b>Death</b> records to SSA.</li> <li><b>DE</b> – This user will exchange files via the <b>Data Exchange</b> application.</li> <li><b>FF</b> – FBI, State government and law enforcement agencies send <b>Fugitive Felon</b> warrant information to SSA.</li> <li><b>IAR</b> – State government agencies sending <b>Interim Assistance Reimbursement</b> files to SSA.</li> <li><b>OCSE</b> – Federal government agencies sending <b>New Hire, Quarterly Wage, and Federal Parent Locator System</b> data to SSA for OCSE.</li> <li><b>Prisons</b> – A <b>Prison</b> representative notifying SSA of incoming prisoners.</li> <li><b>SM</b> – <b>Secure Messaging</b> users that require encryption of sensitive email messages.</li> <li><b>SW</b> – <b>Sheltered Workshops</b> send payroll information to SSA Field Offices (FO).</li> <li><b>DD</b> – Financial institutions submitting <b>Direct Deposit</b> information.</li> <li><b>OTHER</b> – Select this item for a newly established utility not yet displayed on the registration form. Annotate the utility name in the Sponsor Comments field.</li> </ul> <hr style="border-top: 1px dashed black;"/> <p>Enter identifying information for all Trading Partners to which the new DE or SW users may need to forward files. List all that apply.</p>

Once the Sponsor completes the information above, forward the form in WORD format to: [UIT.eData.Mailbox@ssa.gov](mailto:UIT.eData.Mailbox@ssa.gov)