

## Appointed Representative Homepage

Social Security Online  
[www.socialsecurity.gov](http://www.socialsecurity.gov)

**Electronic Records Express**

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 **Electronic Records Express Home**  
Welcome to Electronic Records Express

**Appointed Representative Services**

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  - [Pickup Files](#)
- [Send Response for Individual Case](#)
- [Track Status of Submissions](#)
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- [Get Hearing Office Status Report](#)

**Bulletin Board**  
Updated 04/10/2012  
[What's New?](#)  
✉ [Get important information about Electronic Records Express availability.](#)

**Judy**  
dss

**Notice**

The Electronic Records Express (ERE) Website is currently experiencing some technical issues. We are in the process of trying to get this resolved.

We apologize for the inconvenience.  
[Email for more information](#) or call toll free: **1-866-691-3061**


APOSTOL LITA  
ReplD:3XP2FKTS5X  
[Log Out](#)

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For your security, please log out and close all Internet windows when you are finished.

## Access to Claimant's Electronic Folder Screens

### Acknowledgement Screen

Social Security Online		Electronic Records Express	
<a href="http://www.socialsecurity.gov">www.socialsecurity.gov</a>		<a href="#">Electronic Records Express Home</a>	<a href="#">User Instructions</a>
BILL APPERSAND RepID:7TXSSH&JTV ravi-kiran.karnati@ssa.gov <input type="button" value="Log Out"/> <a href="#">&lt; Back to Appointed Representative Services Main Menu</a>		 <b>Acknowledgement for Online Services</b>	OMB Number: 0960-0767 Expires: 10/31/2012
		By entering this United States Government Website, I agree to the following terms and conditions: <ul style="list-style-type: none"><li>• I will not disclose any information or data about a claimant that I access on this website without the claimant's written, signed consent unless there is a Federal law or regulation authorizing me to disclose this information or data;</li><li>• I will not knowingly furnish, or participate in furnishing, false or misleading information to the Social Security Administration;</li><li>• I will not enter this website unless I have installed anti-virus software, anti-spyware software, and personal firewalls on my computer;</li><li>• I will update my operating system, application software, and security software regularly to maintain the latest data protection;</li><li>• I will not store User-IDs and passwords on my computer.</li></ul>	
		<b>WARNING</b> <ul style="list-style-type: none"><li>• If you improperly disclose any information or data that you access on this website or fail to take proper measures to protect that information or data from improper disclosure, and your actions result in an improper disclosure, you may be suspended for 1-5 years from representing anyone before the Social Security Administration, or you may be disqualified from representing anyone before the Social Security Administration for an indefinite period of time.</li><li>• If you improperly disclose any information or data that you access on this website or fail to take proper measures to protect that information or data from improper disclosure, and your actions result in an improper disclosure, you may be found guilty of a felony and subject to a fine of not more than \$10,000 or imprisonment of not more than 5 years, or both.</li><li>• If you knowingly furnish, or participate in furnishing, false or misleading information to the Social Security Administration, you may be subject to civil and/or criminal prosecution.</li><li>• Use of the Certified Electronic Folder may be monitored, recorded, and audited. We may disclose unauthorized or improper use to law enforcement personnel investigating or prosecuting a violation of civil or criminal law and to officials of domestic and foreign agencies.</li></ul>	
<b>Claimant's Social Security Number:</b>		By providing the Claimant's Social Security Number to access his or her Electronic Folder and selecting the "I Agree" button, you certify that you have read, understand and agree to the above statements.	
		<input type="text"/>	
		<a href="#">View Privacy Act Information</a> <a href="#">View Paperwork Reduction Act</a>	
		<input type="button" value="Cancel"/>	<input type="button" value="I Agree"/>

Access to Claimant's Electronic Folder Screens

Case Documents Screen



**Claimant:** Ryan Joseph Theunissen **Claimant SSN:** 115-28-0081 **Claim Type:** T2 **Level:** Hearing  
**Last Change:** 12/09/2011 **Application:** 04/15/2008 **Alleged Onset:** 09/27/2007 **Last Insured:** 12/31/2008

**Case Documents** Exhibit List

Expand All  Collapse All  Select All Deselect All

<input type="checkbox"/>	<b>A. Payment Documents/Decisions</b>	<b>Items: 0</b>	<b>Page Count: 0</b>
<input type="checkbox"/>	<b>B. Jurisdictional Documents/Notices</b>	<b>Items: 40</b>	<b>Page Count: 0</b>
<input checked="" type="checkbox"/>	<b>D. Non-Disability Development</b>	<b>Items: 4</b>	<b>Page Count: 0</b>
	<b>Document Name (ID)</b>	<b>Document Date</b>	<b>Exhibit</b>
	<input type="checkbox"/>		<b>EF Received</b>
	<input type="checkbox"/>		<b>Pg</b>
	<a href="#">Amended Alleged Onset Date</a>		06/24/2010
	<input type="checkbox"/>		12/02/2009
	<input type="checkbox"/>		12/02/2009
	<input type="checkbox"/>		06/04/2008
	<a href="#">⚠️ Authorization For SSA To Obtain Account Records From A Financial Institution And Request For Records</a>		1D
<input type="checkbox"/>	<b>E. Disability Related Development</b>	<b>Items: 137</b>	<b>Page Count: 0</b>
<input type="checkbox"/>	<b>F. Medical Records</b>	<b>Items: 28</b>	<b>Page Count: 0</b>

