ROME Design Package 2011-07-05

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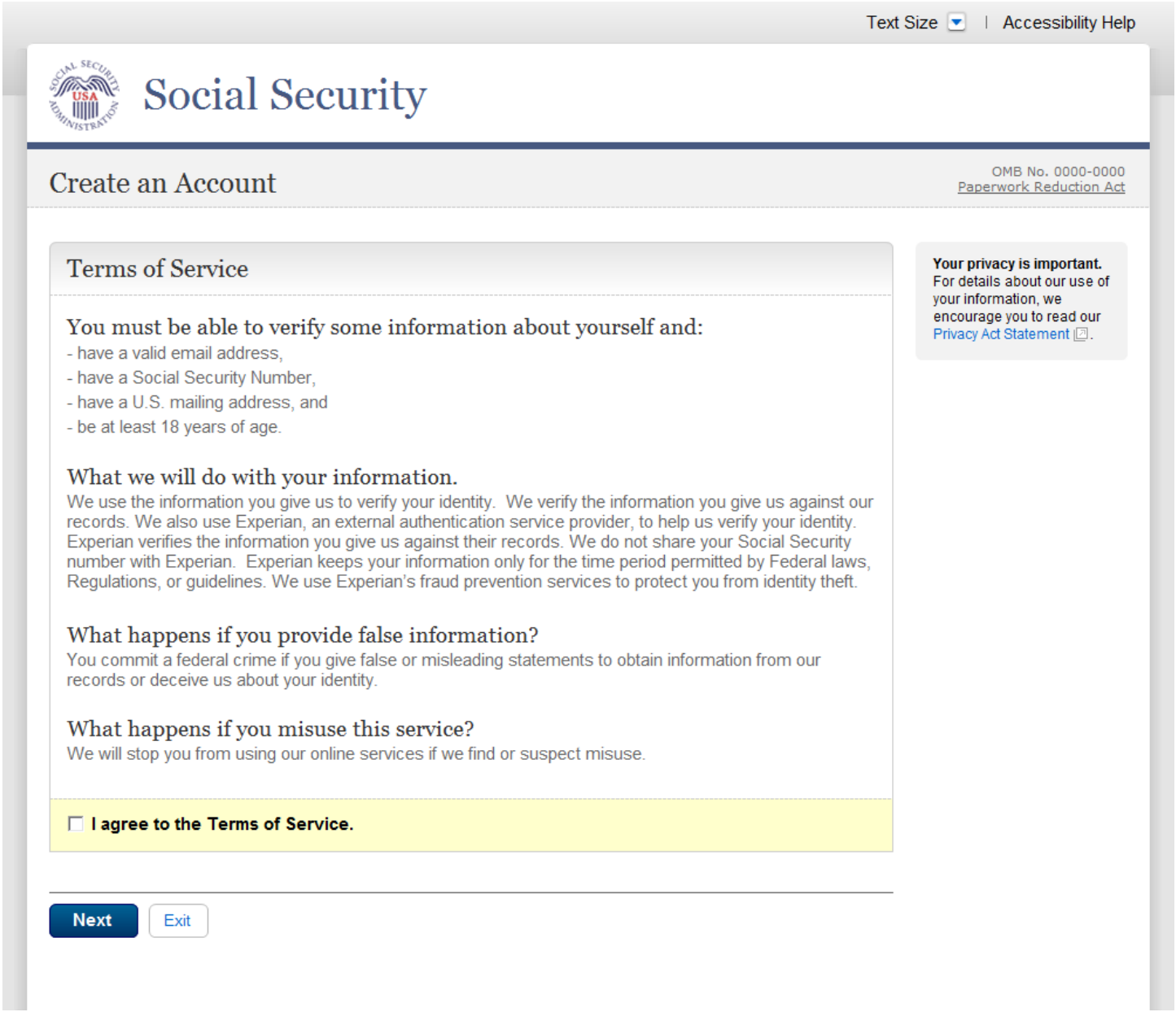
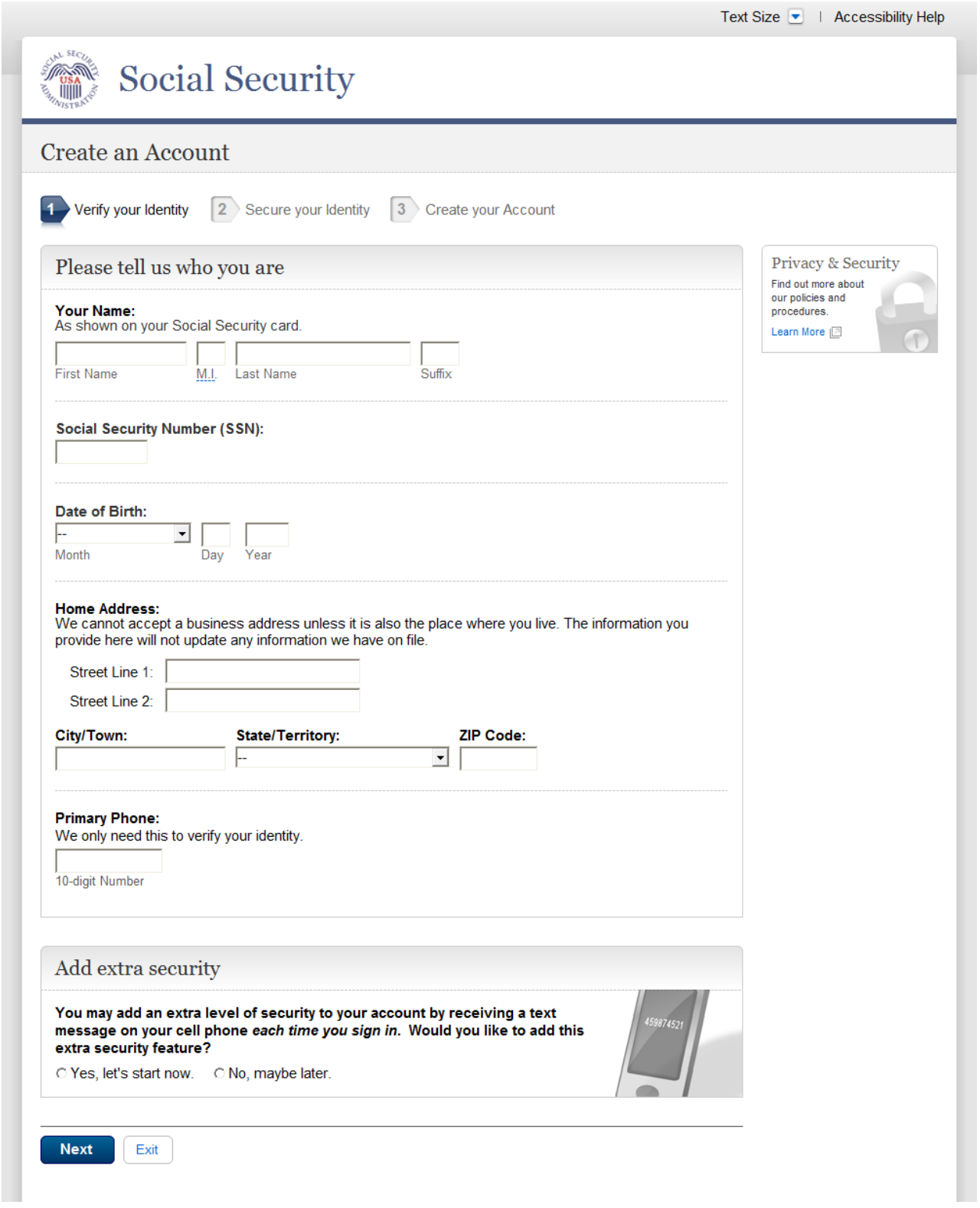
Create an Account



Create Account - Verify Identity



Create Account - Verify Identity (Expanded - Option 1)

Add extra security

You may add an extra level of security to your account by receiving a text message on your cell phone *each time you sign in*. Would you like to add this extra security feature?

◉ Yes, let's start now. ○ No, maybe later.

Each time you sign in, we'll send you a text message on your cell phone. Show me how it works.

To add this feature, you must first verify your identity with one of the following:

- ◉ the last 8 digits from your Visa or Master Card
- ○ information from a W-2 tax form
- ○ information from a 1040 Schedule SE (self-employment) tax form
- ○ the last direct deposit amount from your Social Security benefits

Enter the last 8 digits from your Visa or Master Card: Tell me more.

We can only accept these credit cards. We do not verify debit cards. This information is only used once to verify your identity.

XXXX - XXXX - [ ] - [ ]

Next Exit

Create Account - Verify Identity (Expanded - Option 2)

Add extra security

You may add an extra level of security to your account by receiving a text message on your cell phone *each time you sign in*. Would you like to add this extra security feature?

(•) Yes, let's start now. ( ) No, maybe later.

Each time you sign in, we'll send you a text message on your cell phone. Show me how it works.

To add this feature, you must first verify your identity with one of the following:

( ) the last 8 digits from your Visa or Master Card
(•) information from a W-2 tax form
( ) information from a 1040 Schedule SE (self-employment) tax form
( ) the last direct deposit amount from your Social Security benefits

Enter the amount in Box 5 from your W-2: Tell me more.
We can better verify your identity if you use an older W-2 (within the last 5 years, excluding last year).

$ [ ]

Enter the Employer Identification Number (EIN) from your W-2:
You can find the EIN in Box B on your W-2.

[ ]

Next Exit

Create Account - Verify Identity (Expanded - Option 3)

Add extra security

You may add an extra level of security to your account by receiving a text message on your cell phone *each time you sign in*. Would you like to add this extra security feature?

◉ Yes, let's start now. ○ No, maybe later.

Each time you sign in, we'll send you a text message on your cell phone. Show me how it works.

To add this feature, you must first verify your identity with one of the following:

- ○ the last 8 digits from your Visa or Master Card
- ○ information from a W-2 tax form
- ◉ information from a 1040 Schedule SE (self-employment) tax form
- ○ the last direct deposit amount from your Social Security benefits

Enter the amount in Box 4 (or Box 6 on the long form) 1040 Schedule SE: Tell me more.
We can better verify your identity if you use an older 1040 Schedule SE from the last 5 years.

$

Next Exit

Create Account - Verify Identity (Expanded - Option 4)

Add extra security

You may add an extra level of security to your account by receiving a text message on your cell phone *each time you sign in*. Would you like to add this extra security feature?

(•) Yes, let's start now. ( ) No, maybe later.

Each time you sign in, we'll send you a text message on your cell phone. Show me how it works.

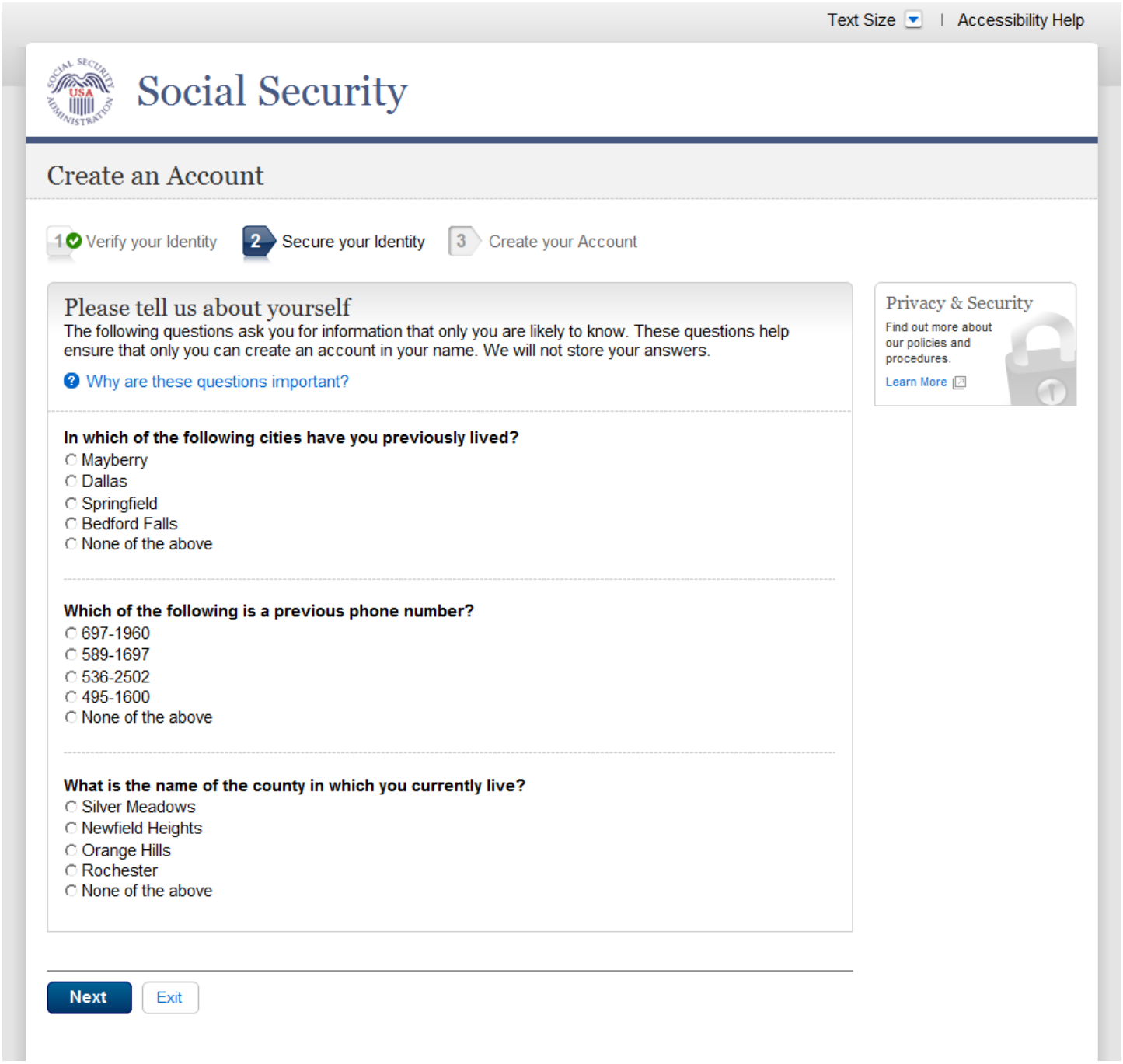
To add this feature, you must first verify your identity with one of the following:

( ) the last 8 digits from your Visa or Master Card
( ) information from a W-2 tax form
( ) information from a 1040 Schedule SE (self-employment) tax form
(•) the last direct deposit amount from your Social Security benefits

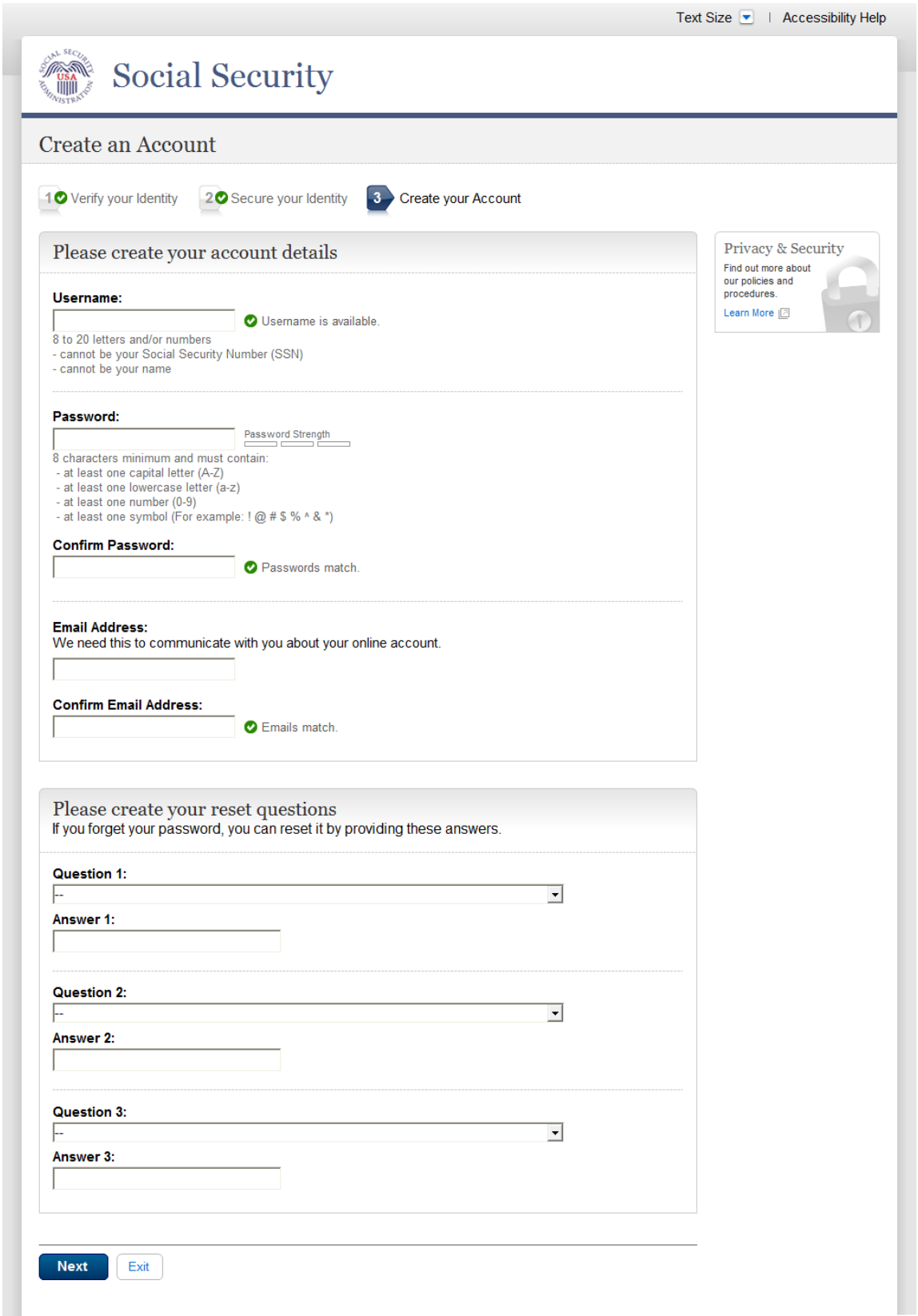
Enter the amount of your last Social Security direct deposit: Tell me more.
We only need the whole dollar amount.
$

Next Exit

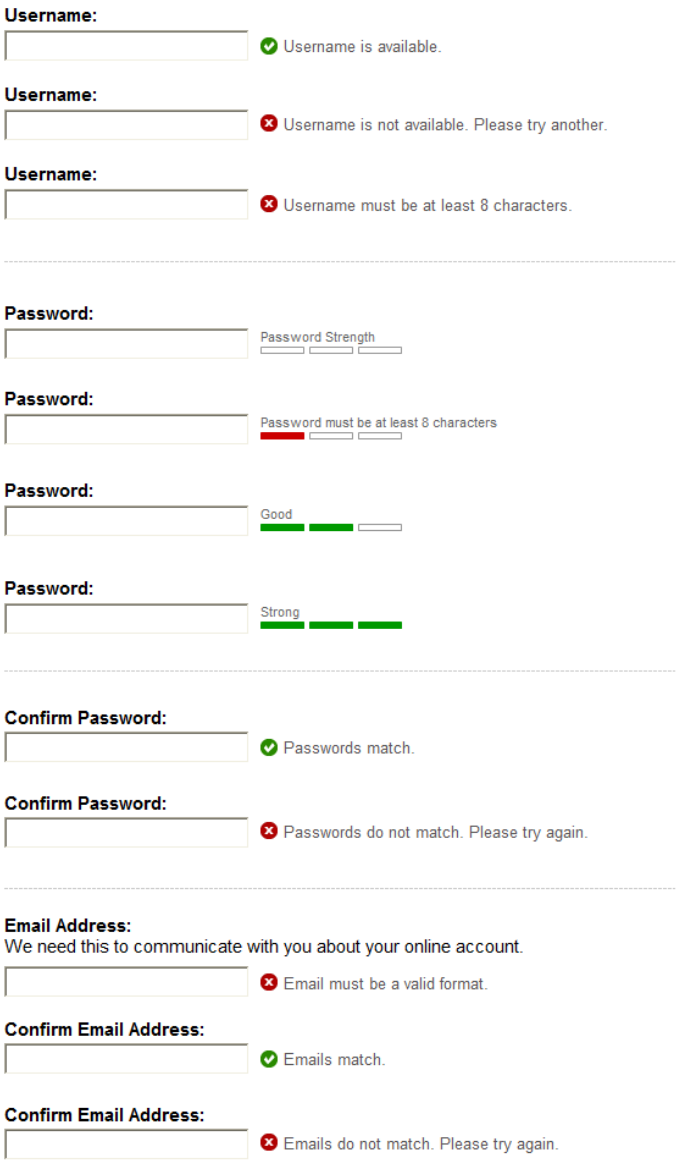
Create Account - Secure Identity



Create Account - Create Account



Create Account - Create Account (Feedback States)



Password Reset Questions (Expanded)

Question 1

What is the middle name of your mother?
What is the middle name of your father?
What is the first name of your first nephew?
What is the first name of your first niece?
What is the name of your first pet?
What is your maternal grandmother's maiden name?
What is your paternal grandmother's maiden name?
What is your oldest sibling's middle name?
What is your oldest cousin's first name?
What was the last name of your third grade teacher?

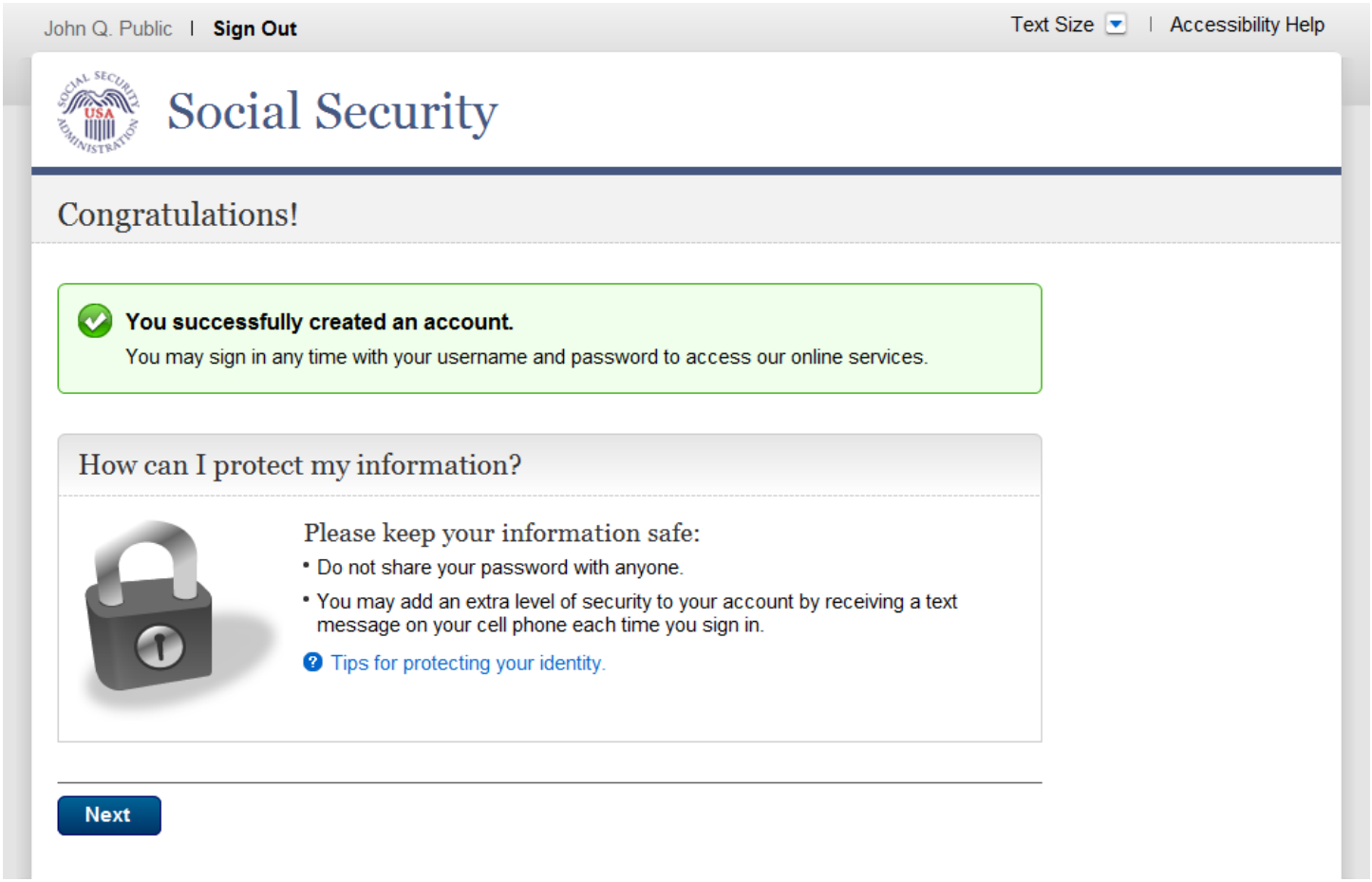
Question 2

What is the name of the hospital where you were born?
What is the name of the city where your maternal grandfather was born?
What is the name of the city where your paternal grandfather was born?
In what city did you meet your spouse/significant other?
What street did you live on in third grade?
In what city or town did your mother and father meet?
Where were you when you first heard about 9/11?
Where were you when you first heard about JFK being shot?

