

(Example - PRC Notice for Beneficiary Who Does Not have Direct Deposit)  
(PW Convert to ACU Changes highlighted in yellow)

## Social Security Administration

### Important Information

Social Security  
110 West Rd.  
Towson, MD. 21204  
Date: January 28, 2006

Minnie Mouse  
714 Loch Raven Road  
Towson, MD. 21204-5121



### Your Temporary Password Request Code

Your temporary Password Request Code (PRC) is: 99999999. This is not a password.  
Use it to create a permanent password before February 16, 2006.

If you are a new beneficiary, please make sure you have received your notice of benefit payment or your first payment before you try to register a password.

### Next Step: Create a 7-Digit Permanent Password

You will need to create a 7-digit number that you can remember. You can use the Internet or the telephone to create your password.

To use the Internet:

1. Visit our site at [www.socialsecurity.gov/onlineservices/](http://www.socialsecurity.gov/onlineservices/)
2. Select "Choose your password or block password electronic access"
3. Then select "I have my PRC letter"

To use the telephone:

1. Call our automated services at 1-800-772-1213
2. Listen carefully to the menu choices and follow the instructions

See Next Page

## What You Will Need

You will be asked for the following information, which will be verified against our records:

1. Your 9-digit Social Security Number,
2. Your date of birth (Month, Day, and Year; for example: April 21 1939),
3. Your name (First, Middle Initial, Last, and Suffix), and
4. Your 8-digit PRC: 99999999.

~~2. Your 8-digit PRC: 99999999, and~~

~~3. Either:~~

- ~~• Your Confirmation Number (you may have an 8-digit number given at the time you filed your claim)~~

~~Or~~

- ~~• Your date of birth (MM DD YYYY; for example: 04 21 1939), and~~
- ~~• The dollar amount of your monthly Social Security payment, and~~
- ~~• If you have direct deposit, the last 4 digits of your account number where your Social Security payment is deposited.~~

## Things to Remember

Your PRC will expire on February 16, 2006 or when you create a password. If your temporary PRC expires before you register a permanent password, go to [www.socialsecurity.gov/onlineservices/](http://www.socialsecurity.gov/onlineservices/), or call 1-800-772-1213 and request another PRC. Please destroy your old PRC and wait for the new PRC to arrive in the mail before you try to register a password.

## What You Can Do With Your Password

You can use your password and Social Security number to view and make changes to your information online or by phone (for example, you can change your address or check your benefit information). In order to use your password to view and make changes, you must have received:

- Your notice of benefit payment, or
- Your first payment.

**NOTE:** If you are a new beneficiary, you can only use this password to check your information starting with the first month your benefit payment begins. You can find this start date on the notice of benefit payment letter that we sent to you.

See Next Page

You can also use your password and Social Security number to start direct deposit of your checks online.

The benefits of using direct deposit are:

- It's safe. There are no checks to be lost or stolen.
- It's convenient. You will get your benefits on time, even if you're out of town, sick or unable to get to the bank.
- It's secure. You are in control of your money. You choose the account where your Social Security payment is deposited.

Please protect your password and do not keep it with your Social Security number.

### **If You Do Not Want a Password**

If you have changed your mind and you do not want to use a password to conduct business with Social Security, you should destroy this letter.

### **If You Want to Block Access to Your Personal Information**

You can prevent anyone from accessing your personal information if you block access to your Social Security account. You can do this at [www.socialsecurity.gov/onlineservices/](http://www.socialsecurity.gov/onlineservices/) or call 1-800-772-1213. If you choose to block access to your account, this means no one, including you, will be able to access your personal information online or by using our automated telephone service.

### **If You Have Any Questions**

Please visit our website at [www.socialsecurity.gov](http://www.socialsecurity.gov) to find general information about Social Security. You can call us at 1-800-772-1213 to use our automated services or speak to a representative. We can answer most questions over the phone. If you prefer to visit one of our offices, you can find your local office at [www.socialsecurity.gov](http://www.socialsecurity.gov). You can also check the local telephone directory or call our automated service at 1-800-772-1213 for the office address. Please have this letter with you if you call or visit an office. It will help us answer your questions.

Linda S. McMahon  
Deputy Commissioner  
for Operations