Download Selected to Zip Download Selected to PDF Upload New File New Case Search Log Out Cancel

Access to Claimant's Electronic Folder Screens

Exhibit List Screen



Electronic Records Express Home

Electronic Records Express Access to Electronic Folder

User Instructions

Claimant: Ryan Joseph Theunissen  
Last Change: 12/09/2011

Claimant SSN: 115-28-0081  
Application: 04/15/2008

Claim Type: T2  
Alleged Onset: 09/27/2007

Level: Hearing  
Last Insured: 12/31/2008

Case Documents Exhibit List

Expand All Collapse All Select All Deselect All

▶ A. Payment Documents/Decisions				Items: 0	Page Count: 0			
▶ B. Jurisdictional Documents/Notices				Items: 0	Page Count: 0			
▶ D. Non-Disability Development				Items: 1	Page Count: 0			
▲ No.	Description	<input type="checkbox"/>	Document Date	Received	Marked	Pg		
1D	<a href="#">Authorization For SSA To Obtain Account Records From A Financial Institution And Request For Records</a>	<input type="checkbox"/>		Prior to Hearing	No	0		
▶ E. Disability Related Development				Items: 0	Page Count: 0			
▶ F. Medical Records				Items: 1	Page Count: 0			
▲ No.	Description	<input type="checkbox"/>	Source	Date From	Date To	Received	Marked	Pg
1F	<a href="#">Copy of Evidence Request</a>	<input type="checkbox"/>	Source of ER			Prior to Hearing	No	0

Download Selected to Zip

Download Selected to PDF

Upload New File


New Case Search

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Cancel

Access to Claimant's Electronic Folder Screens

# Multimedia Files Screen



Electronic Records Express Access to Electronic Folder

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**Claimant:** Kyle Andrew Bellows      **Claimant SSN:** 111-11-1111      **Claim Type:** T2      **Level:** Hearing  
**Last Change:** 06/27/2010      **Application:** 04/15/2008      **Alleged Onset:** 09/27/2007      **Last Insured:** 12/31/2008

[Case Documents](#) | [Exhibit List](#) | [Multimedia Files](#)

Multimedia Files		Items: 1		
File Name (ID)	<input type="checkbox"/>	Judge/Owner	Hearing Date	Receipt Date
Audio Hearing Record/(AUDIOHR)	<input type="checkbox"/>	Judge Judy	03/07/2010	06/12/2010

[Download Selected Multimedia](#)    [Upload New File](#)    [New Case Search](#)    [Log Out](#)    [Cancel](#)

## Pickup Files Screen

Social Security Online

[www.socialsecurity.gov](http://www.socialsecurity.gov)


John Public  
ReplID: ZZZZZZZZZZ  
eme.demo.test@ssa.gov

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### Electronic Records Express

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#### Pickup Files



**Files will be retained for 7 days from the date of receipt. All files older than 7 days are automatically deleted regardless of whether they have been downloaded.**

Select the Social Security Number associated with the Claimant's folder you wish to download. You will have **24 hours** to complete the download process before the file will be deleted.

Instructions are available in the User Instructions section which detail how to download and view your files.

Folder Name	Name	File Type	Date & Time	Download Started
<a href="#">XXX-XX-5106</a>	Bellows	ZIP/Tiff	06/17/2008 10:00 AM	
<a href="#">XXX-XX-4606</a>	Doe	PDF	06/11/2008 10:20 AM	✓
<a href="#">XXX-XX-5101</a>	Smith	ZIP/Multimedia	06/17/2008 11:00 AM	

## Access Denied (Unsuccessful) Screen

Social Security Online

**Electronic Records Express**

[www.socialsecurity.gov](http://www.socialsecurity.gov) [Electronic Records Express Home](#) [User Instructions](#)

BILL APPERSAND  
RepID:7TXSSH8JTV  
ravi-kiran.karnati@ssa.gov  
[Log Out](#)  
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 **Access Denied**

**Our system cannot accept the Social Security Number you entered: 779-01-0404**

- If you typed the wrong number, you will need to correct it before continuing.
- If you have entered the correct Social Security Number, contact the Social Security Office working on this case to determine why you cannot access it from the website.
- If you registered in person within the last 24 hours, please try again another day to allow time for our records to update.