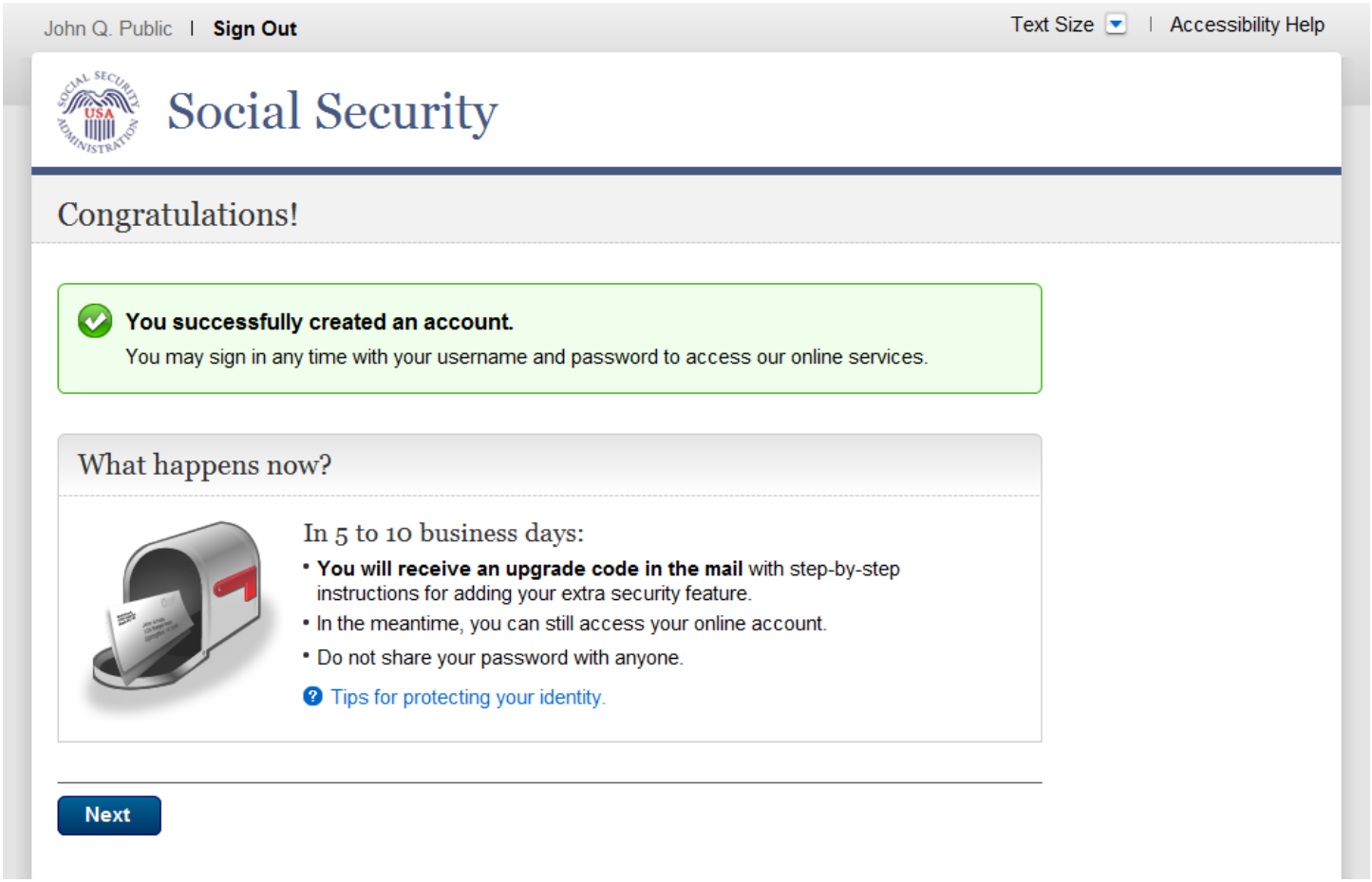
Question 3

What was the model name of your first car?
What is the color of your first car?
What is your dream car?
What was your major or minor in college?
What was your childhood phone number including area code?
What was the name of your first stuffed animal?
What is the name of your favorite childhood friend?

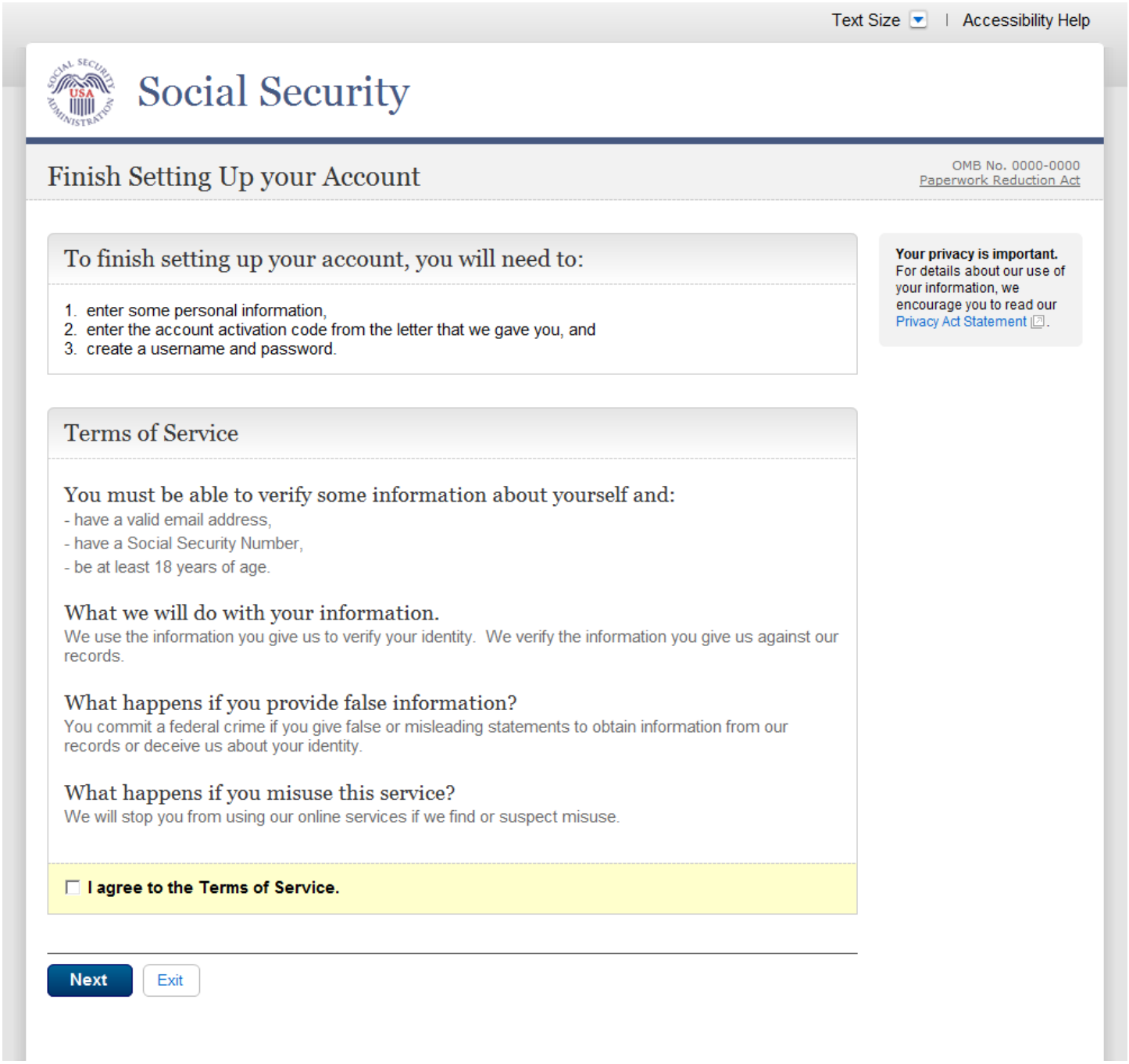
Create Account - Confirmation (Standard)



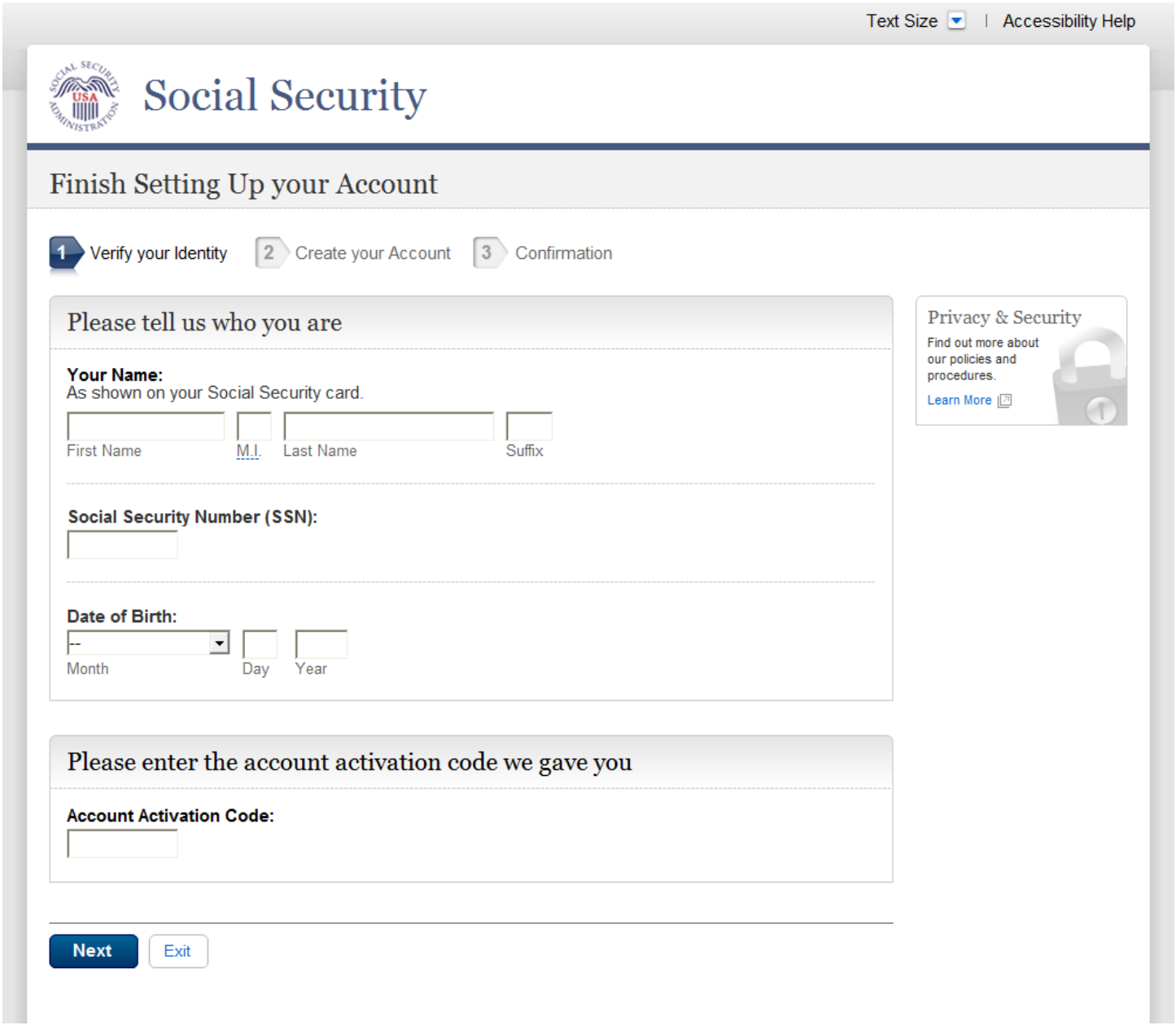
Create Account - Confirmation (Enhanced)



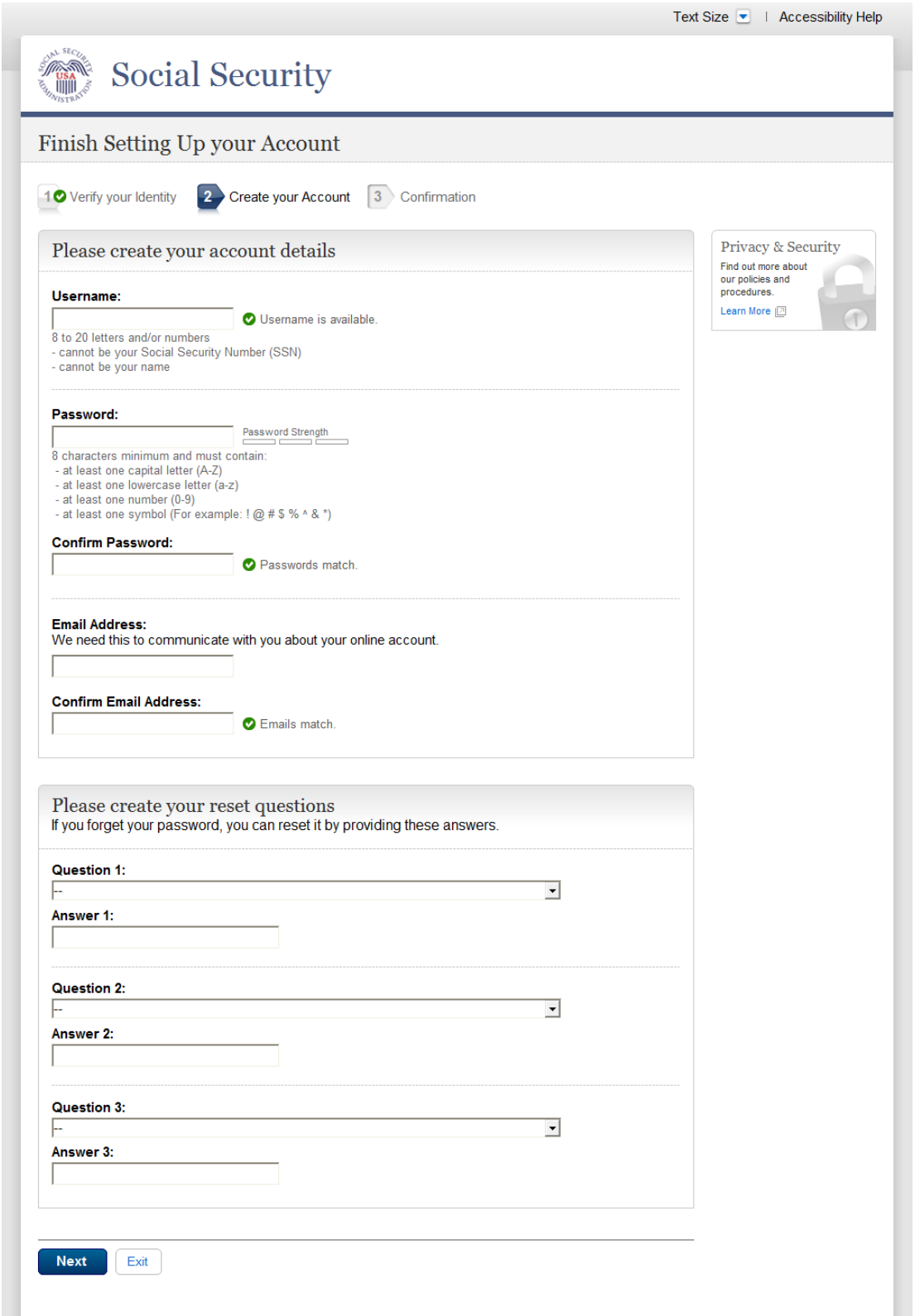
Finish Setting Up Account (In-Person Process)



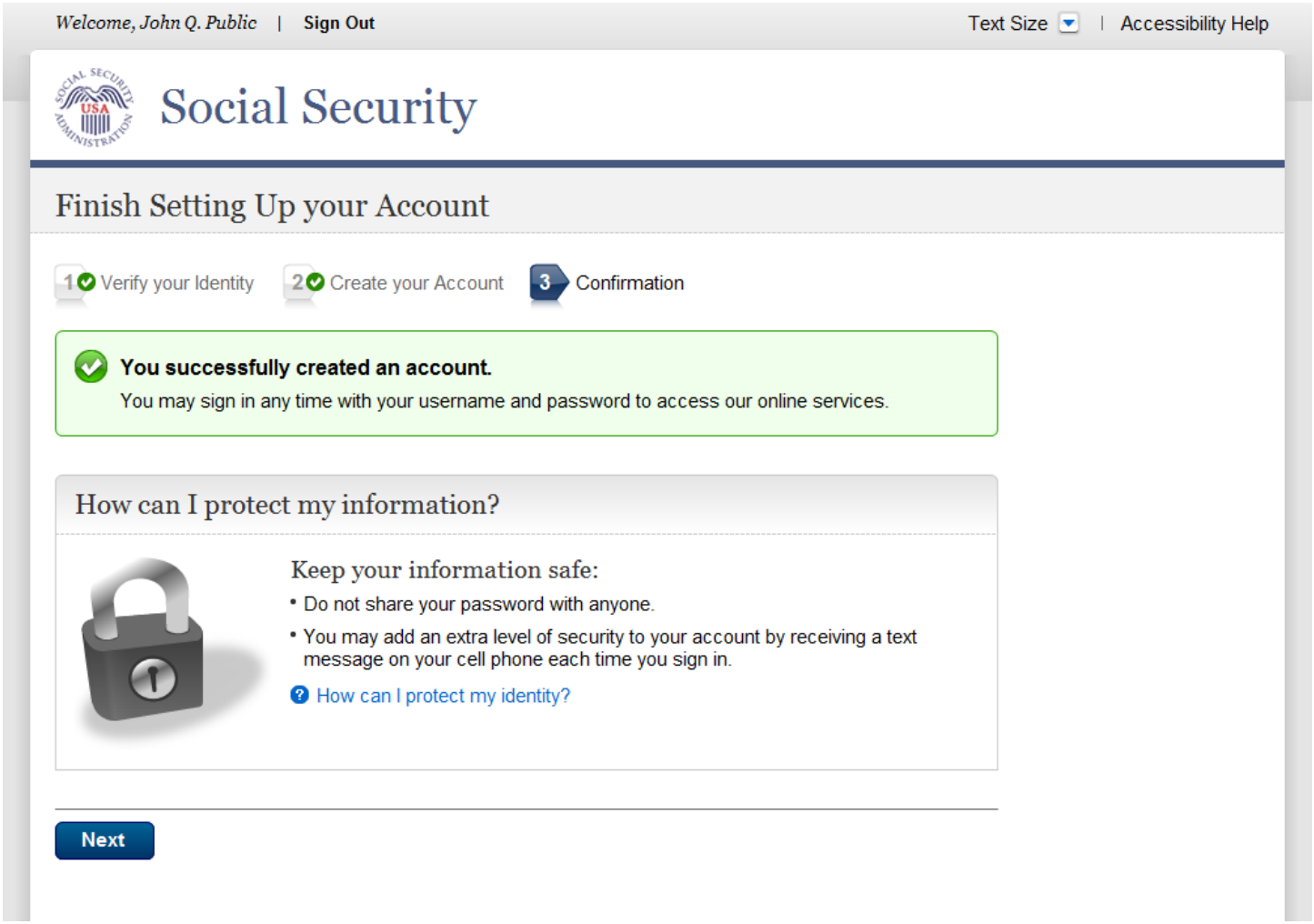
Finish Setting Up Account - Verify Identity



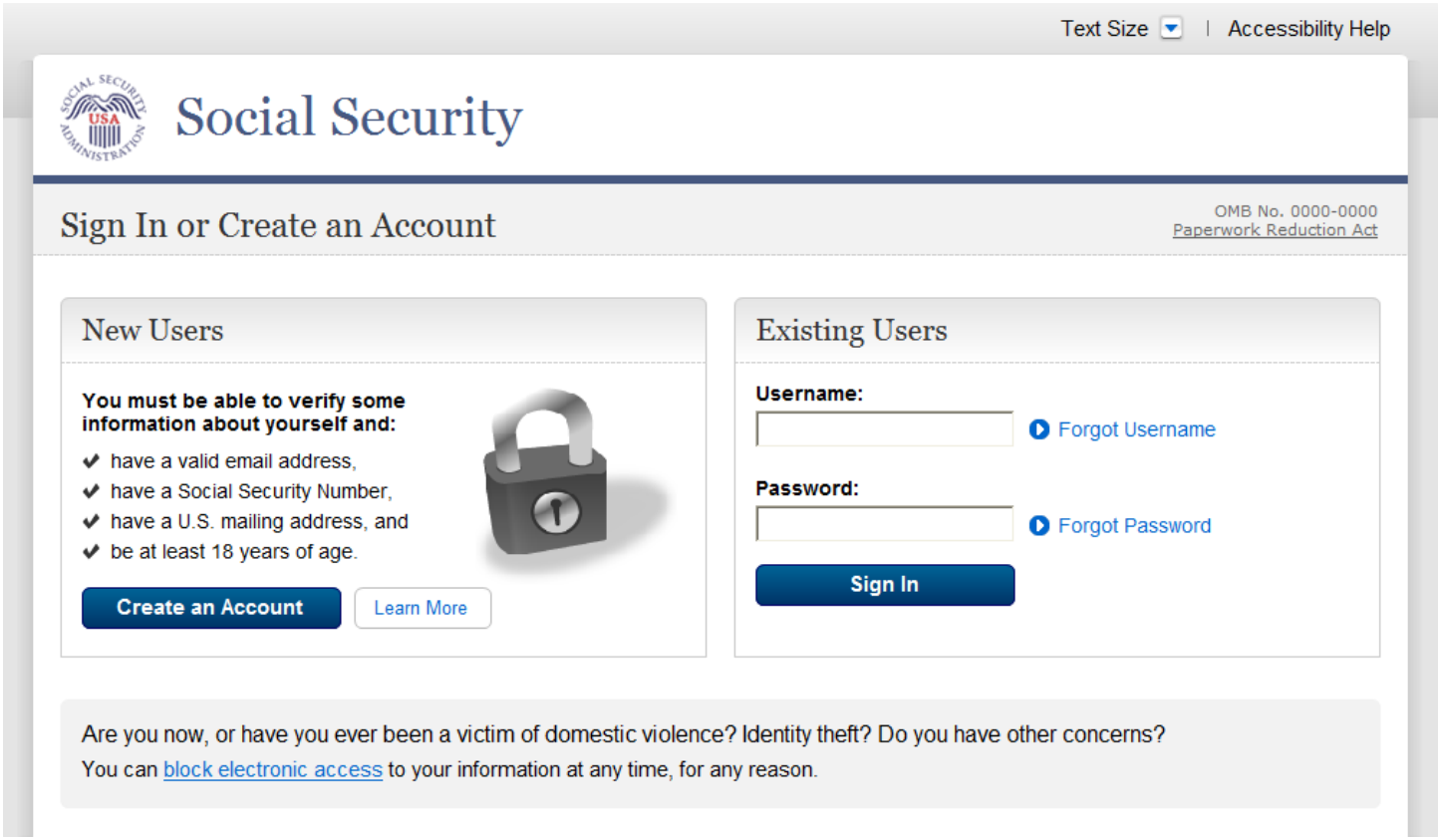
Finish Setting Up Account - Create Account



