

Appointed Representative Homepage

Social Security Online
www.socialsecurity.gov

Electronic Records Express

[Frequently Asked Questions](#) [User Instructions](#)

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

Appointed Representative Services

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 - [Pickup Files](#)
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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

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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	
www.socialsecurity.gov		Electronic Records Express Home	User Instructions
BILL APPERSAND RepID:7TXSSH&JTV ravi-kiran.karnati@ssa.gov <input type="button" value="Log Out"/>		 Acknowledgement for Online Services	
< Back to Appointed Representative Services Main Menu		OMB Number: 0960-0767 Expires: 10/31/2012	
		<p>By entering this United States Government Website, I agree to the following terms and conditions:</p> <ul style="list-style-type: none">• 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;• I will not knowingly furnish, or participate in furnishing, false or misleading information to the Social Security Administration;• I will not enter this website unless I have installed anti-virus software, anti-spyware software, and personal firewalls on my computer;• I will update my operating system, application software, and security software regularly to maintain the latest data protection;• I will not store User-IDs and passwords on my computer.	
		WARNING <ul style="list-style-type: none">• 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.• 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.• 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.• 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.	
Claimant's Social Security Number:		<p>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.</p> <input type="text"/>	
		View Privacy Act Information View Paperwork Reduction Act	
		<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"/>	A. Payment Documents/Decisions	Items: 0	Page Count: 0			
<input type="checkbox"/>	B. Jurisdictional Documents/Notices	Items: 40	Page Count: 0			
<input checked="" type="checkbox"/>	D. Non-Disability Development	Items: 4	Page Count: 0			
	Document Name (ID)	<input type="checkbox"/>	Document Date	Exhibit	EF Received	Pg
	Amended Alleged Onset Date	<input type="checkbox"/>			06/24/2010	0
	Amended Alleged Onset Date	<input type="checkbox"/>			12/02/2009	0
	Amended Alleged Onset Date	<input type="checkbox"/>			12/02/2009	0
	⚠️ Authorization For SSA To Obtain Account Records From A Financial Institution And Request For Records	<input type="checkbox"/>		1D	06/04/2008	0
<input type="checkbox"/>	E. Disability Related Development	Items: 137	Page Count: 0			
<input type="checkbox"/>	F. Medical Records	Items: 28	Page Count: 0			

Access to Claimant's Electronic Folder Screens

Exhibit List 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

▶ 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	⚠ Authorization For SSA To Obtain Account Records From A Financial Institution And Request For Records	<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	Copy of Evidence Request	<input type="checkbox"/>	Source of ER			Prior to Hearing	No	0

Access to Claimant's Electronic Folder Screens

Multimedia Files Screen

 **Electronic Records Express Access to Electronic Folder** [User Instructions](#)

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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
Electronic Records Express

www.socialsecurity.gov
User Instructions

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

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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
XXX-XX-5106	Bellows	ZIP/Tiff	06/17/2008 10:00 AM	
XXX-XX-4606	Doe	PDF	06/11/2008 10:20 AM	✓
XXX-XX-5101	Smith	ZIP/Multimedia	06/17/2008 11:00 AM	

Access Denied (Unsuccessful) Screen

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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

www.socialsecurity.gov

APOSTOL LITA

Log Out

 Access Denied

Electronic Records Express

[User Instructions](#)

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.

Log Out

Unable to Process Your Request Screen

Social Security Online


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 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 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.***