 **Your ability to use the Access Claimant's Electronic Folder service will be suspended after 10 unsuccessful attempts within a 24 hour period.**

[Return to Acknowledgement Screen](#)

## Access Denied (Access Blocked) Screen

Social Security Online **Electronic Records Express** [User Instructions](#)

[www.socialsecurity.gov](http://www.socialsecurity.gov)

APOSTOL LITA  **Access Denied**

Your ability to use the Access Claimant's Electronic Folder service has been suspended.

Please contact the Social Security Administration at 1-866-691-3061 to reactivate your access to this service.



## Unable to Process Your Request Screen

Social Security Online

[www.socialsecurity.gov](http://www.socialsecurity.gov)

APOSTOL LITA  
RepID:3XP2FKTS5X  
eme.val.test@ssa.gov

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Electronic Records Express Home

[User Instructions](#)

 **Unable to Process Your Request**

We are sorry for the inconvenience, but the information you are attempting to obtain is not available through this process.

Please contact the local Social Security office to obtain the information.

# Electronic Records Express



## Privacy Act Notice

Sections 205(a), 223(d), and 1631(e)(1) of the Social Security Act, as amended, authorize us to collect this information. The information you provide will be used to make a decision on the named claimant's claim. While giving us this information is voluntary, failure to provide the requested information could prevent a timely decision on the named claimant's claim. **See revised Privacy Act Statement below** the information you supply for the purpose of making decisions regarding claims. However, we may use it for the administration and integrity of Social Security programs. We may also disclose information to another person or to another agency in accordance with approved routine uses, which include but are not limited to the following: (1) to enable a third party or agency to assist Social Security in establishing rights to Social Security benefits and/or coverage; (2) to comply with Federal Laws requiring the release of information about Social Security records (e.g., to the Government Accountability Office and the Department of Veterans Affairs); (3) to make determinations for eligibility in similar health and income maintenance programs at the Federal, State, and local level; and, (4) to facilitate statistical research, audit, or investigative activities necessary to assure the integrity of Social Security programs.

We may also use the information you provide in computer matching programs. Matching programs compare our records with records kept by other Federal, State, or local government agencies. Information from these matching programs can be used to establish or verify a person's eligibility for Federally-funded or administered benefit programs and for repayment of payments or delinquent debts under these programs.

Additional information regarding routine uses of information and our programs and systems, is available on-line at [www.socialsecurity.gov](http://www.socialsecurity.gov) or at any local Social Security office.

**Privacy Act Statement  
Appointed Representative  
Electronic Records Express  
Collection and Use of Personal Information**

Sections 205(a) [42 U.S.C. § 405], 223(d) [42 U.S.C. § 423], and 1631(e)(1) [42 U.S.C. § 1383] of the Social Security Act, as amended, authorize us to collect this information. We will use the information you provide to make a decision on the named claimant's claim.

Providing this information is voluntary. However, failing to provide the requested information could prevent us from making an accurate and timely decision on the named claimant's claim.

We rarely use the information you provide for any purpose other than to make a decision on a claimant's claim. We may also disclose information to another person or to another agency in accordance with approved routine uses, which include but are not limited to the following:

1. To enable a third party or an agency to assist us in establishing rights to Social Security benefits and/or coverage;
2. To comply with Federal laws requiring the release of information from our records (e.g., to the General Services Administration and National Archives Records Administration);
3. To make determinations for eligibility in similar health and income maintenance programs at the Federal, State, and local level; and
4. To facilitate statistical research, audit, or investigative activities necessary to ensure the integrity of Social Security programs.

We may also use the information you provide in computer matching programs. Matching programs compare our records with records kept by other Federal, State, or local government agencies. Information from these matching programs can be used to establish or verify a person's eligibility for federally-funded or administered benefit programs and for repayment of payments or delinquent debts under these programs.

A complete list of routine uses for this information is available in our Privacy Act Systems of Records Notices entitled, Claims Folder System (60-0089) and Electronic Disability (60-0320). These notices, additional information about this collection, and any other information regarding our systems and programs, are available on-line at [www.socialsecurity.gov](http://www.socialsecurity.gov) or at your local Social Security office.

## Electronic Records Express



### The Paperwork Reduction Act Statement

This information collection meets the requirements of 44 U.S.C. § 3507, as amended by section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget control number. We estimate that it will take about 1 minute to read the instructions, gather the facts, and answer the questions.

You may send comments on our time estimate above to: SSA, 6401 Security Blvd., Baltimore, MD 21235-6401. **Send only comments relating to our time estimate to this address.**

See revised PRA  
statement below.

Close

***SSA will insert the following revised PRA Statement into the collection instrument at its next scheduled reprinting:***

**Paperwork Reduction Act Statement** - This information collection meets the requirements of 44 U.S.C. § 3507, as amended by section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget (OMB) control number. The OMB control number for this collection is 0960-0767. We estimate that it will take about 1 minute to read the instructions, gather the facts, and answer the questions. ***Send only comments relating to our time estimate above to: SSA, 6401 Security Blvd, Baltimore, MD 21235-6401.***