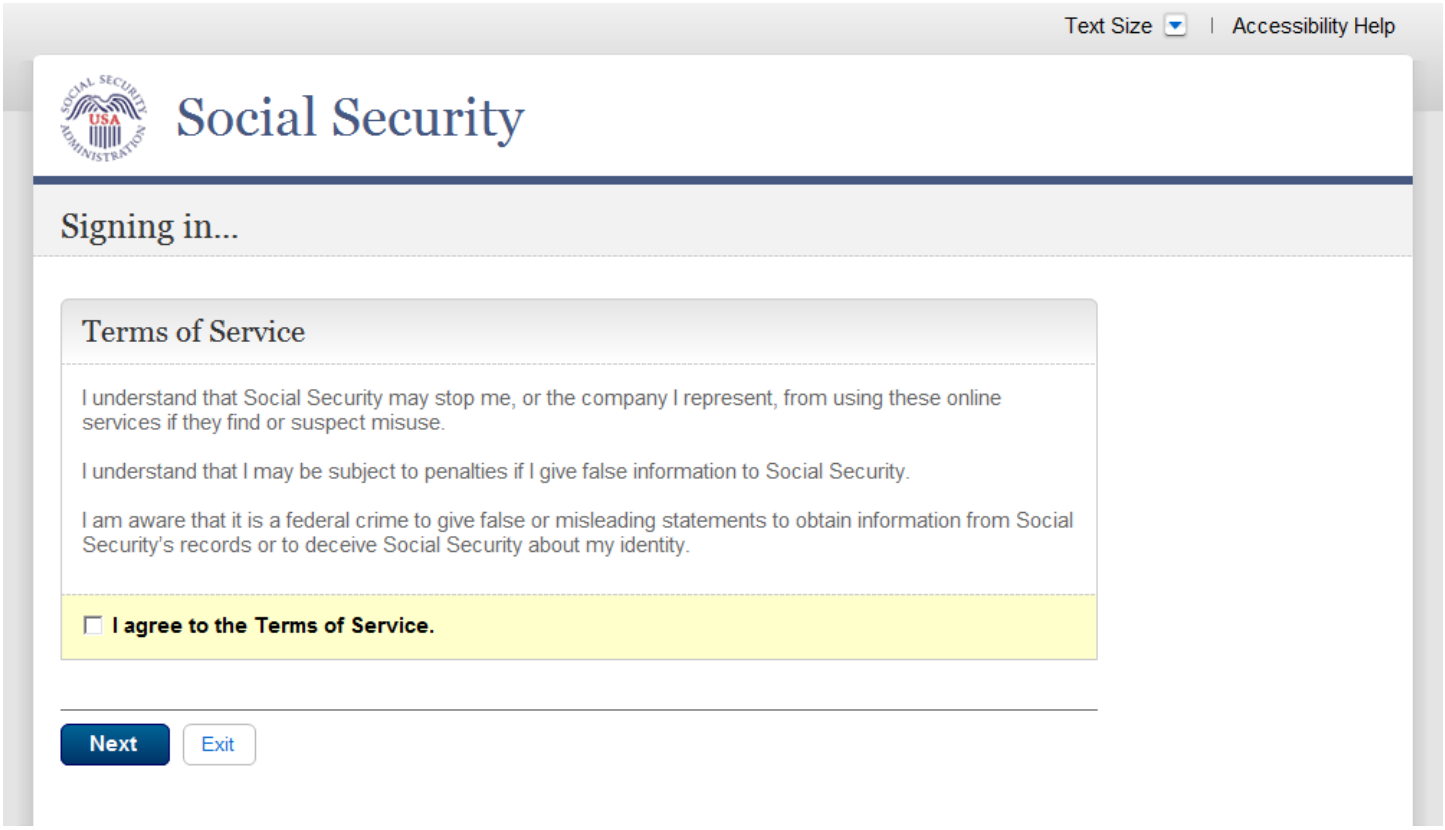
Finish Setting Up Account - Confirmation



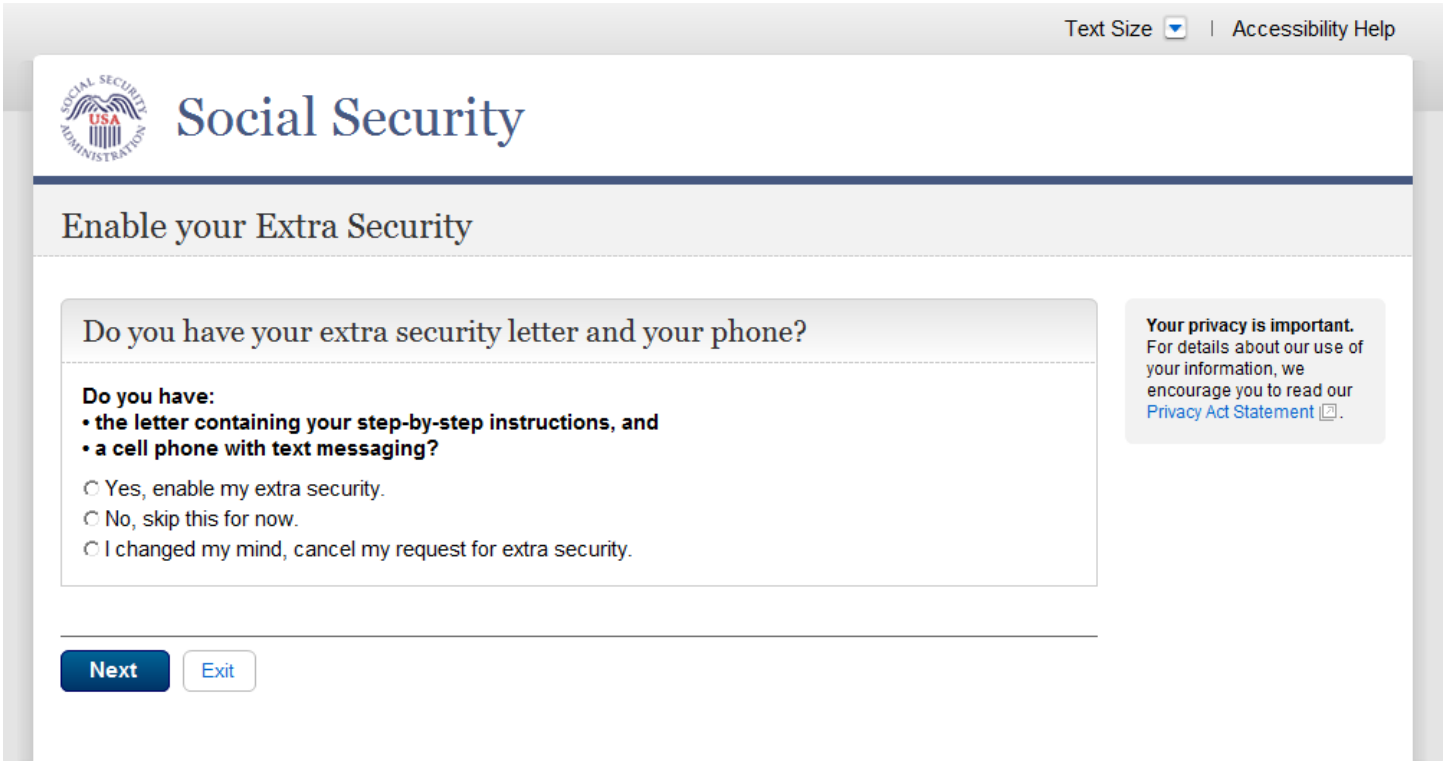
Sign In


Text Size
Accessibility Help
Social Security
Sign In or Create an Account
OMB No. 0000-0000
Paperwork Reduction Act
New Users
You must be able to verify some information about yourself and:
have a valid email address,
have a Social Security Number,
have a U.S. mailing address, and
be at least 18 years of age.
Create an Account
Learn More
Existing Users
Username:
Forgot Username
Password:
Forgot Password
Sign In
Are you now, or have you ever been a victim of domestic violence? Identity theft? Do you have other concerns?
You can block electronic access to your information at any time, for any reason.

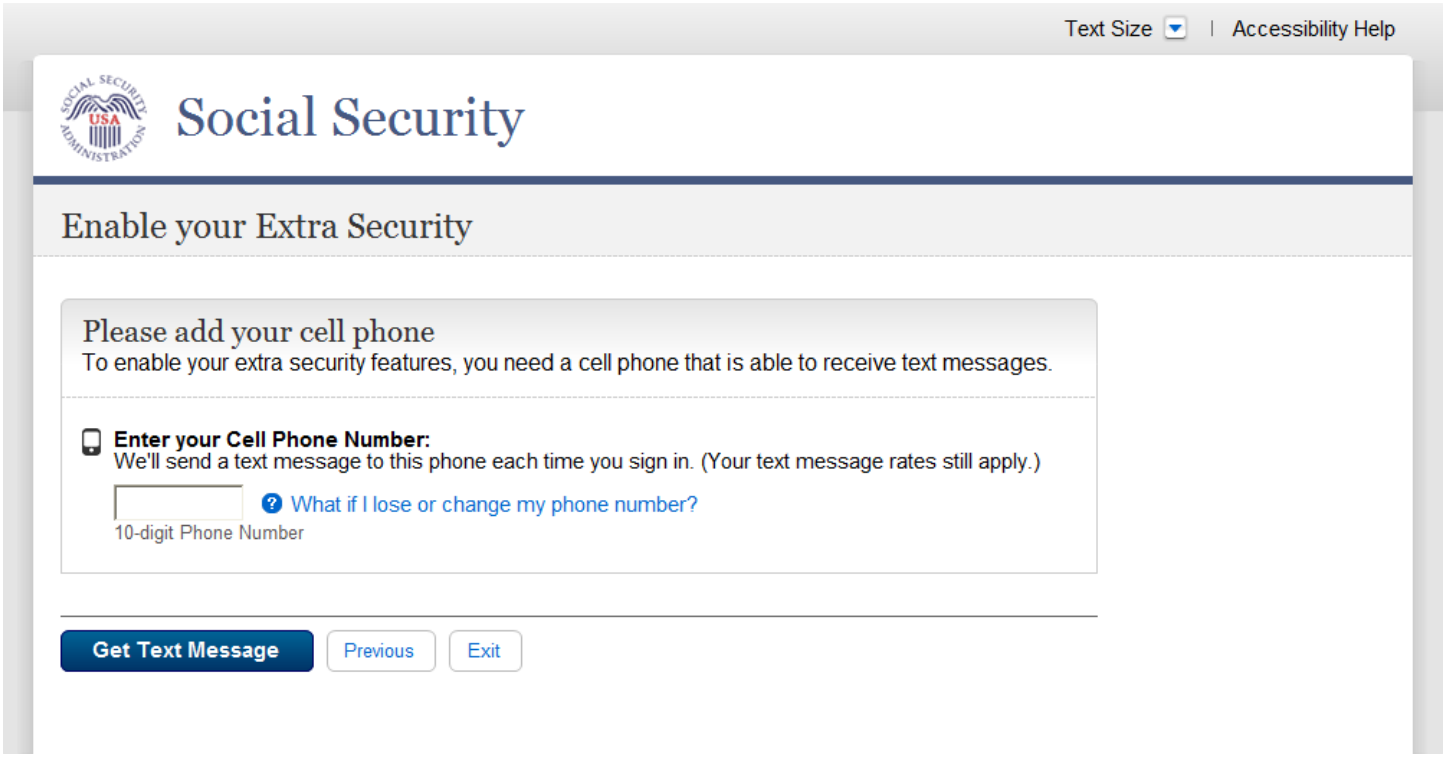
Terms of Service



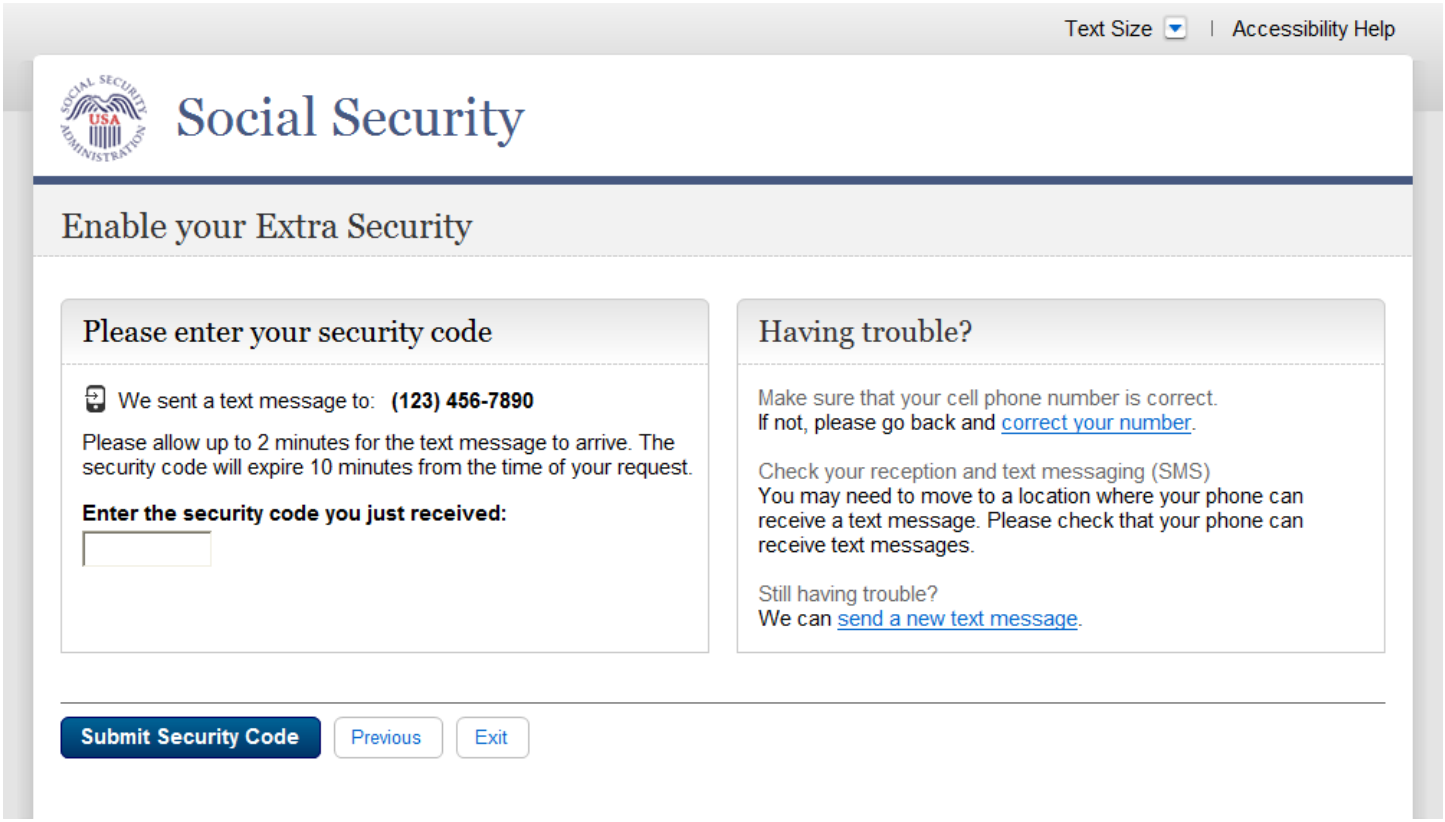
Enable Extra Security



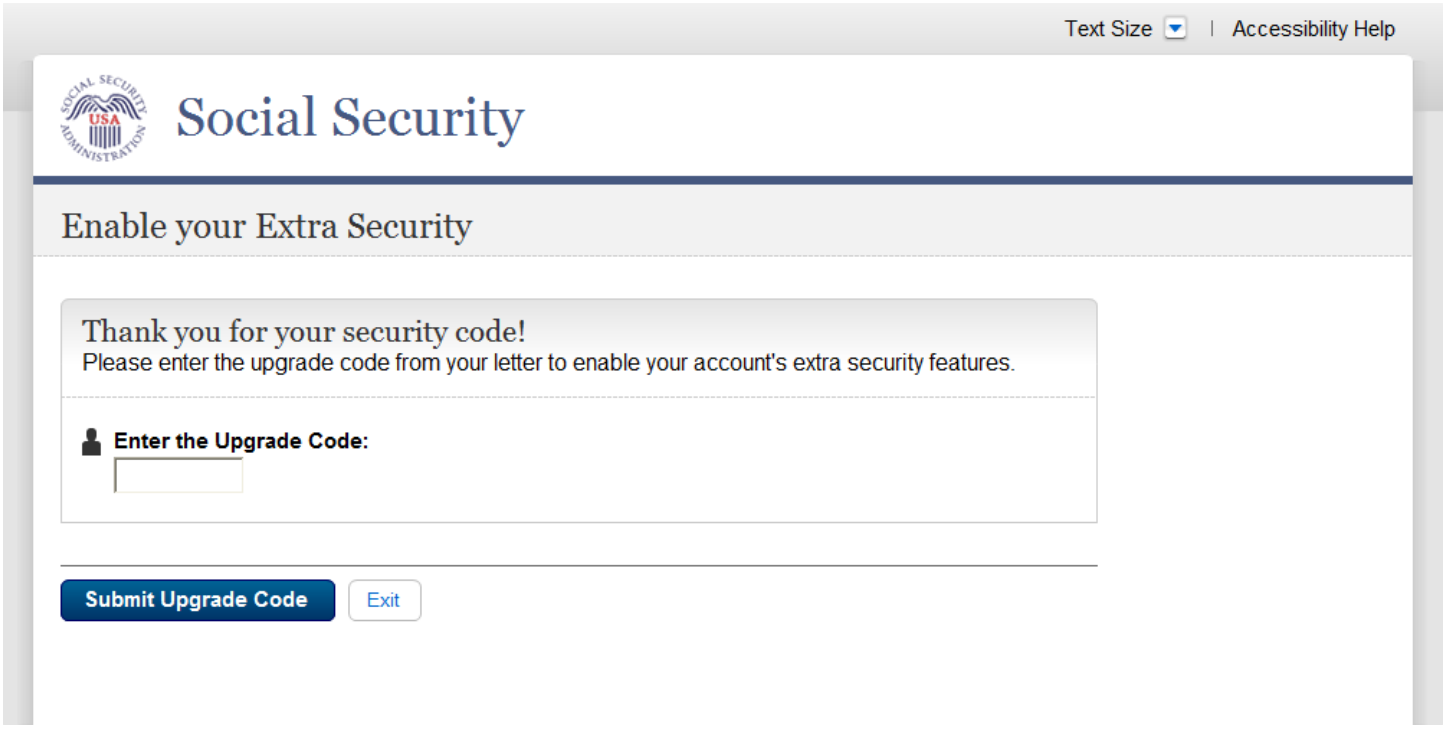
Enable Extra Security - Add Phone



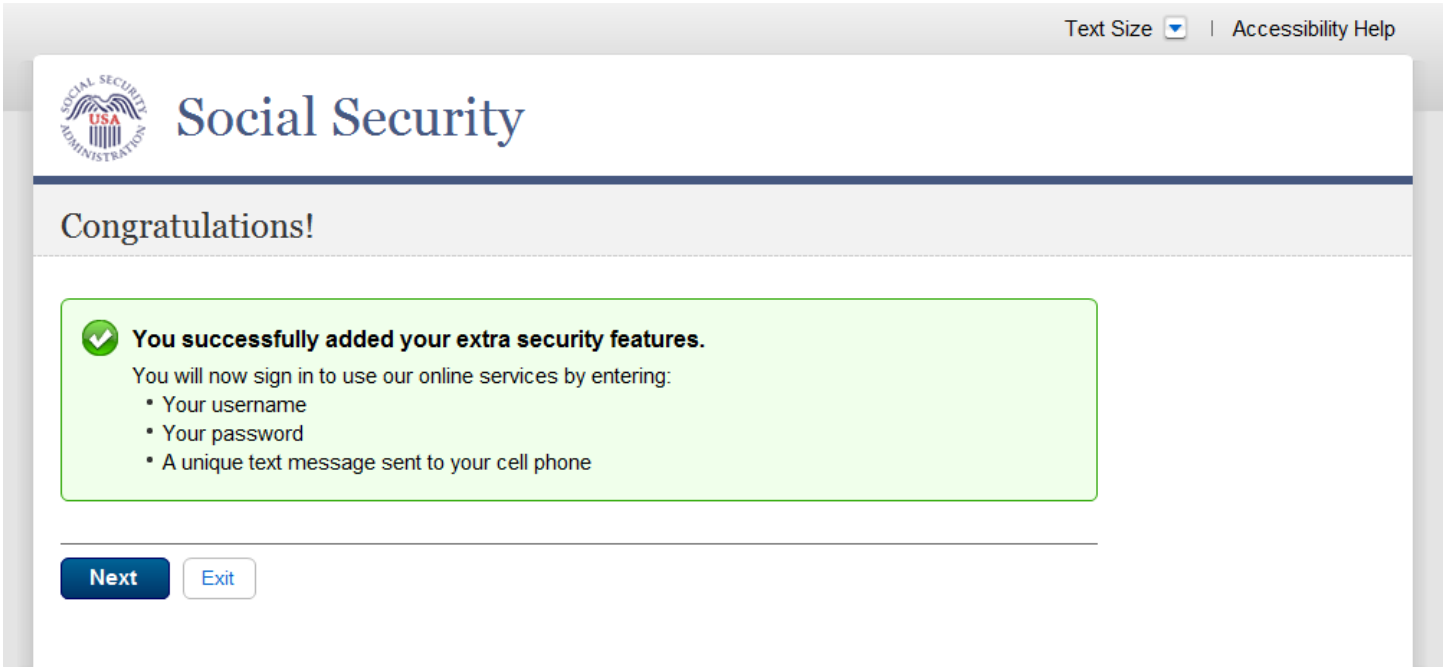
Enable Extra Security - Enter Text Code



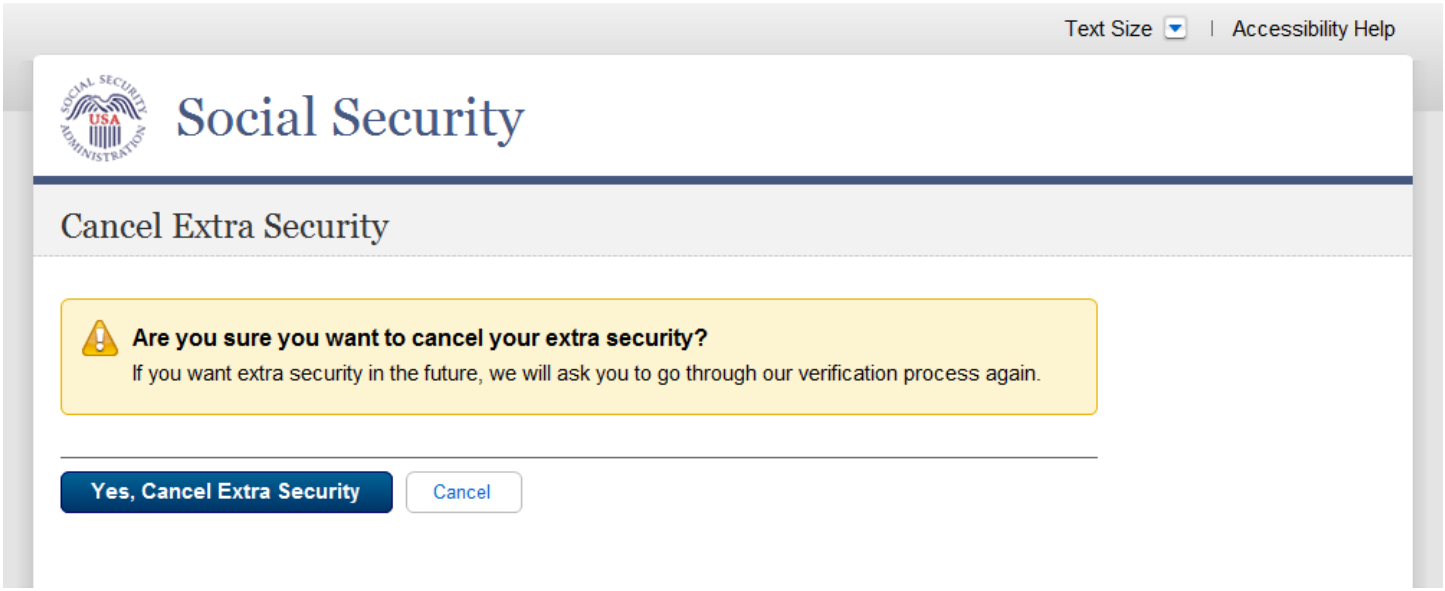
Enable Extra Security - Enter Upgrade Code



