

# Complete Your Representative Payee Accounting Report Online: [www.socialsecurity.gov/payee/form](http://www.socialsecurity.gov/payee/form)

The screenshot shows the top of the Social Security Online website. The header includes the text "Social Security Online" and "Internet Representative Payee Accounting (iRPA)". Below the header, there is a search bar and a "Welcome to Internet Representative Payee Accounting" message. The main content area is divided into two columns. The left column contains three sections: "To get started", "Completing your report", and "When you finish". The right column contains a box titled "Start the Payee Accounting Update Process..." which includes instructions and two buttons: "Log in" and "Register".

**Welcome to Internet Representative Payee Accounting**

**To get started**  
You will need to have the report that you received in the mail in order to access your beneficiary's records. For security reasons, we will request information regarding unique codes on your report.

**Completing your report**  
You must complete this report in one sitting. Your information will not be saved if you do not complete your online report. However, you may always log-in in the future and start your report from the beginning.

**When you finish**  
After you have completed your accounting update, you will be given a confirmation number for your reference. This information will be saved for 30 days in our records for your review.

**Start the Payee Accounting Update Process...**  
The following pages will guide you through updating your records with Social Security.

I am an existing user

I need to register for a user ID

We estimate that it will take about 15 minutes to read the instructions, gather the facts, and answer the questions. For more information go to the [Paperwork Reduction Act](#).

## Why complete your report online?

- You get an immediate confirmation message when we receive it from you.
- You do not need to fill out a paper form.
- We offer online features to help you complete your report.
- You can keep your user ID and password to report online in future years.
- You can print and store a copy for your records.



It's easy. Just go online to [www.socialsecurity.gov/payee/form](http://www.socialsecurity.gov/payee/form)