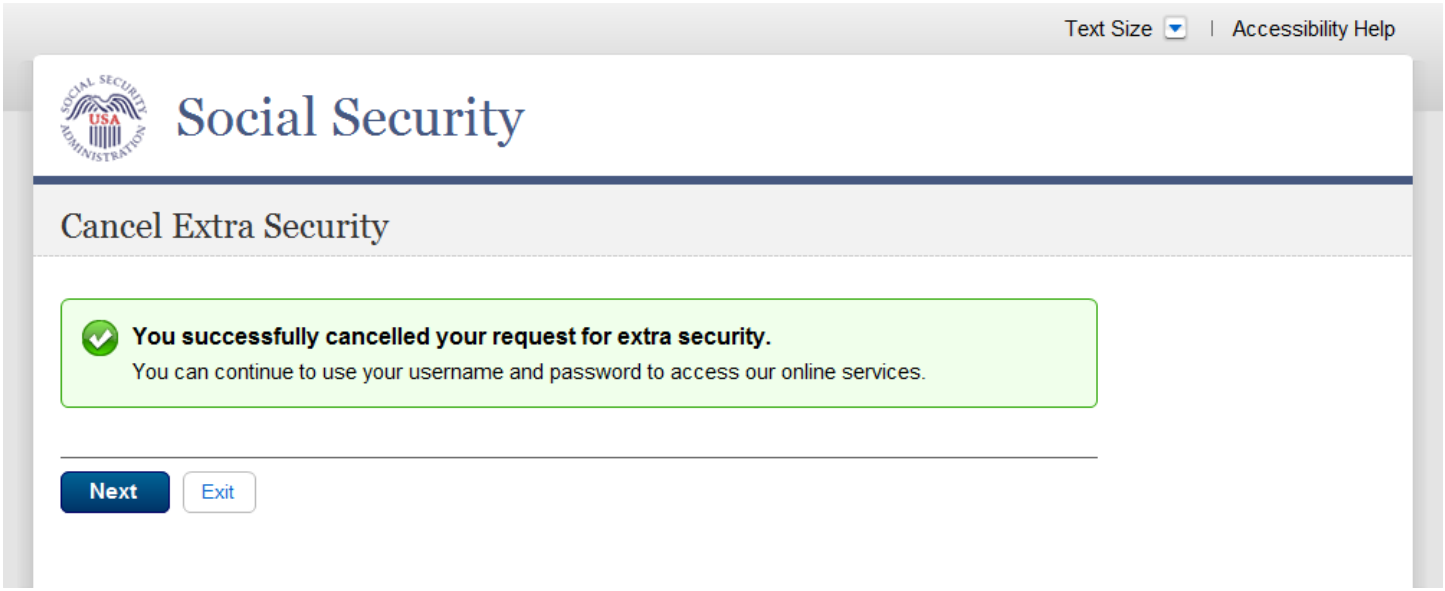
Enable Extra Security - Confirmation



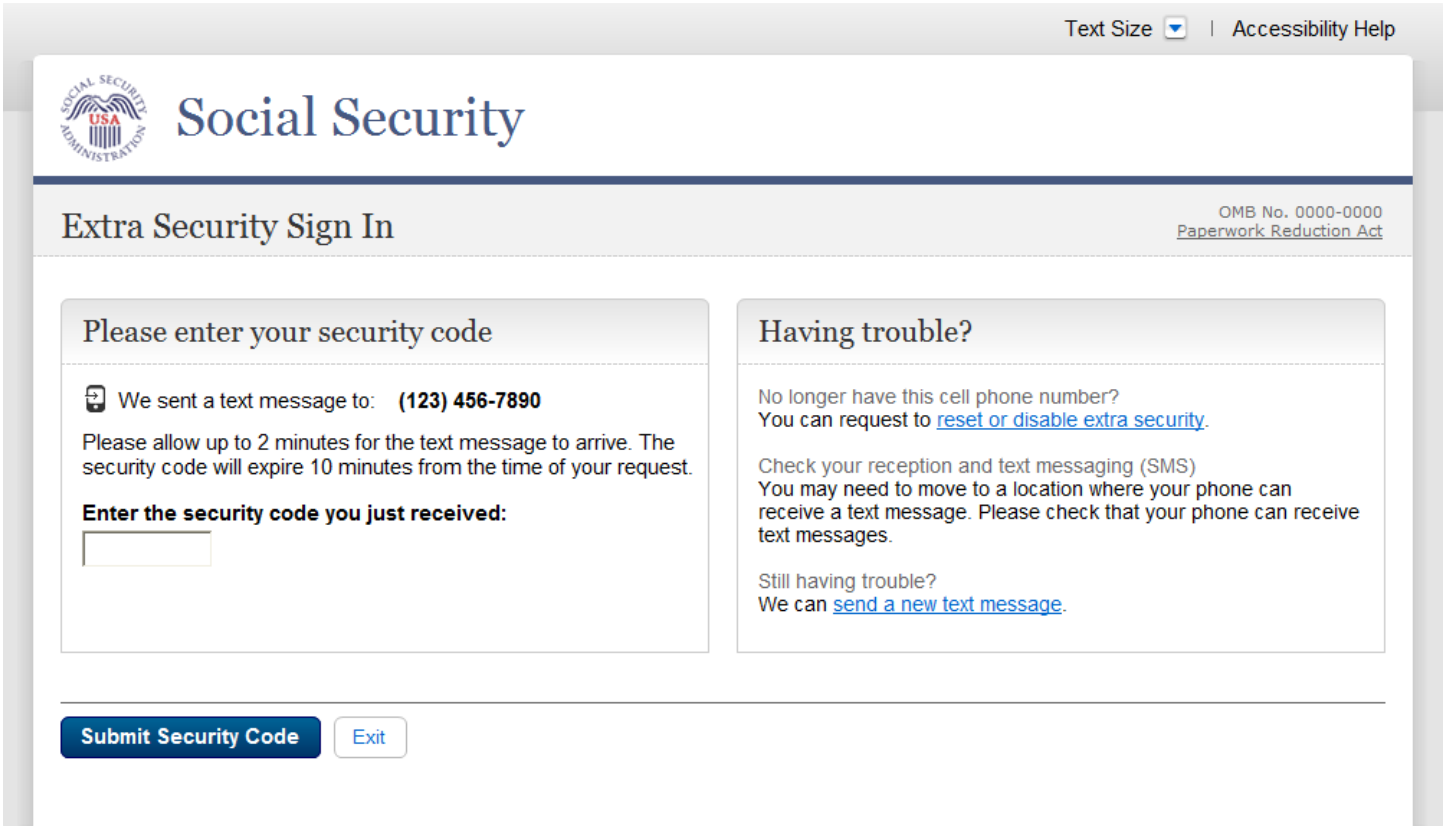
Cancel Extra Security



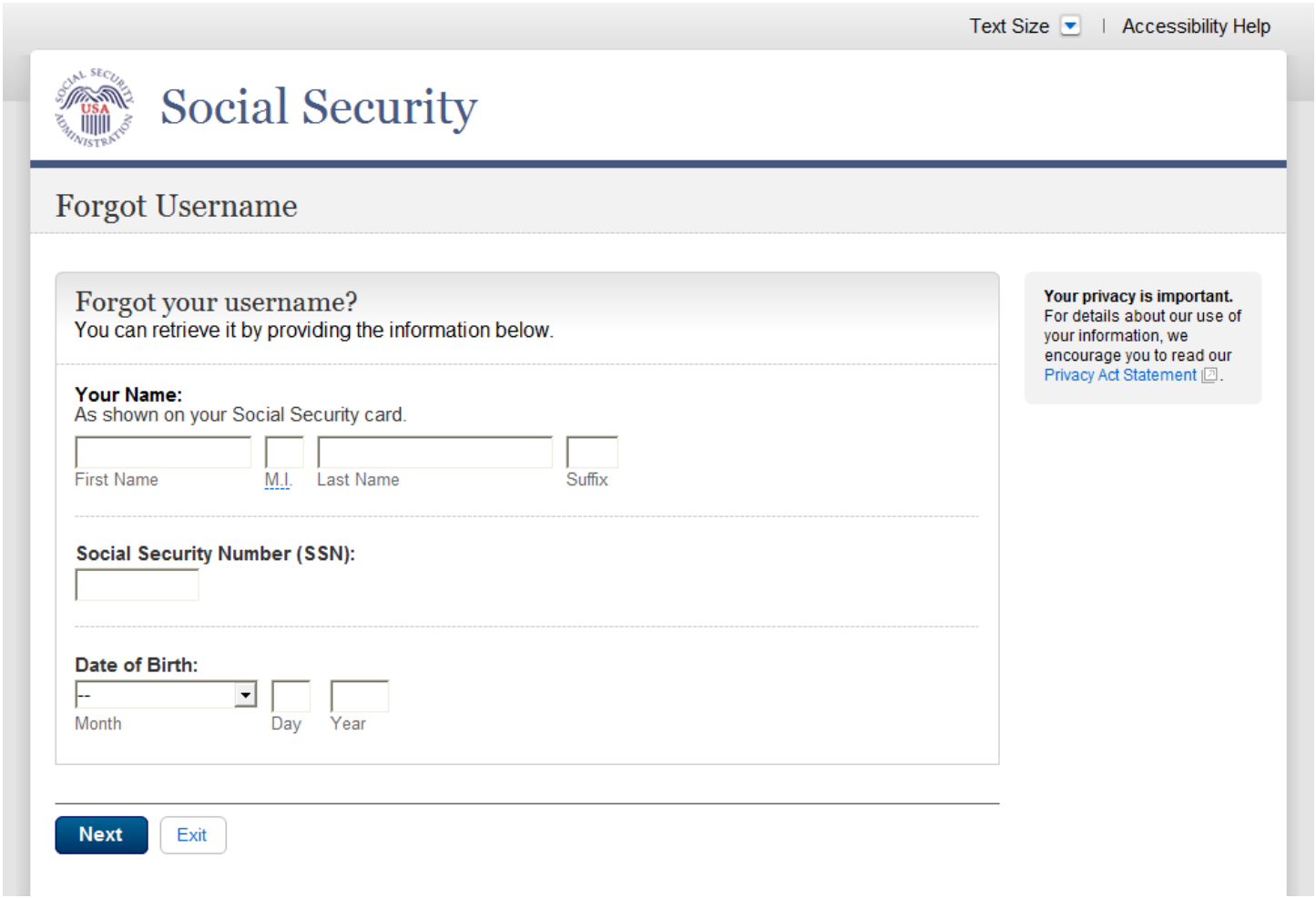
Cancel Extra Security - Confirmation



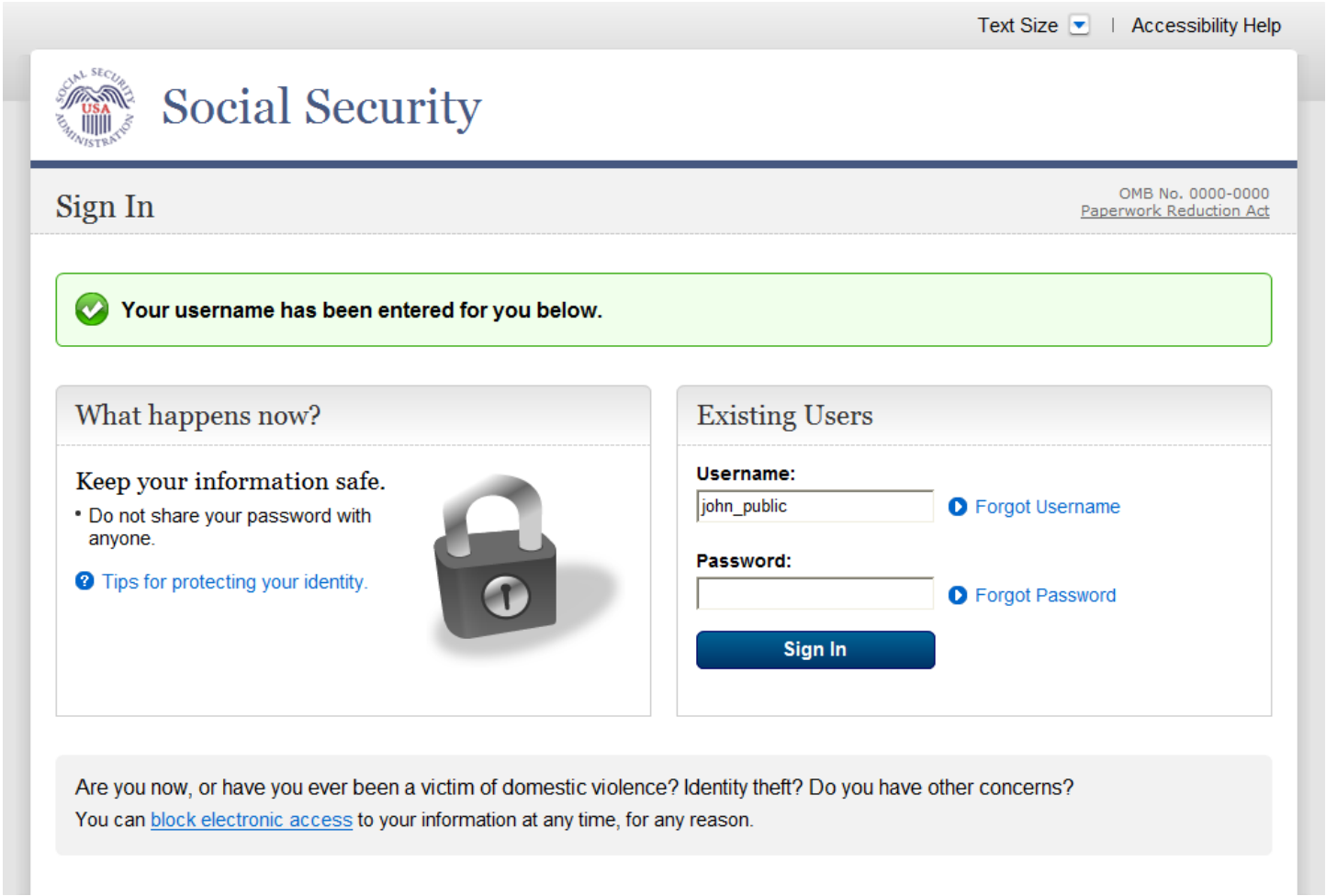
Extra Security Sign In



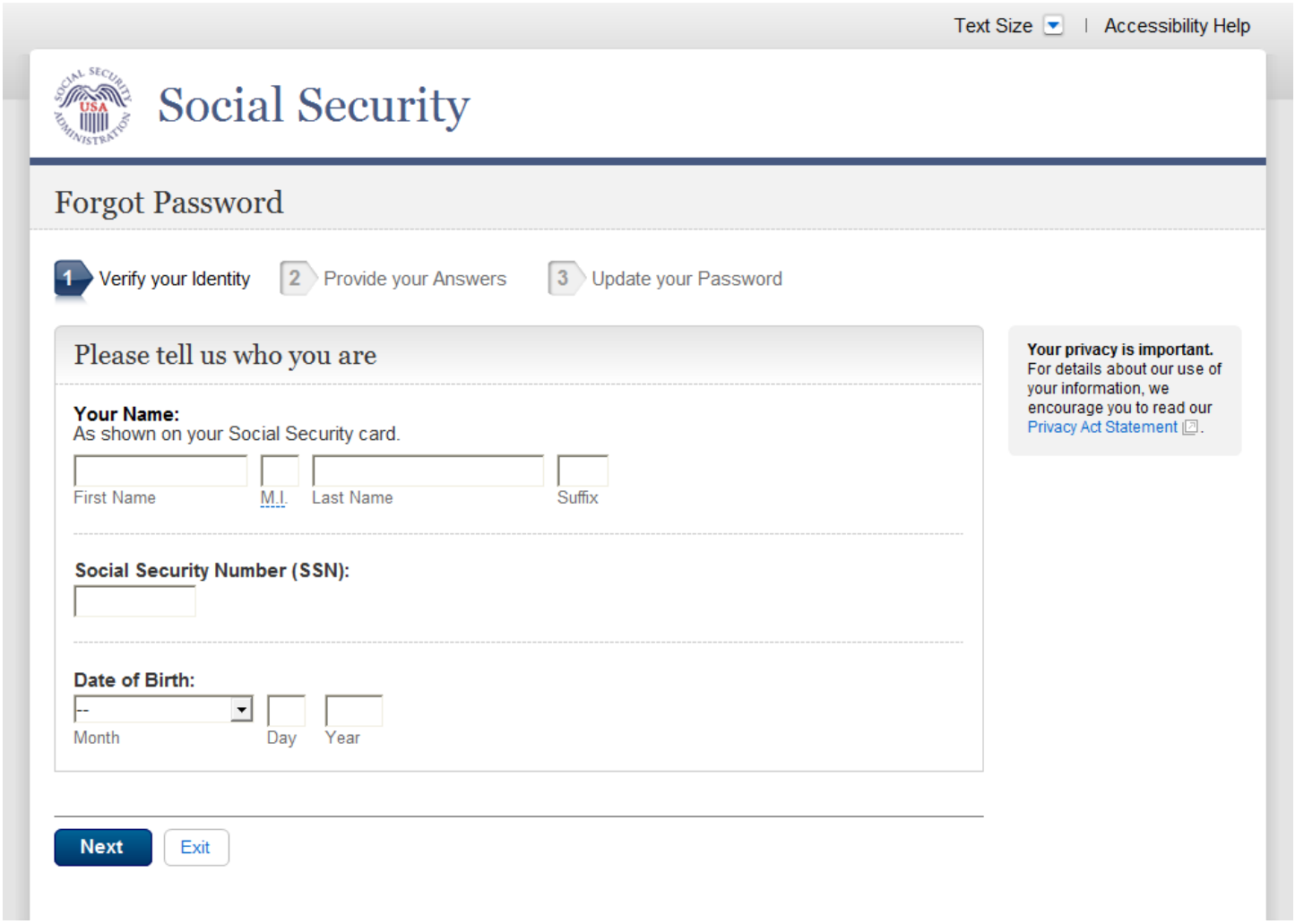
Forgot Username



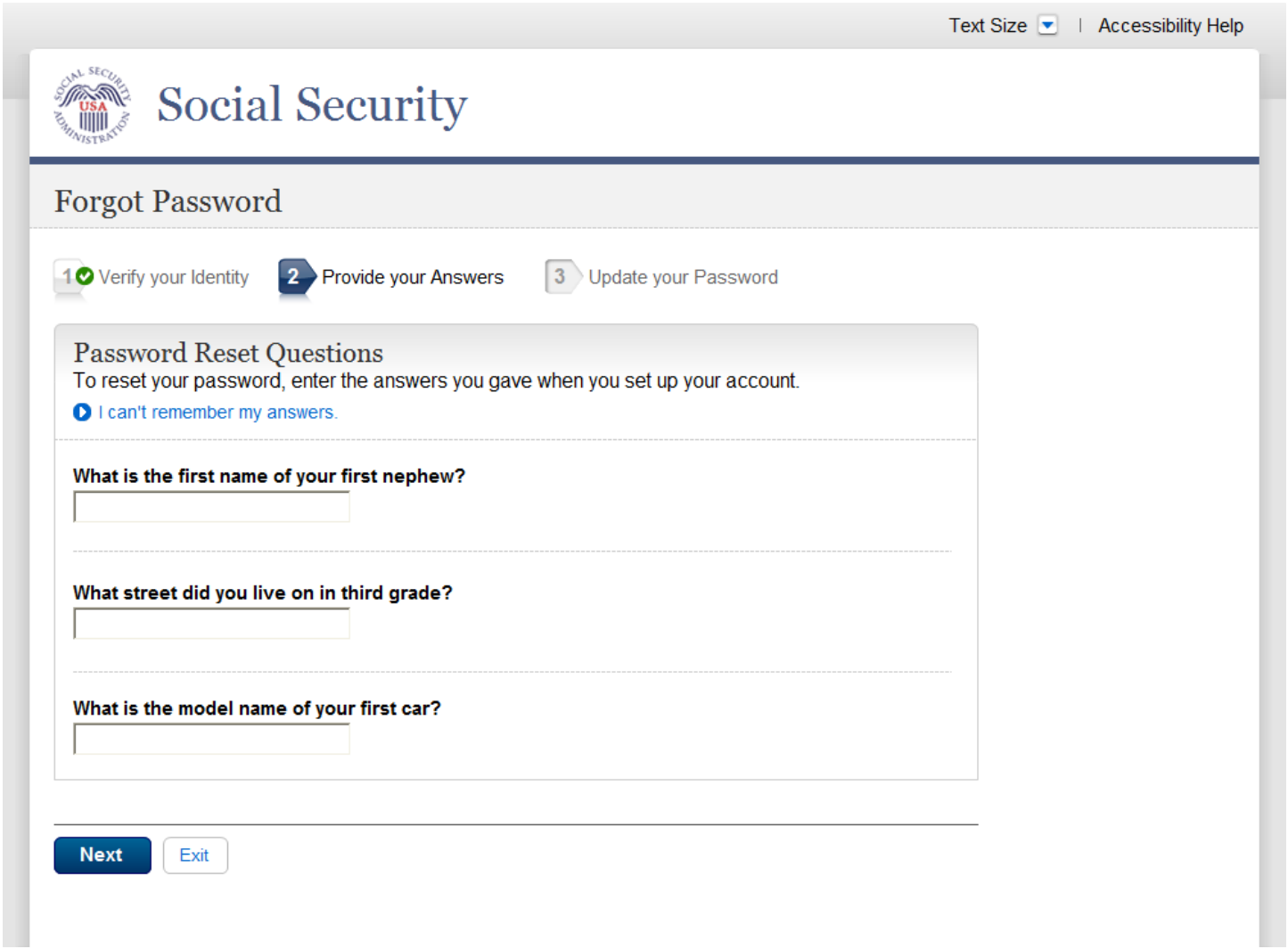
Forgot Username - Confirmation



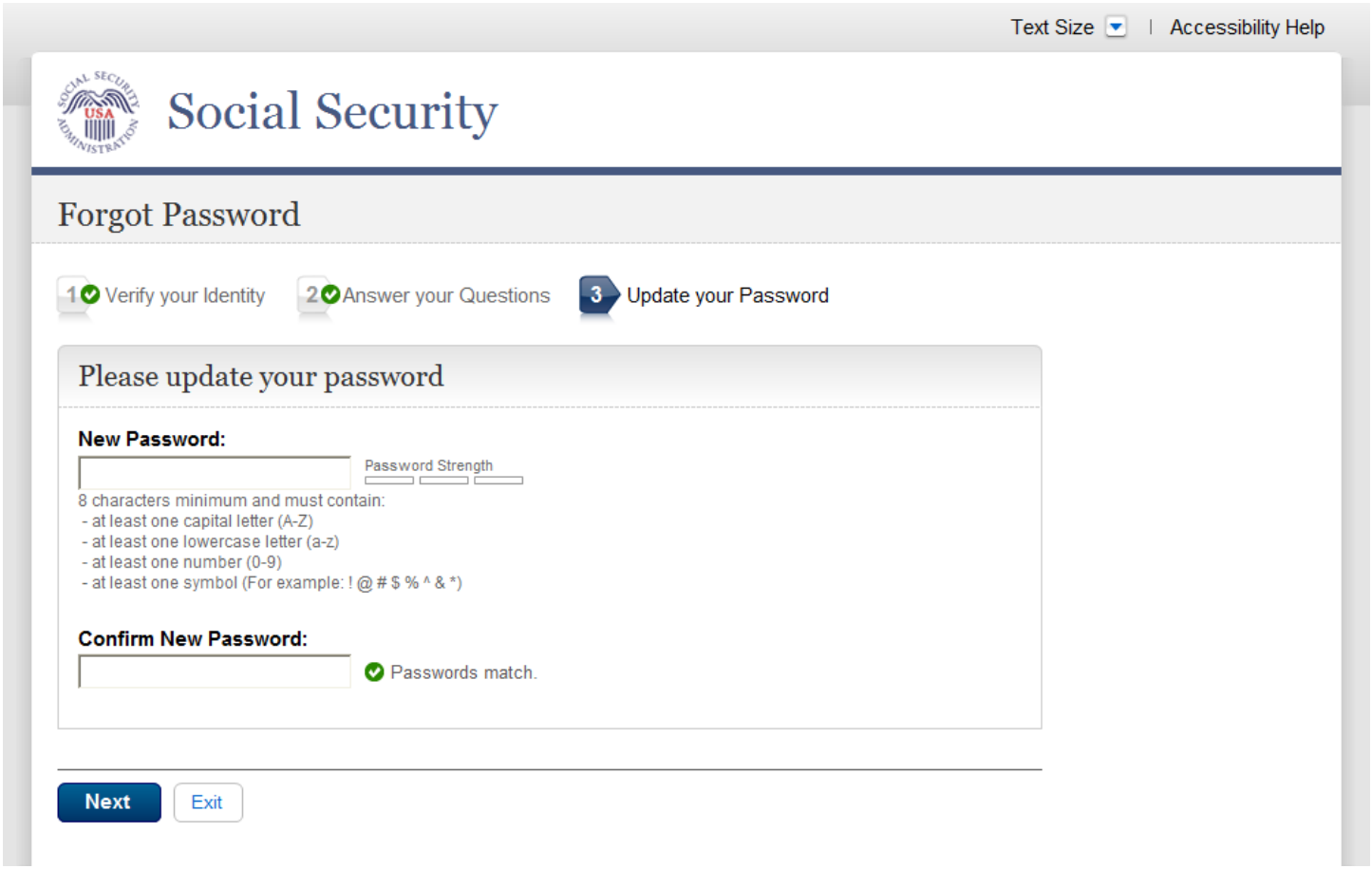
Forgot Password



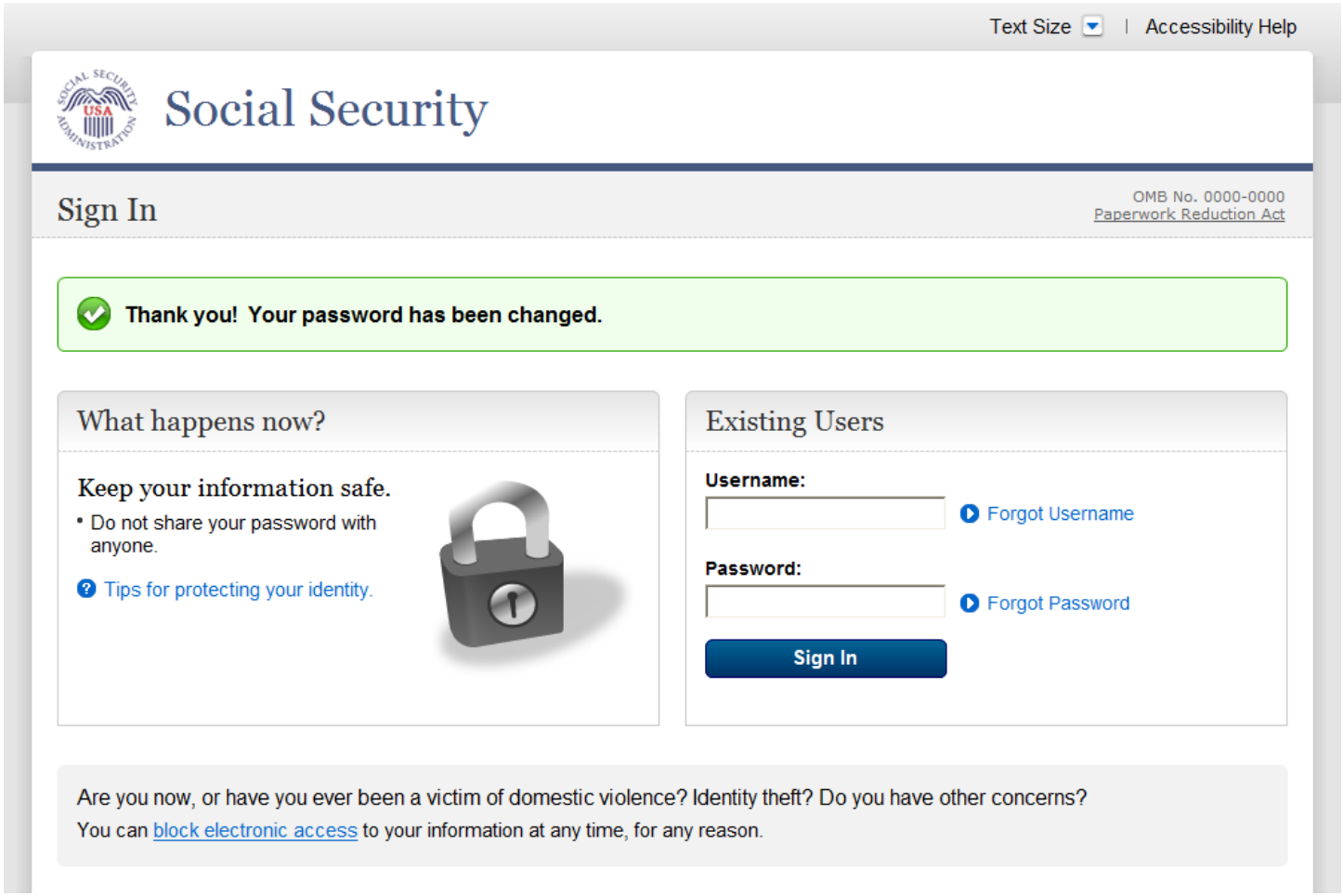
Forgot Password - Provide Answers



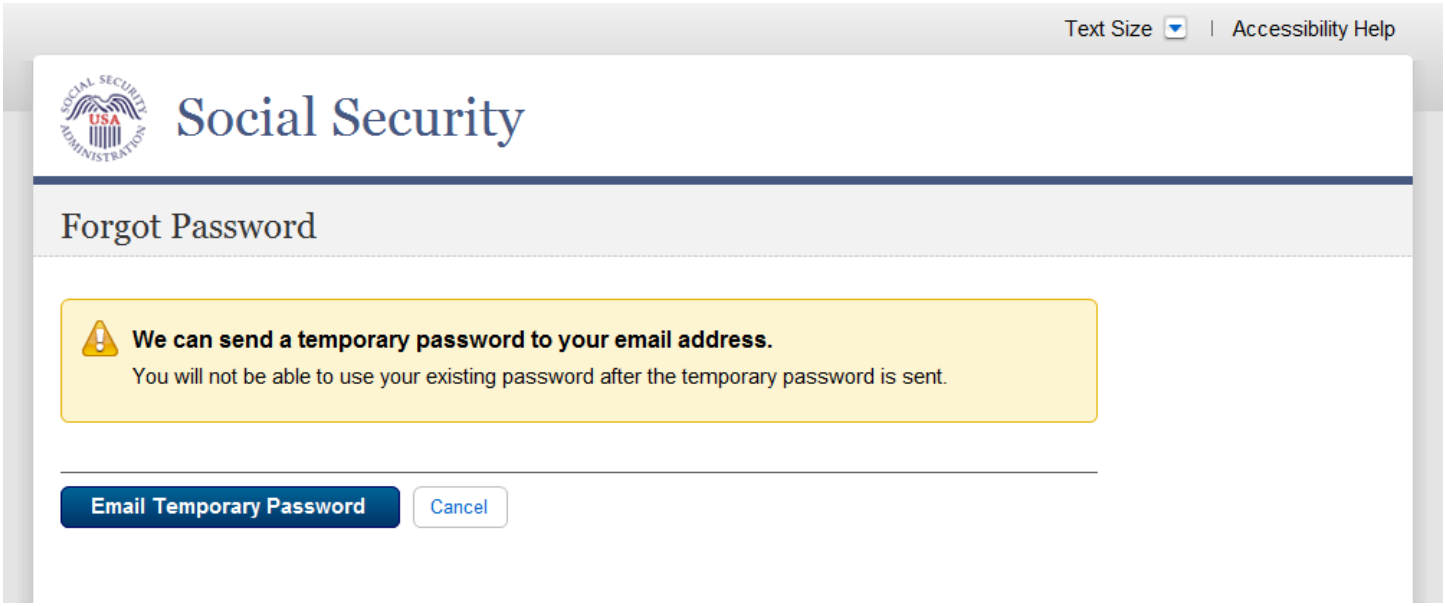
Forgot Password - Update Password



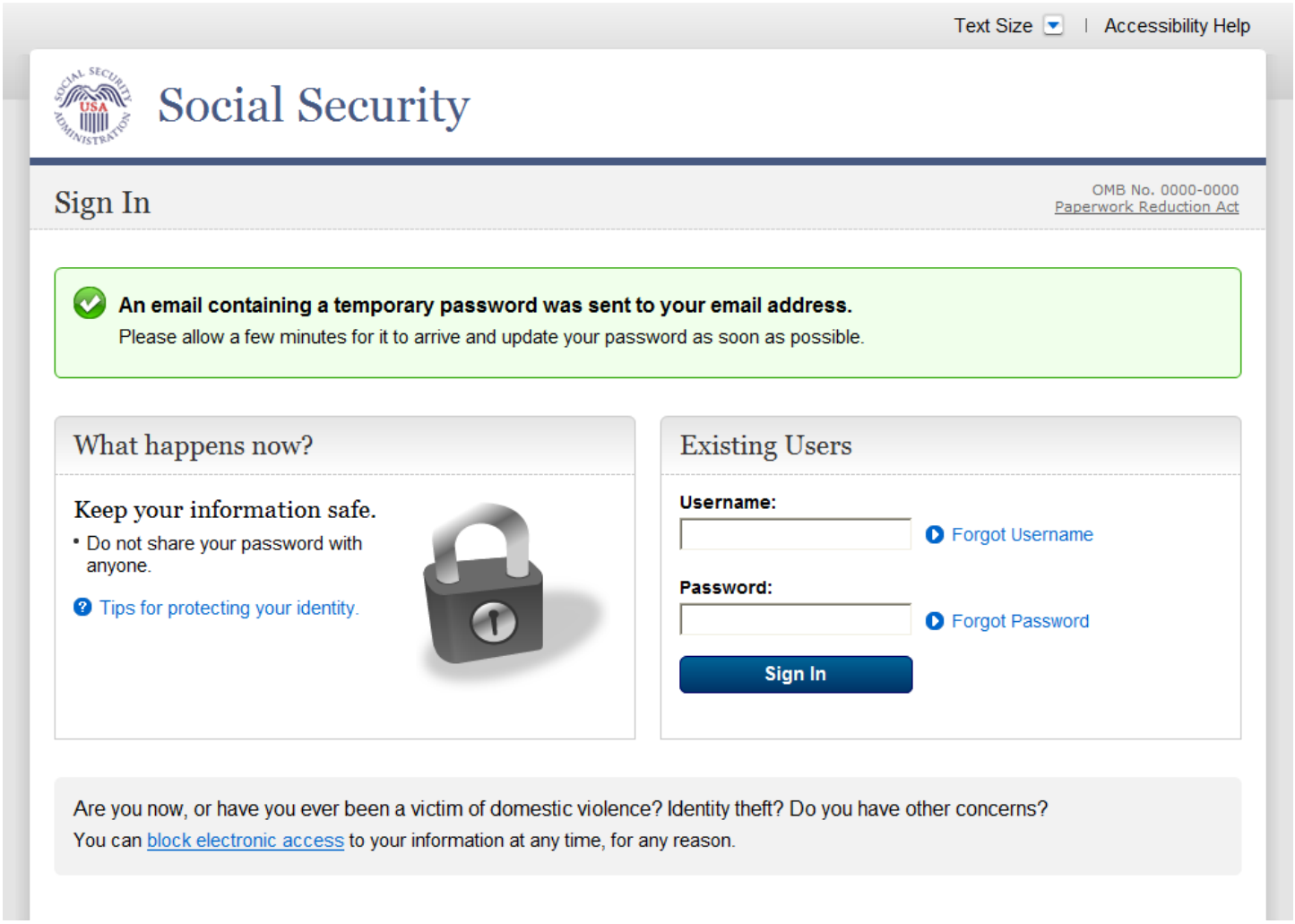
Forgot Password - Confirmation



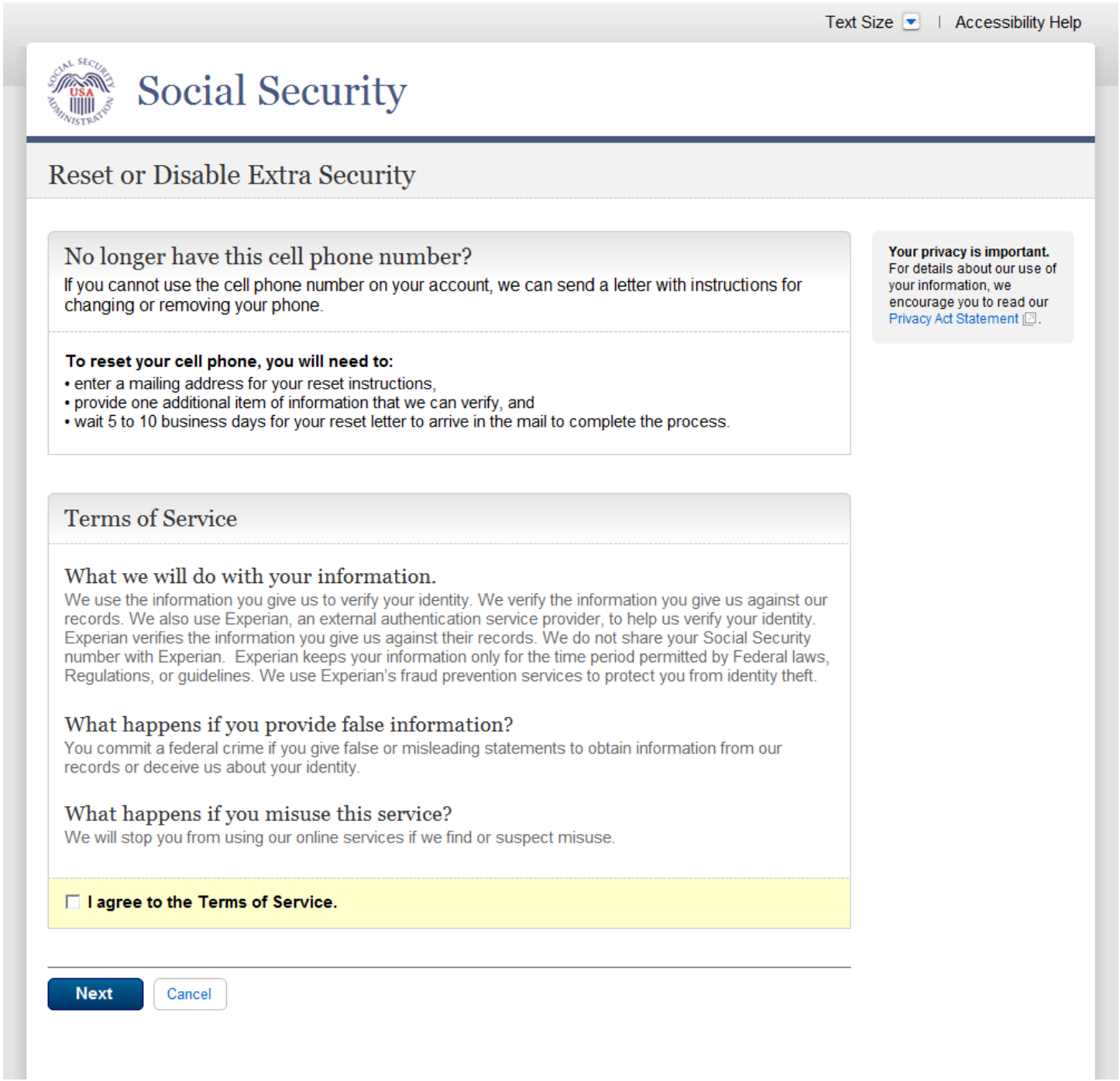
Forgot Password - Email Password



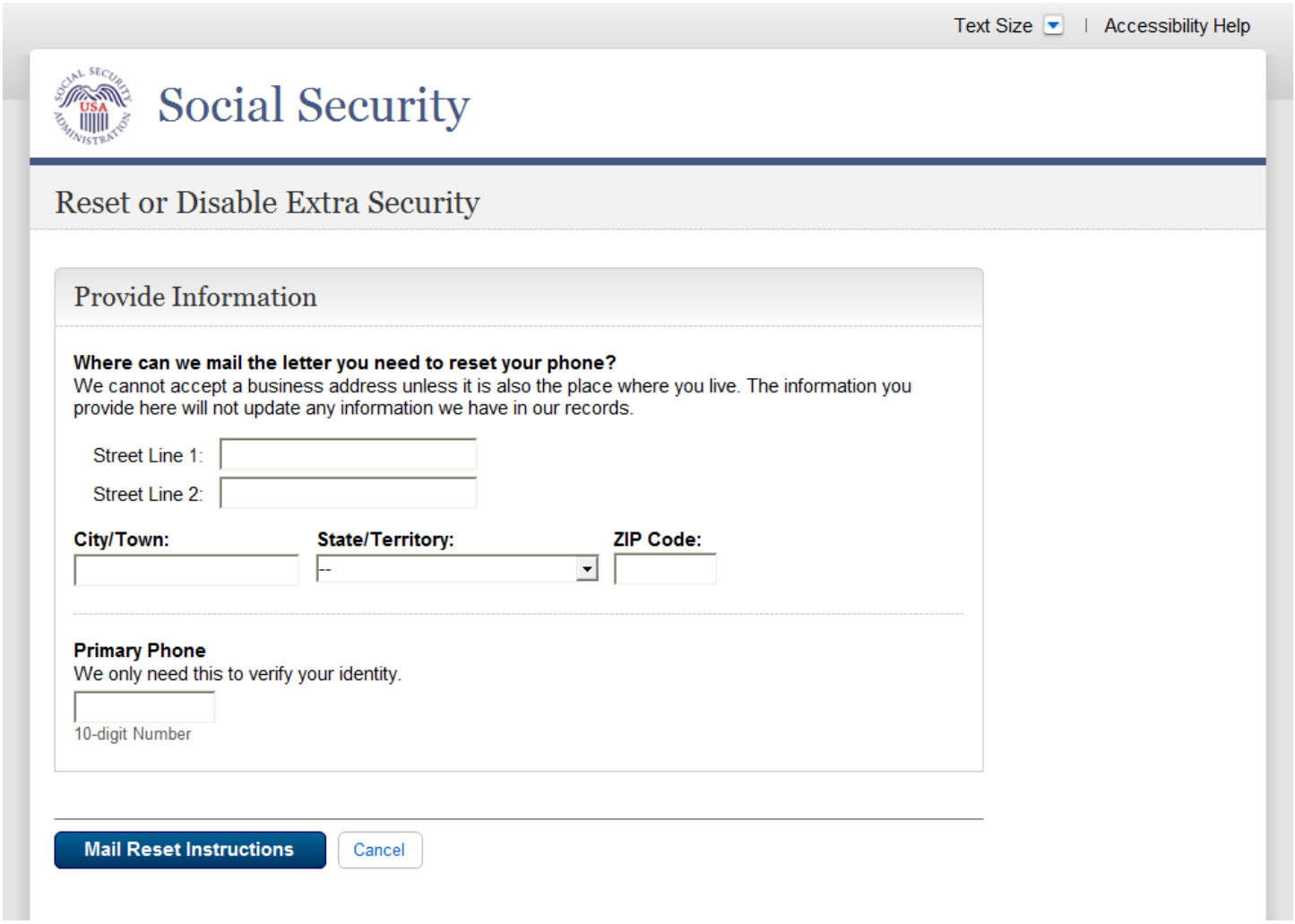
Forgot Password - Password Sent



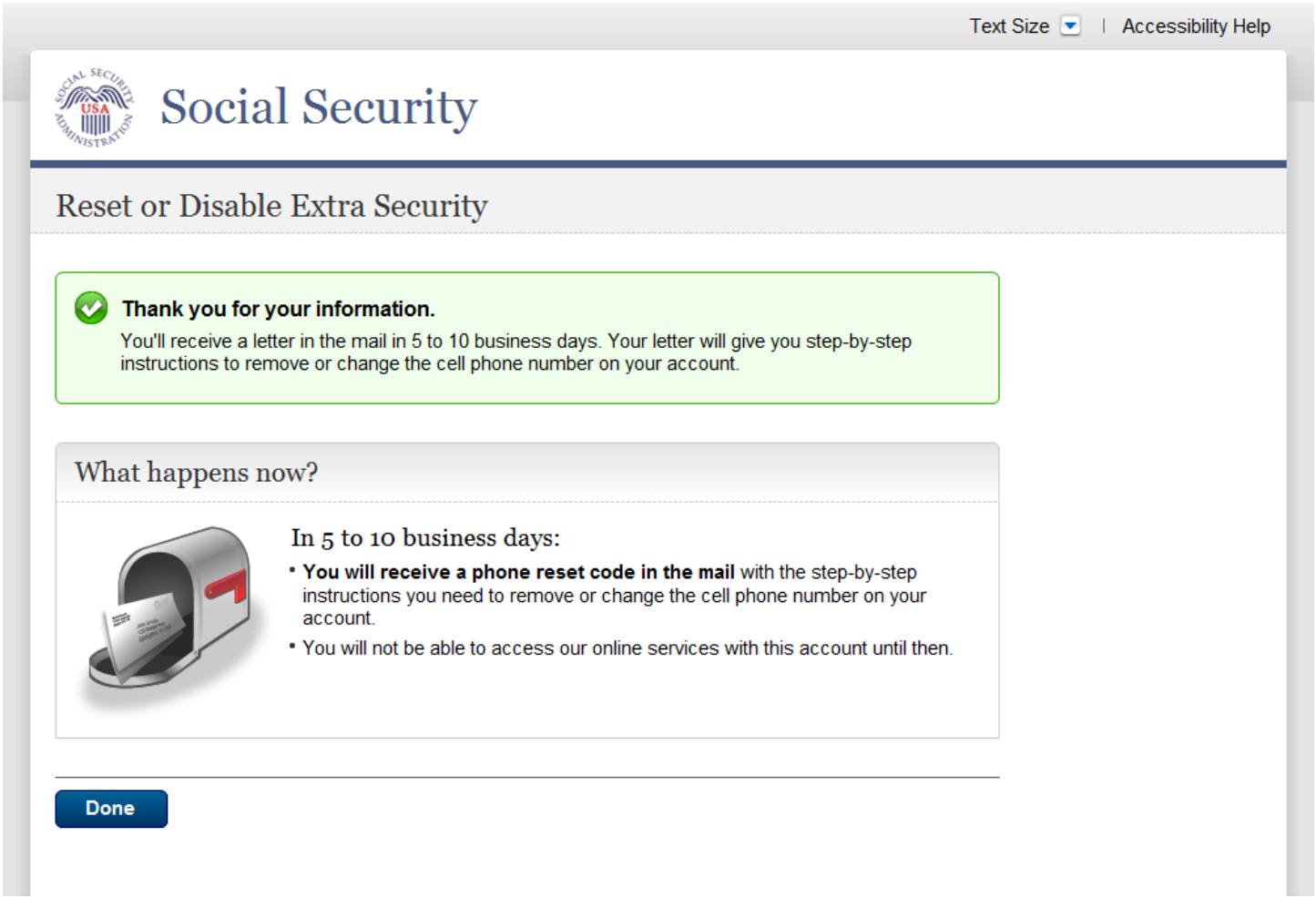
Reset or Disable Extra Security - Request



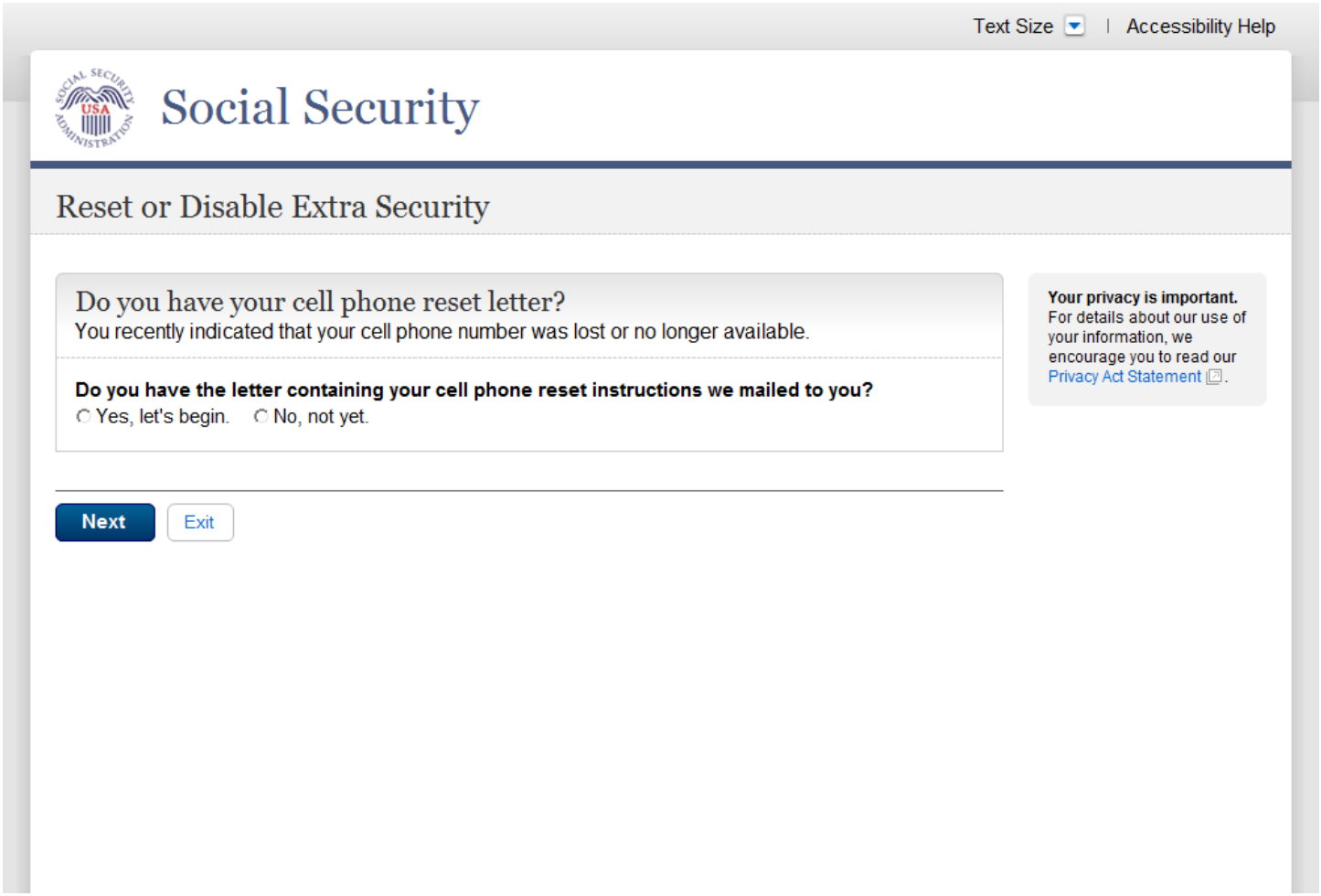
Reset or Disable Extra Security - Provide Info



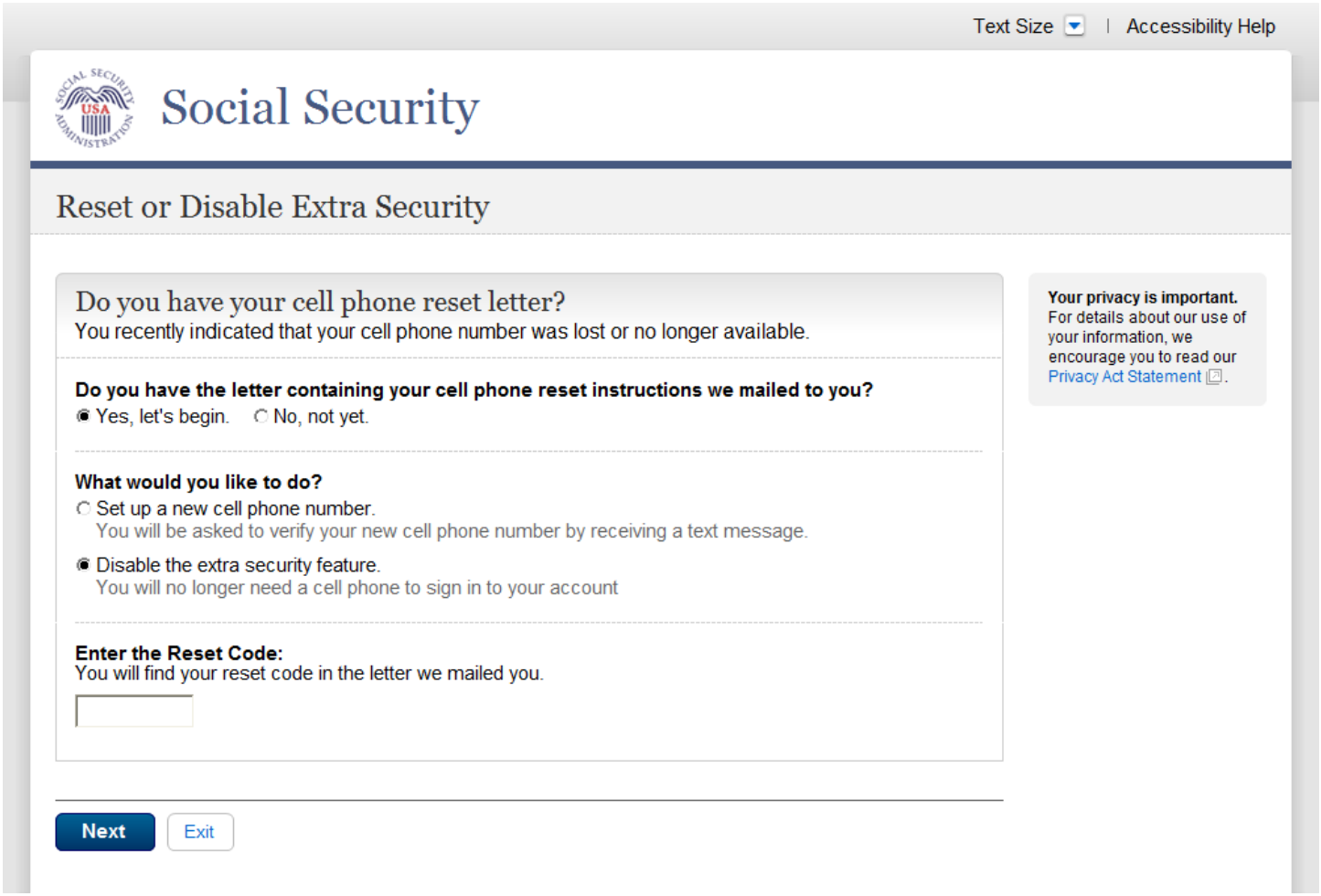
Reset or Disable Extra Security - Mail Confirmation



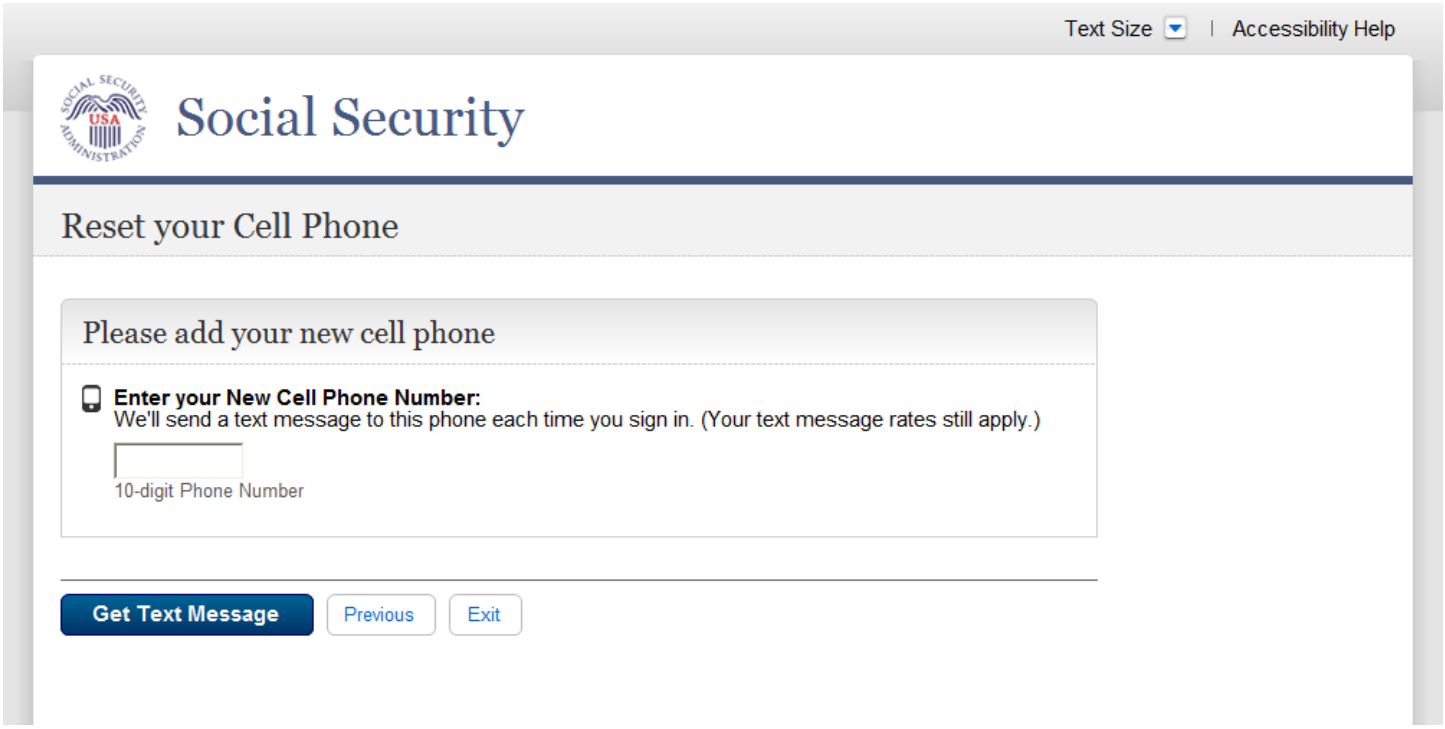
Reset or Disable Extra Security



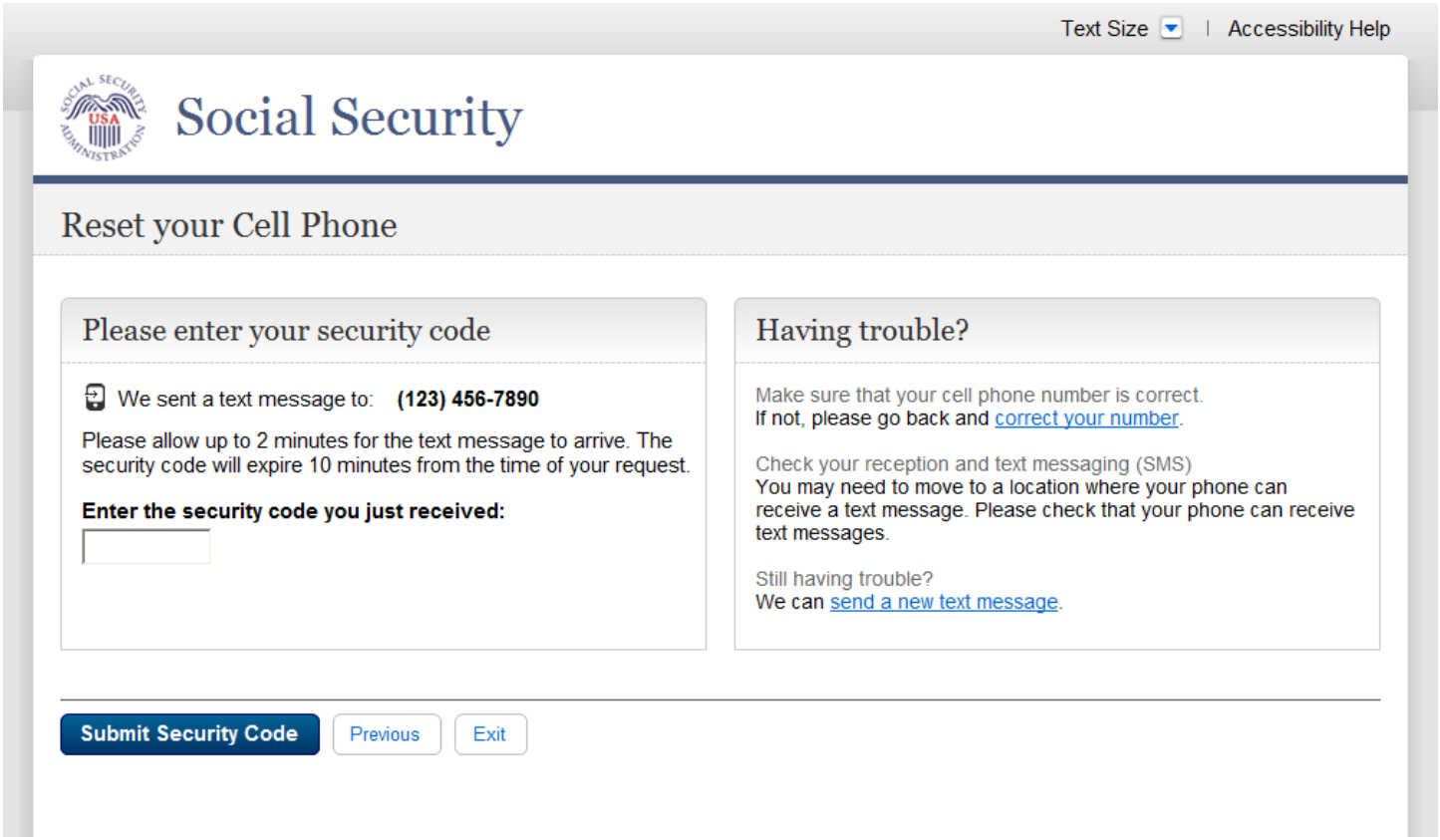
Reset or Disable Extra Security (Expanded)



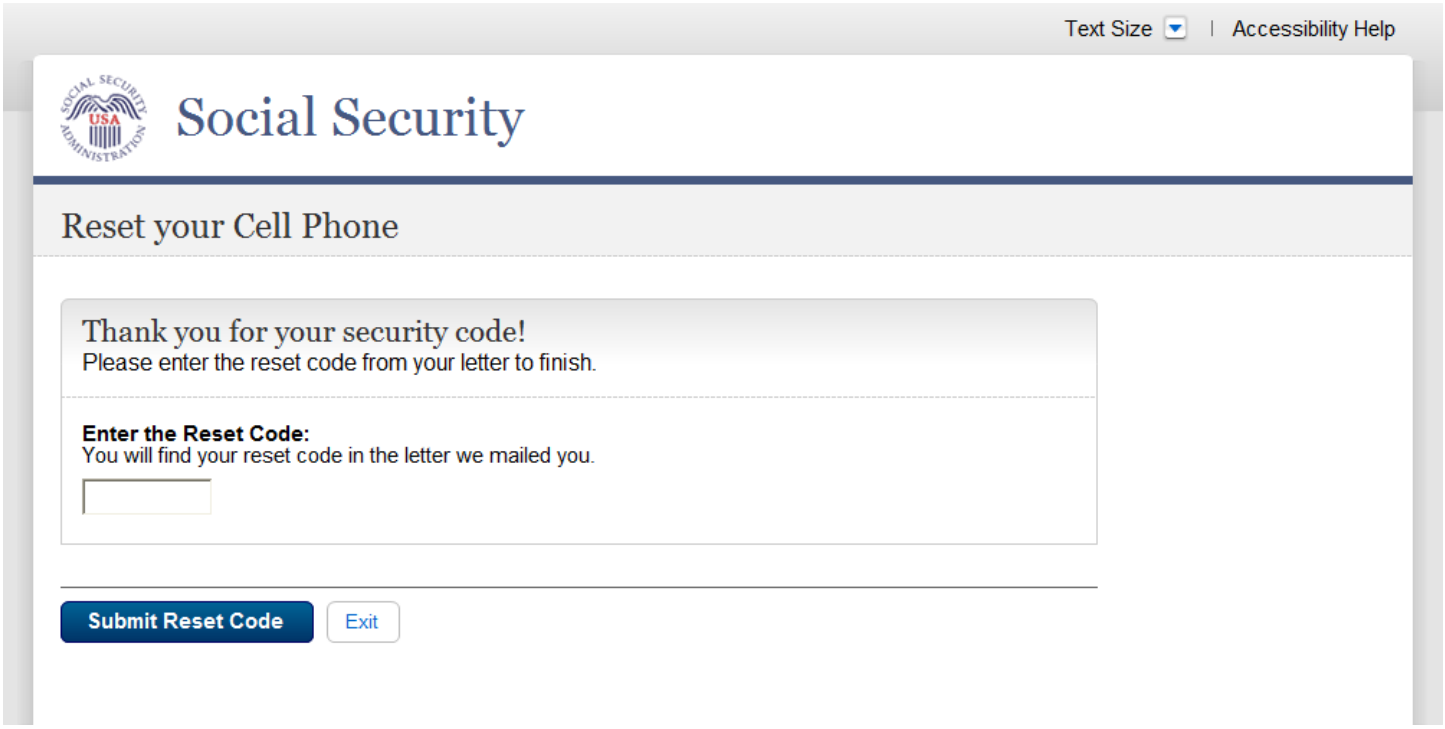
Reset Cell Phone - Add New Phone



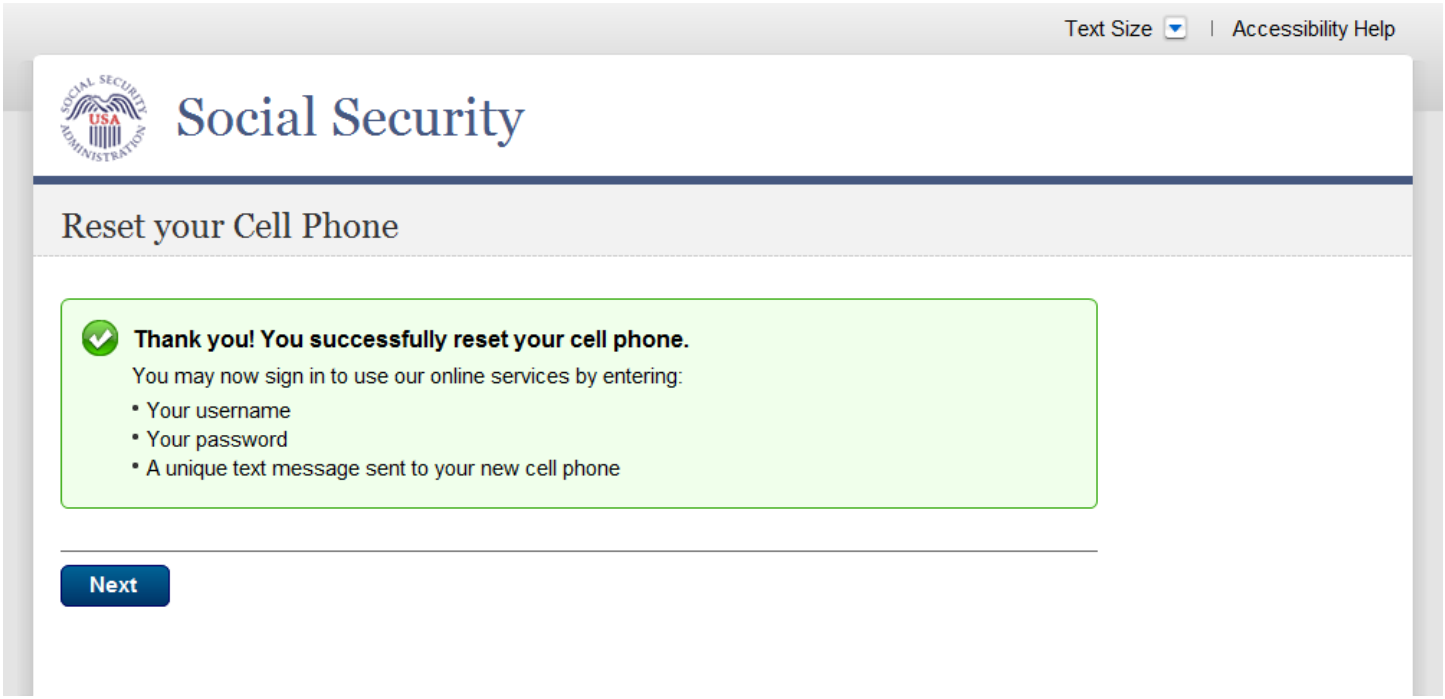
Reset Cell Phone - Enter Security Code



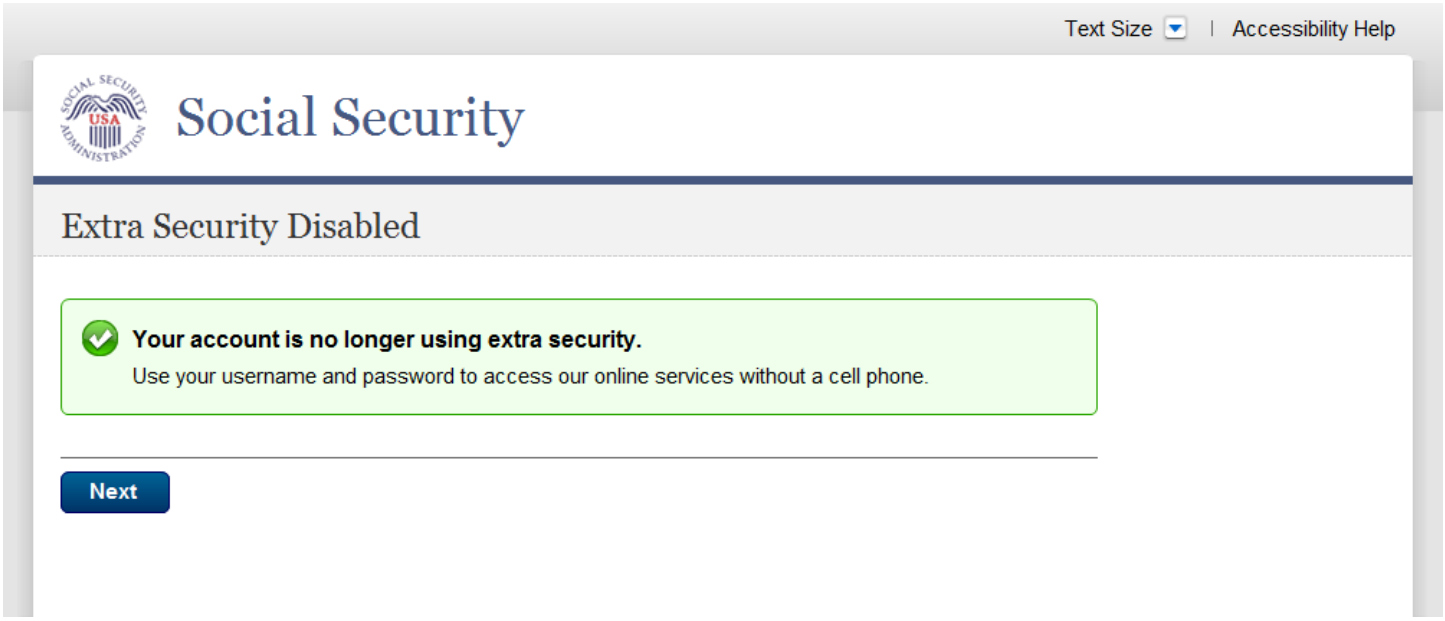
Reset Cell Phone - Enter Reset Code



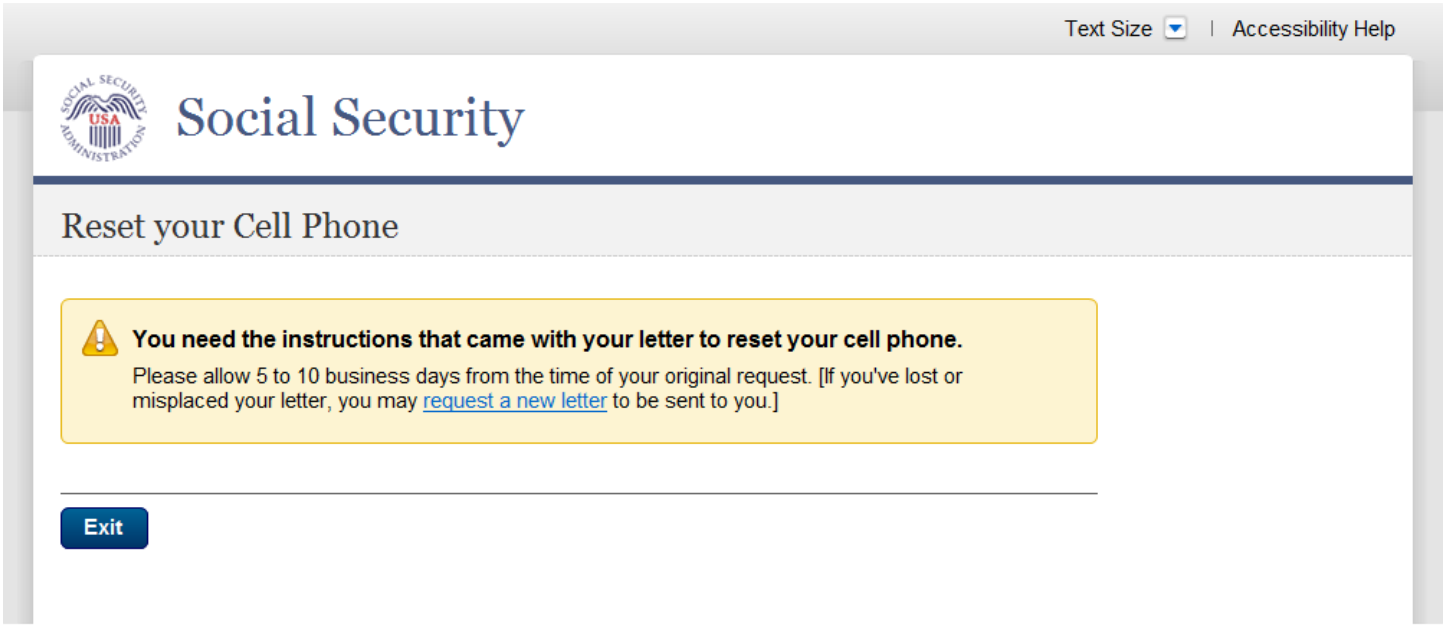
Reset Cell Phone - Confirmation



Disable Extra Security - Confirmation

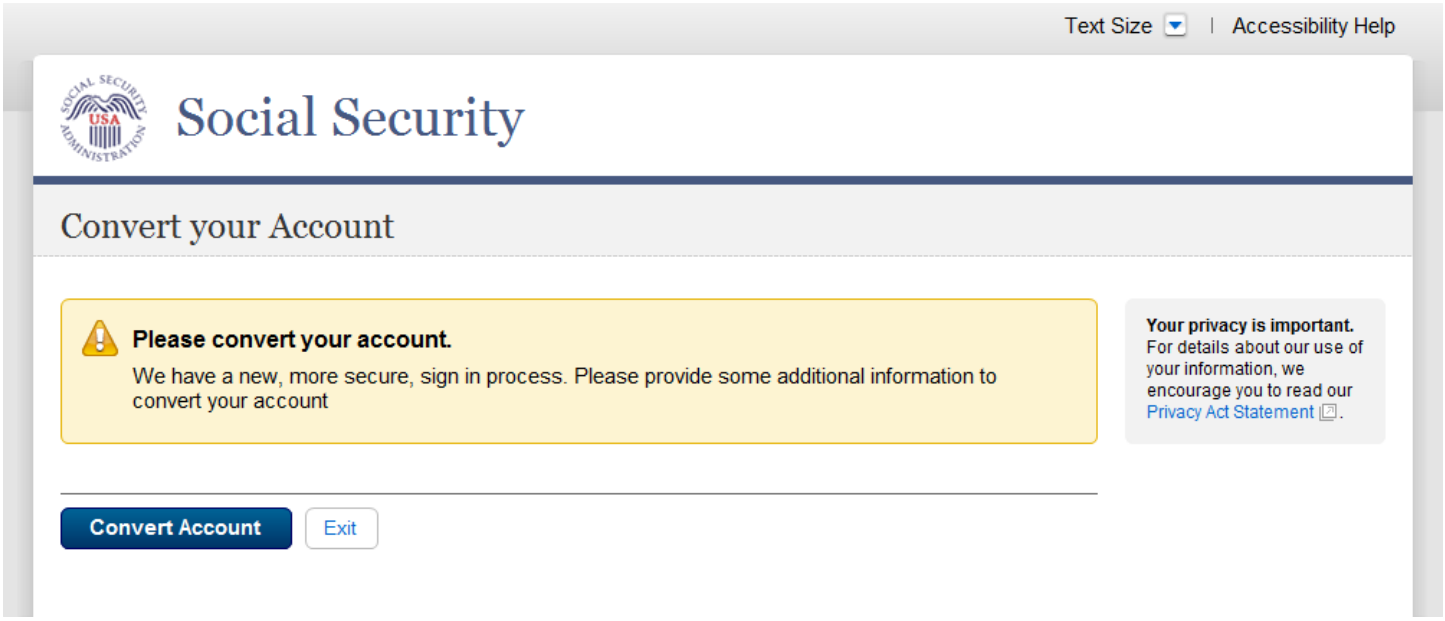


Reset or Disable Extra Security - No Letter

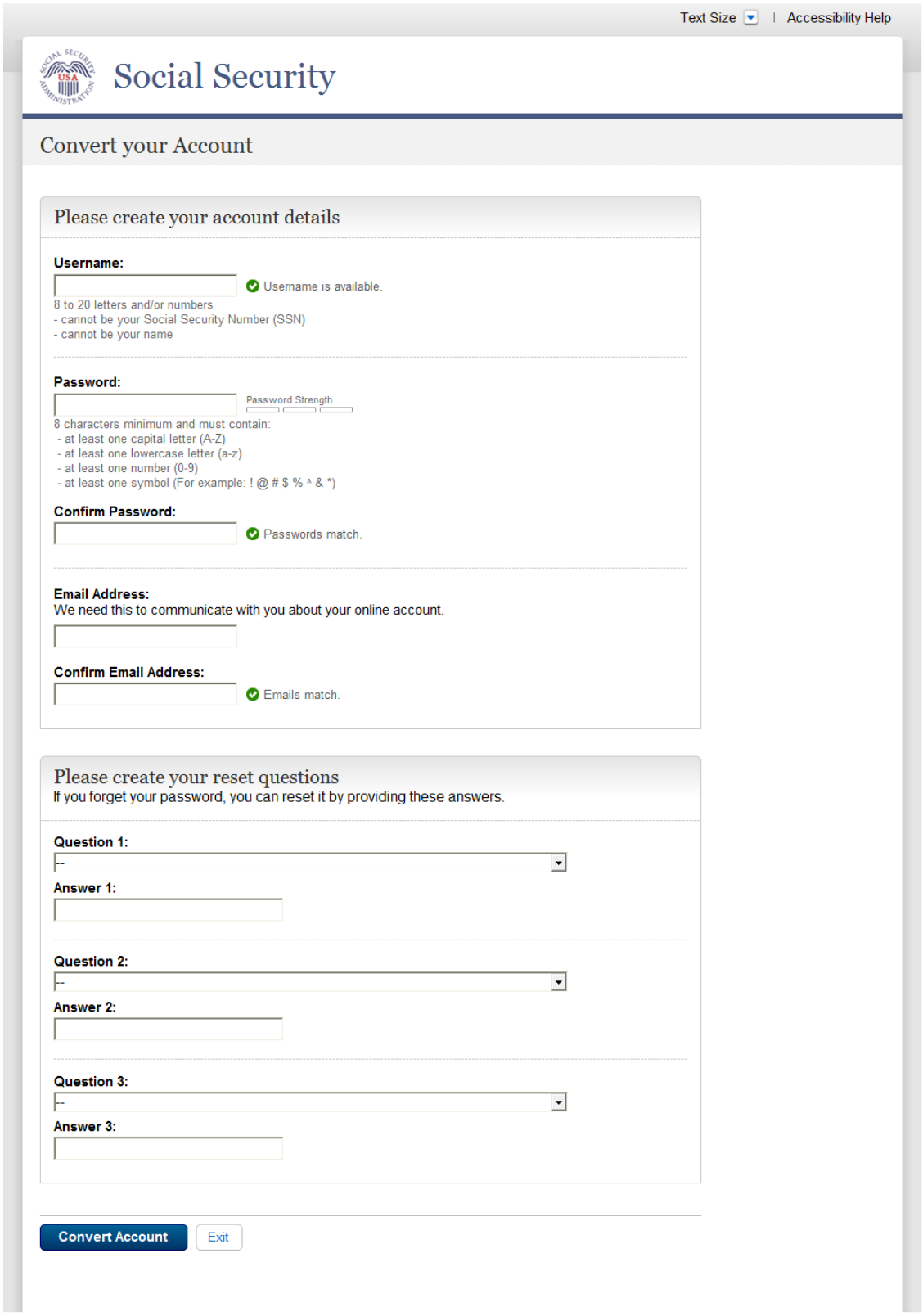


[...] Denotes dynamic text per business rules.

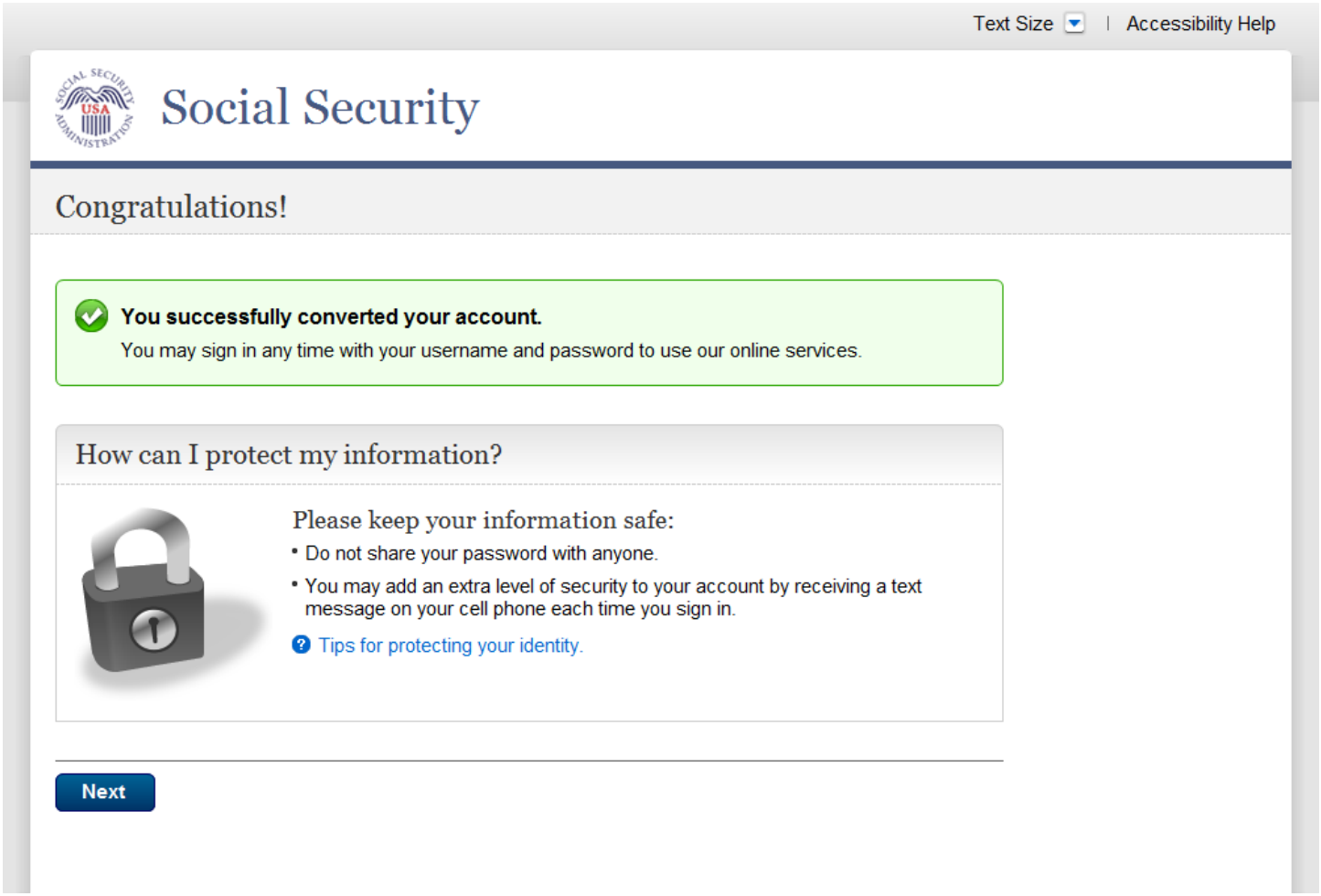
Convert Account



Convert Account - Details

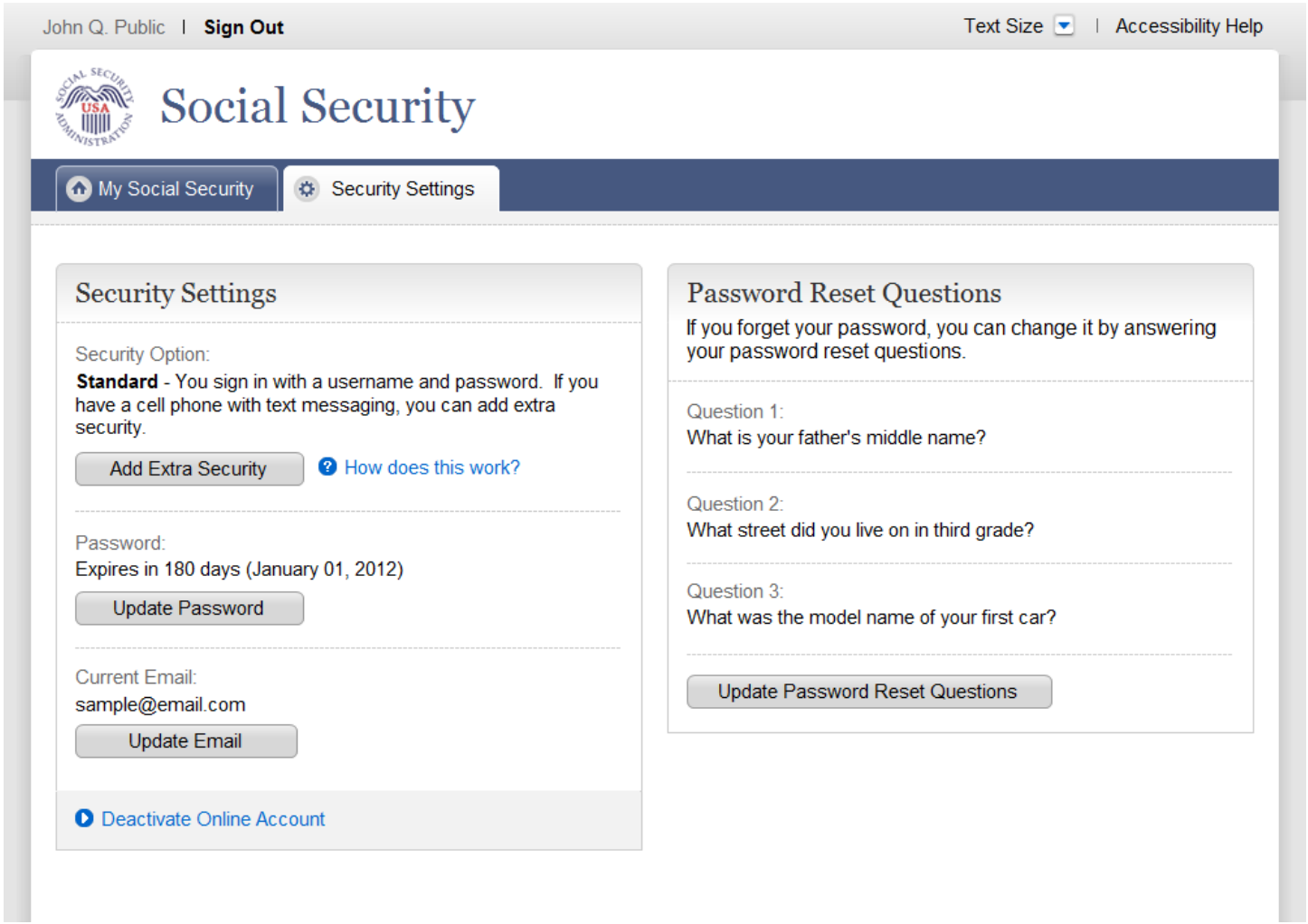


Convert Account - Confirmation

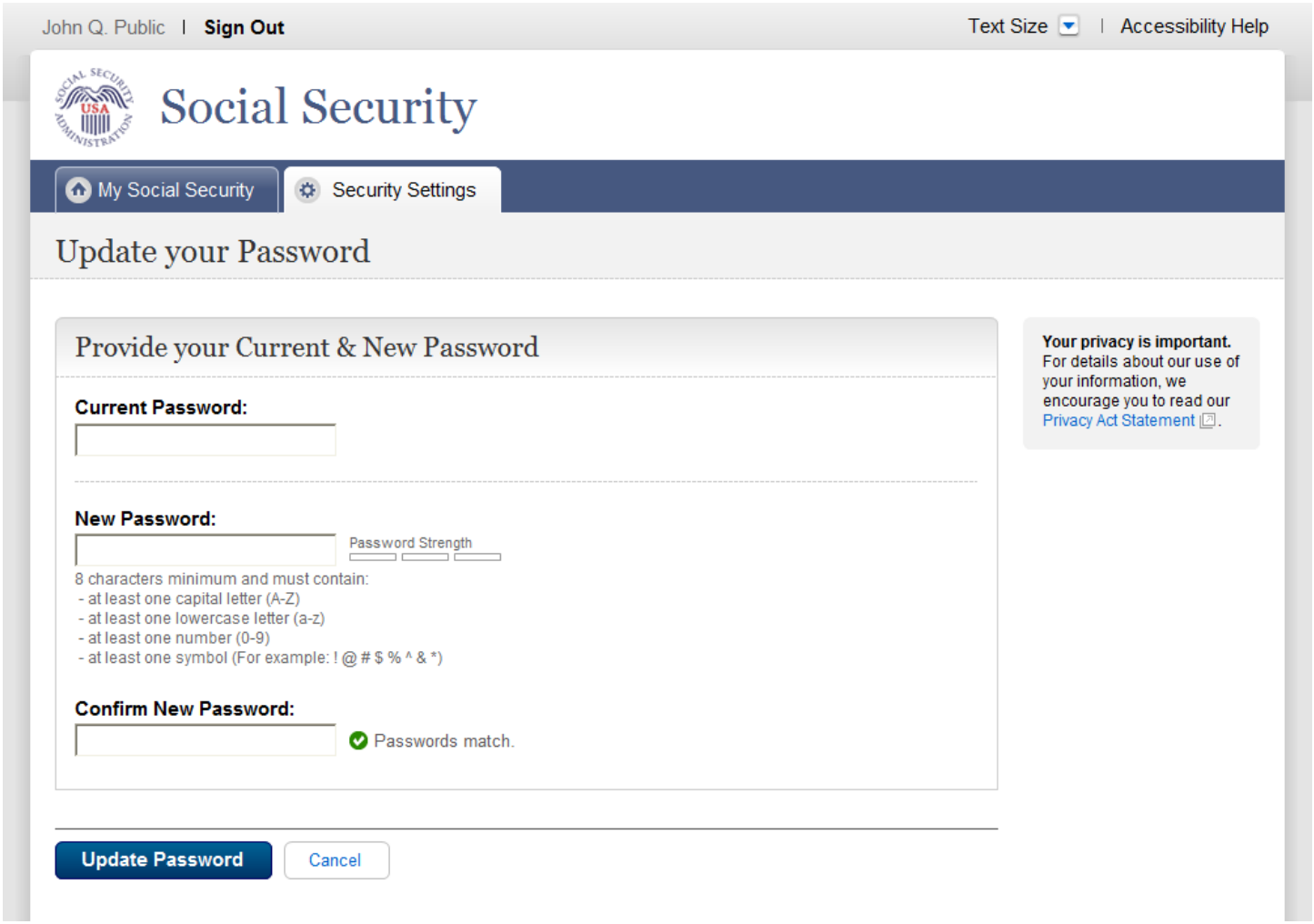


John Q. Public | Sign Out
Text Size | Accessibility Help
Social Security
My Social Security
Security Settings

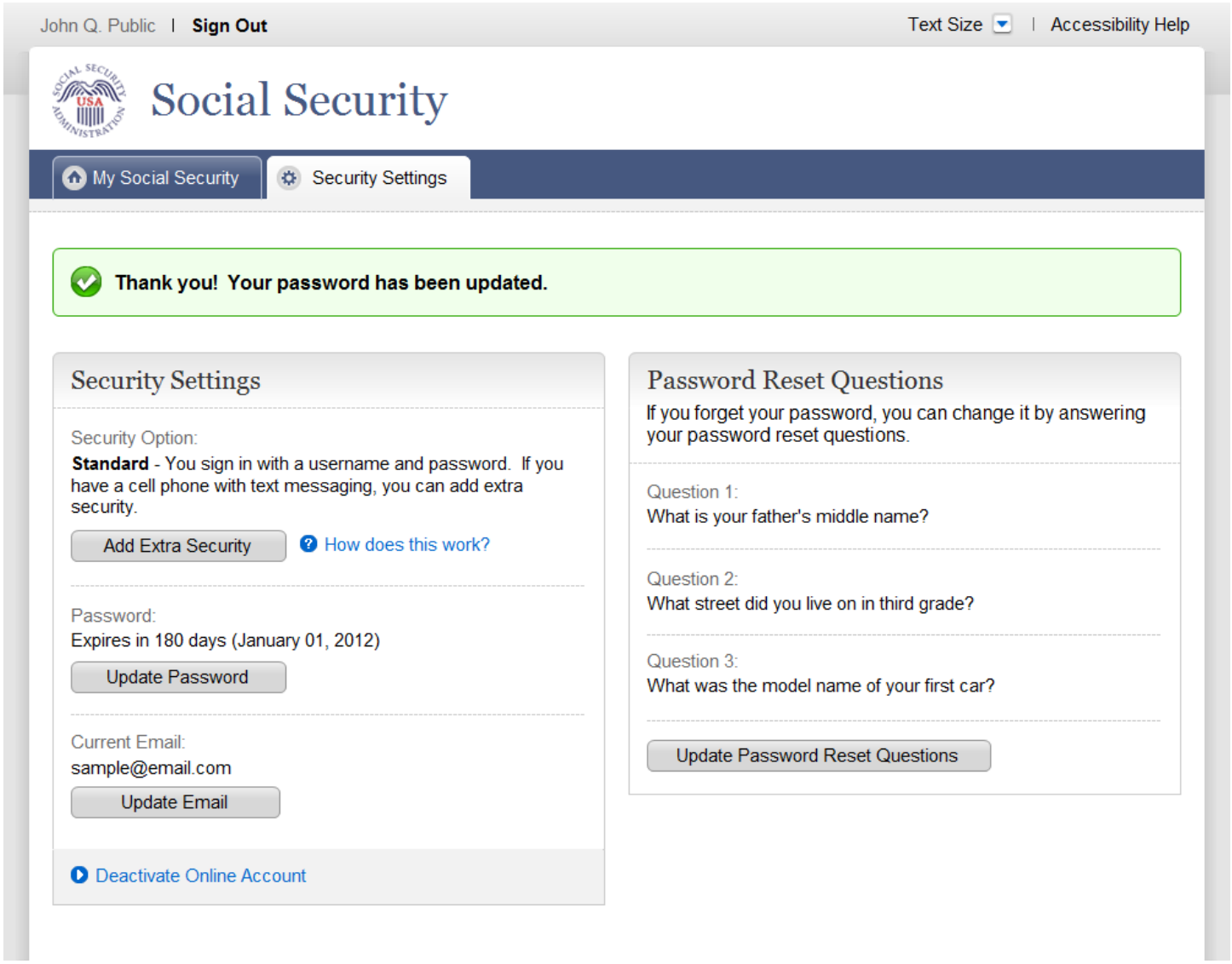
Account Settings - Standard



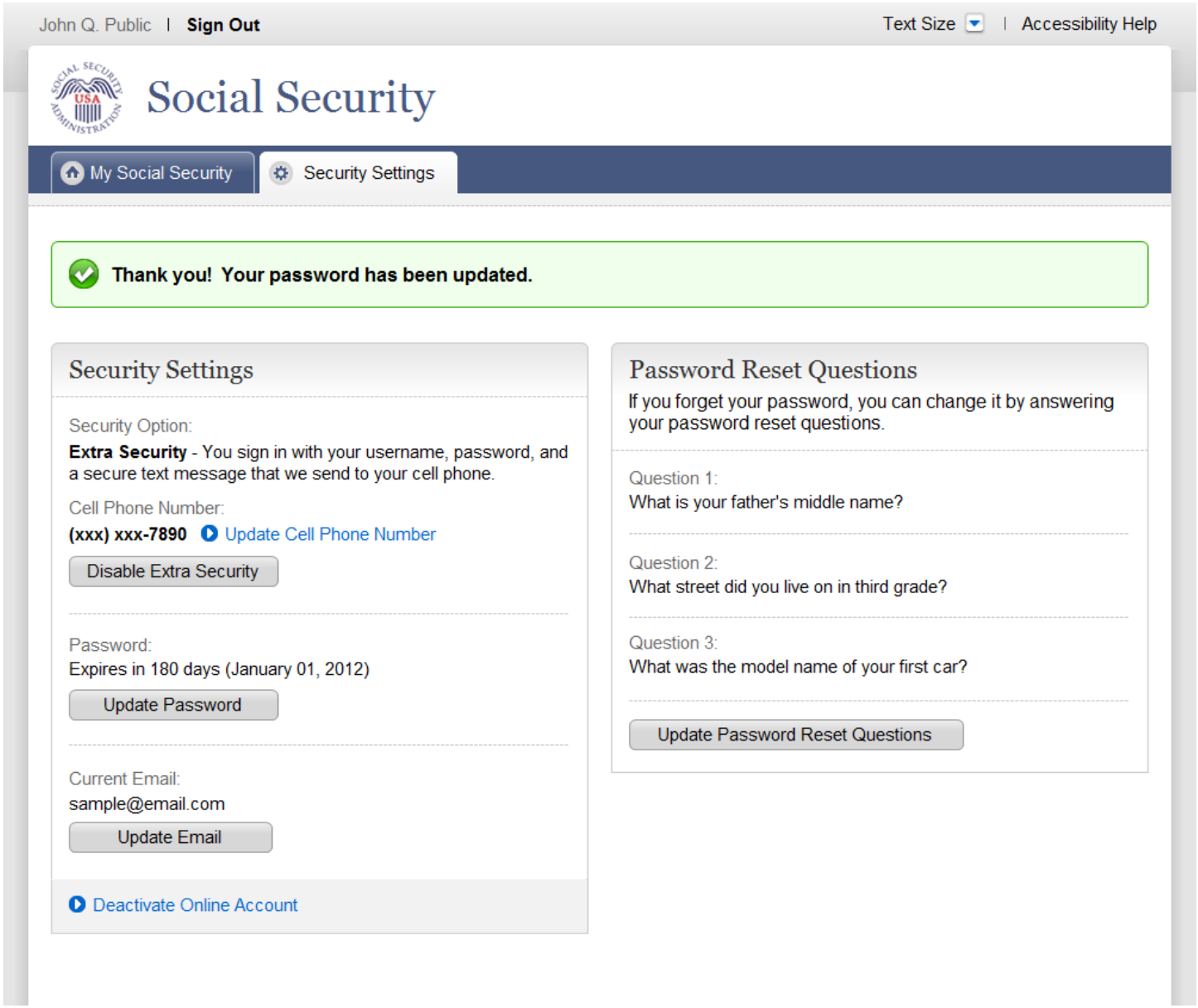
Update Password



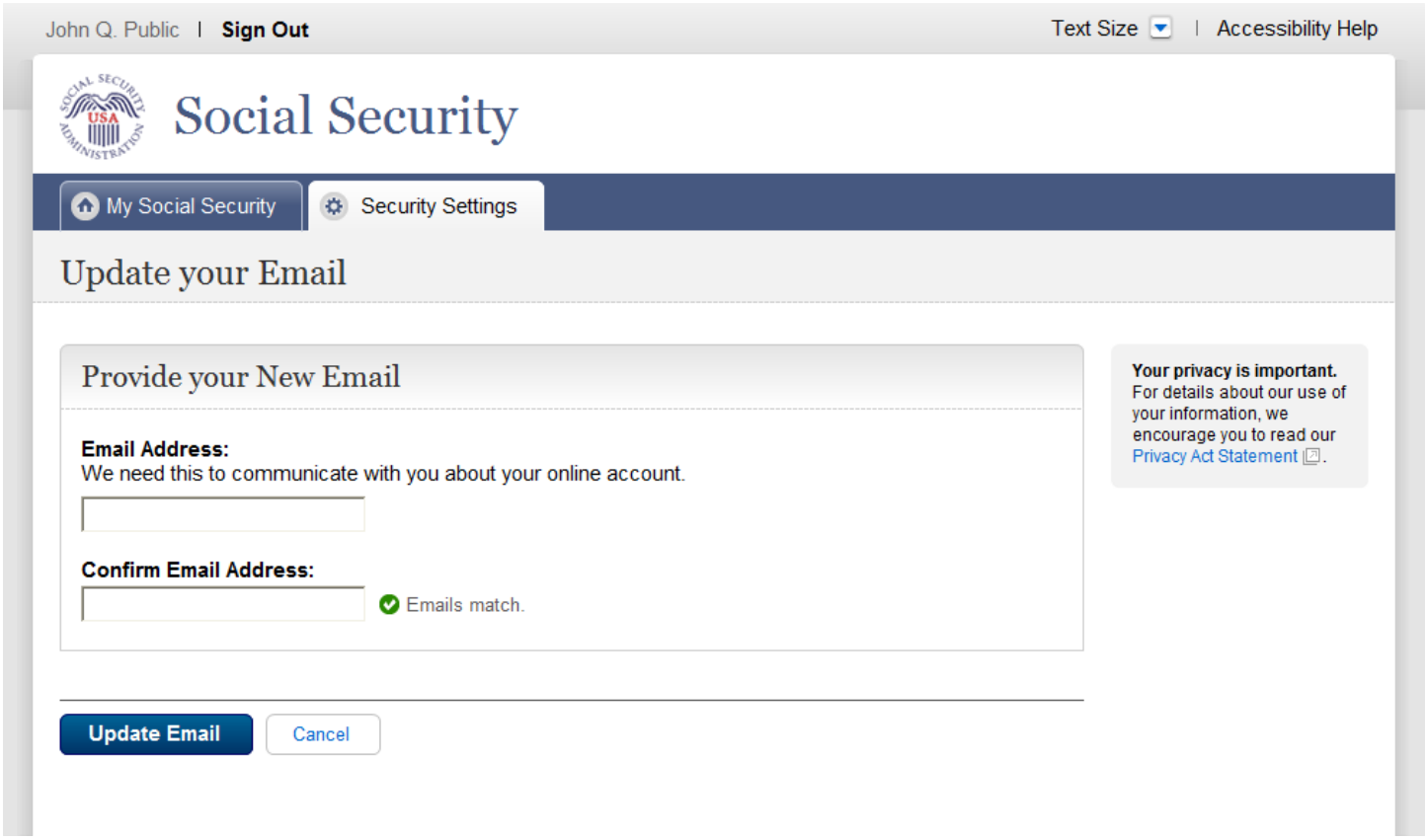
Update Password - Confirmation (Standard)



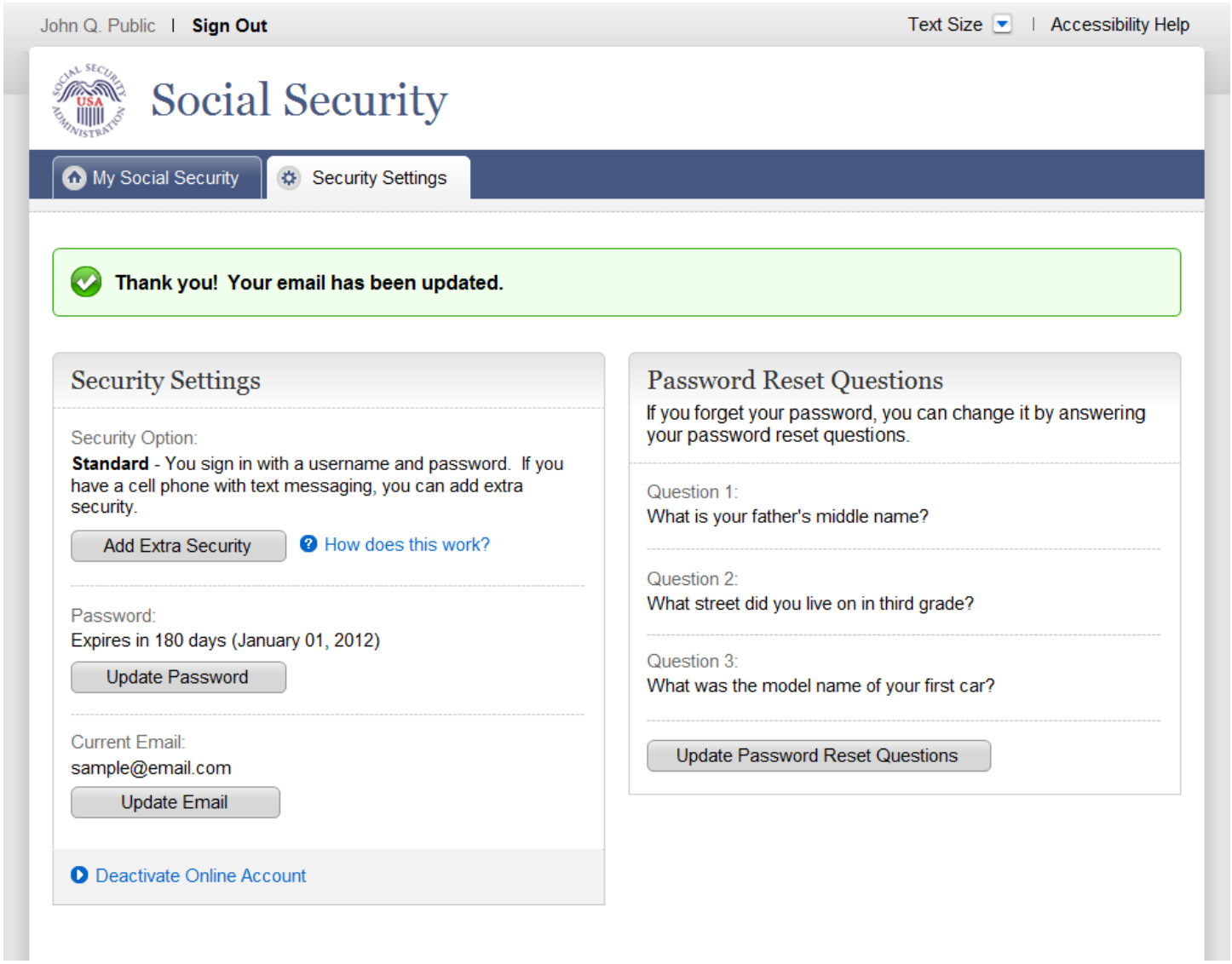
Update Password - Confirmation (Enhanced)



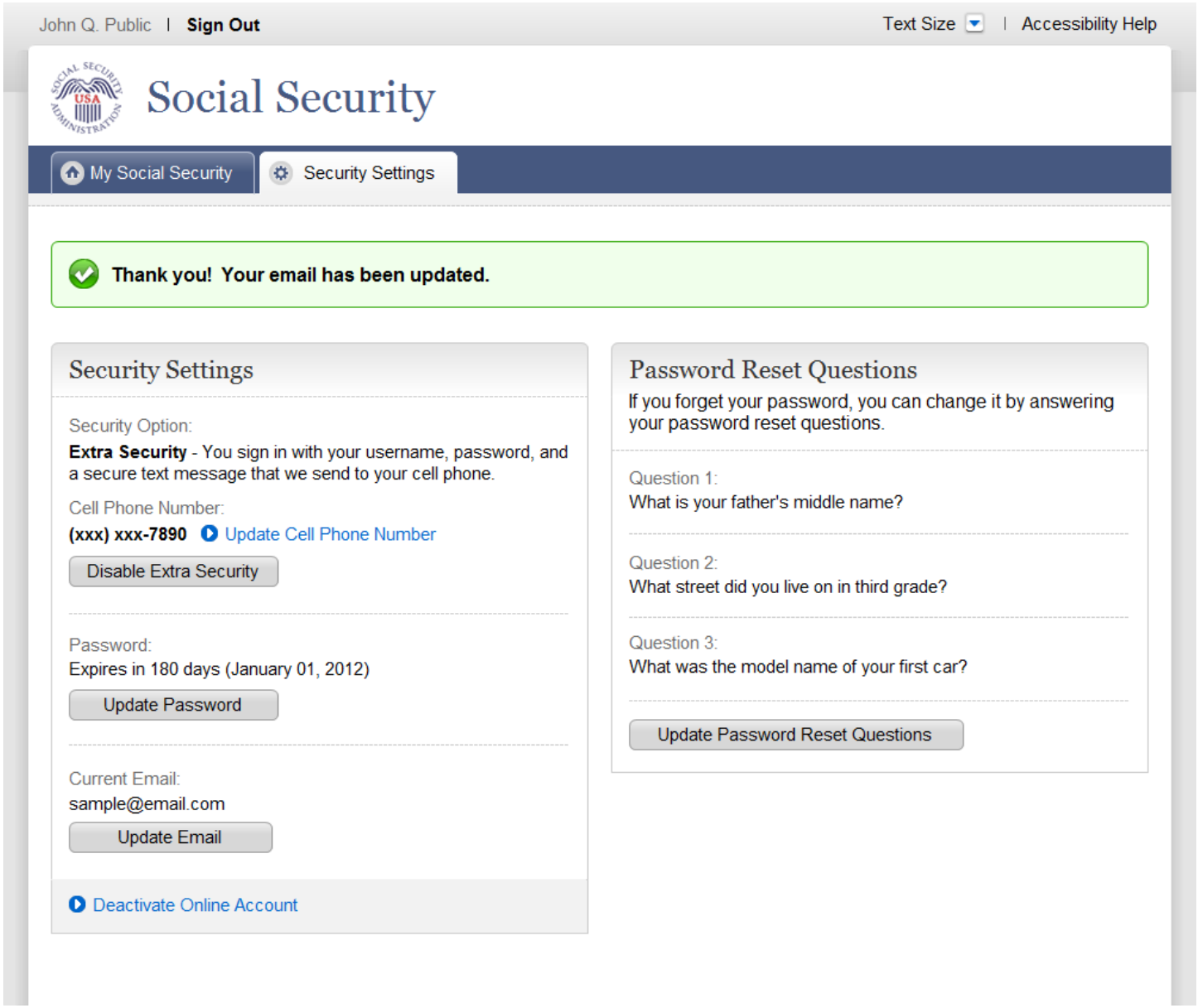
Update Email



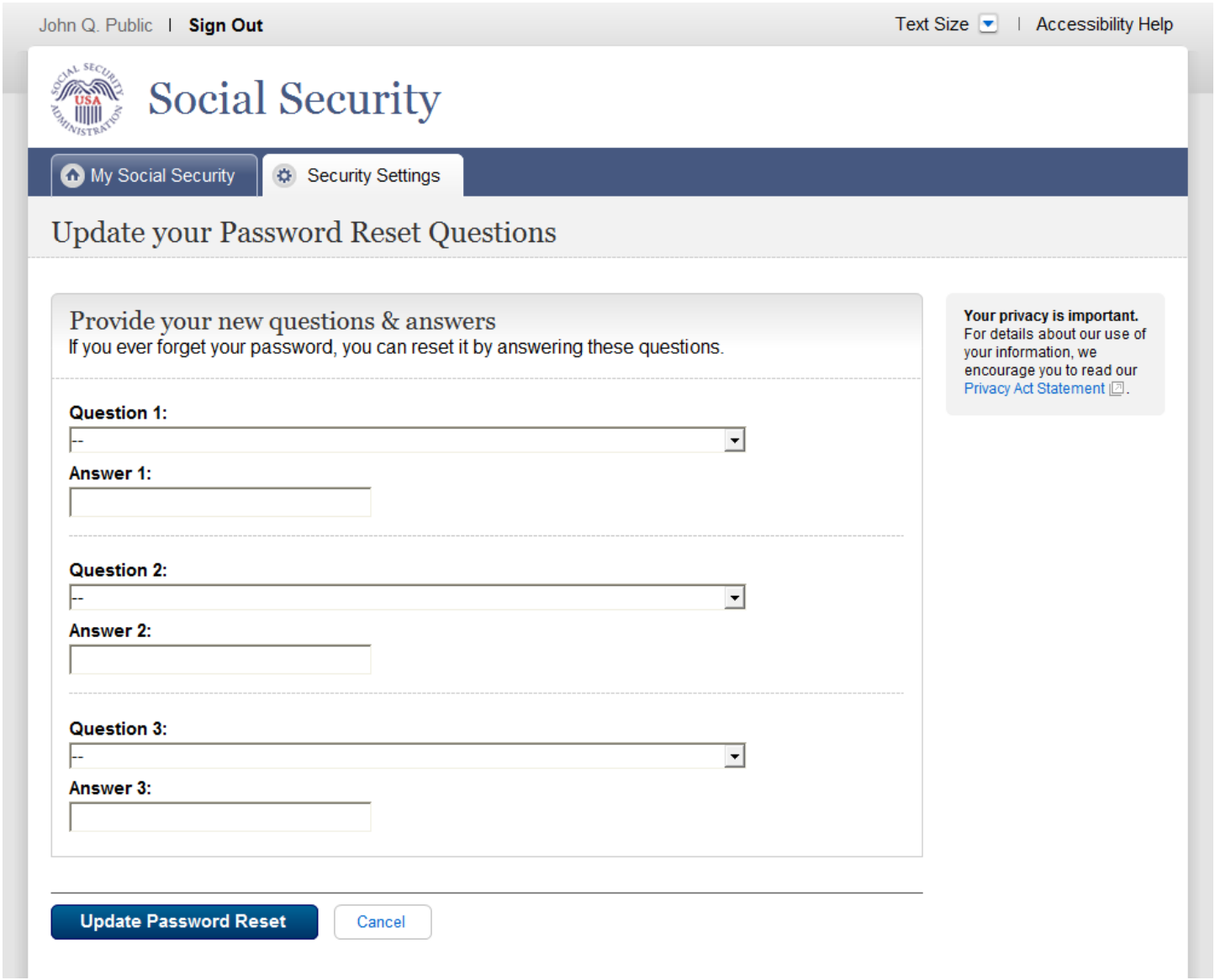
Update Email - Confirmation (Standard)



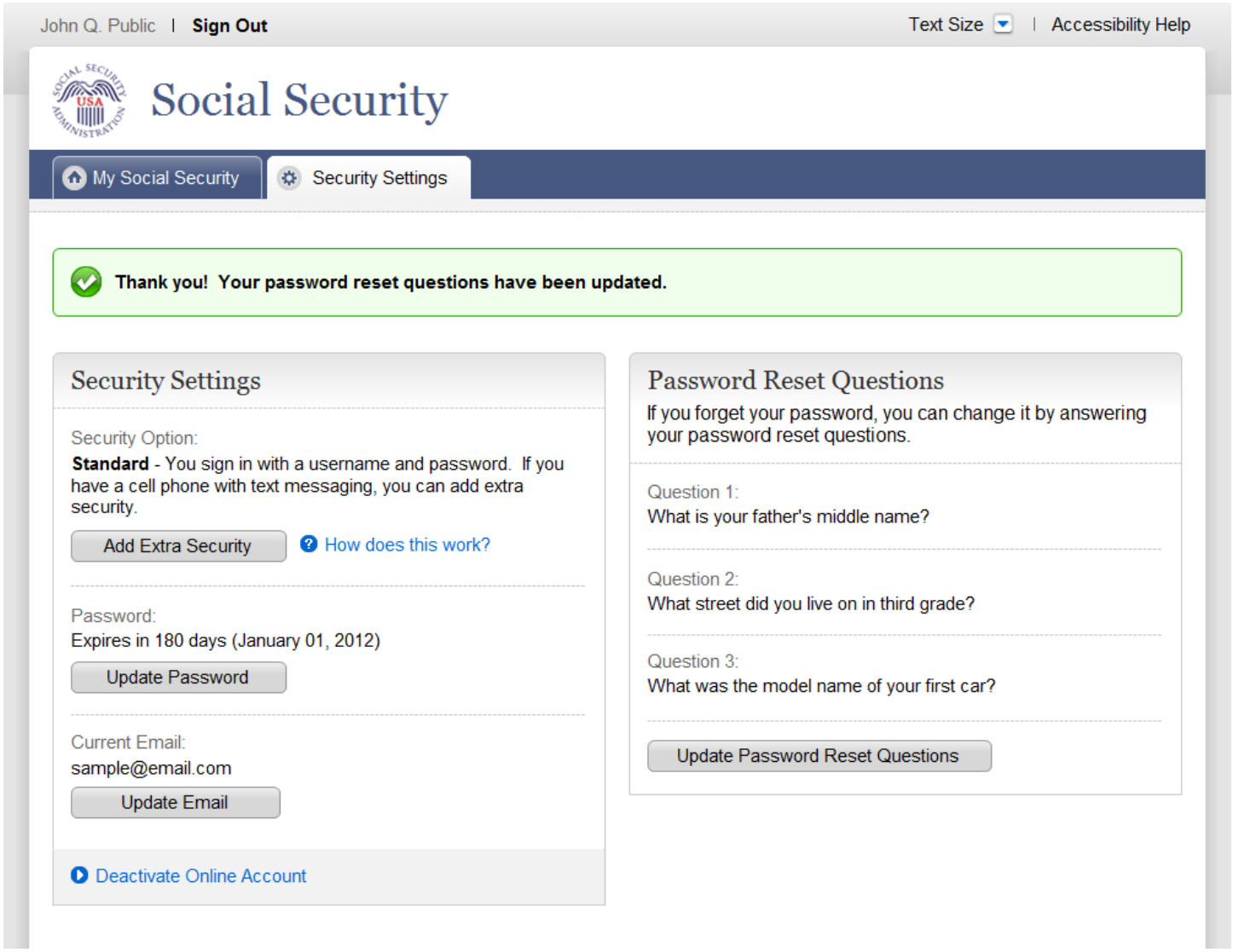
Update Email - Confirmation (Enhanced)



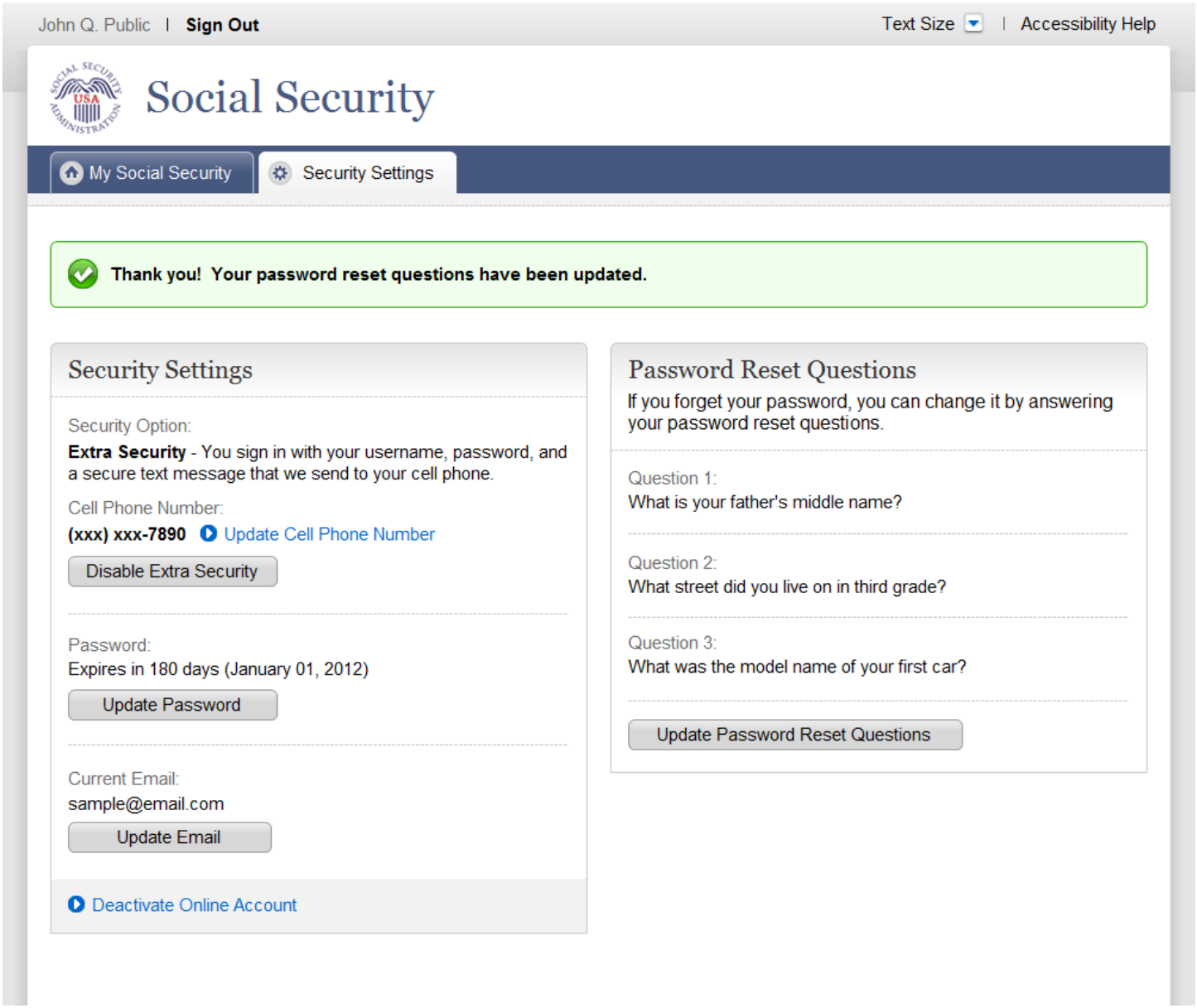
Update Password Reset Questions



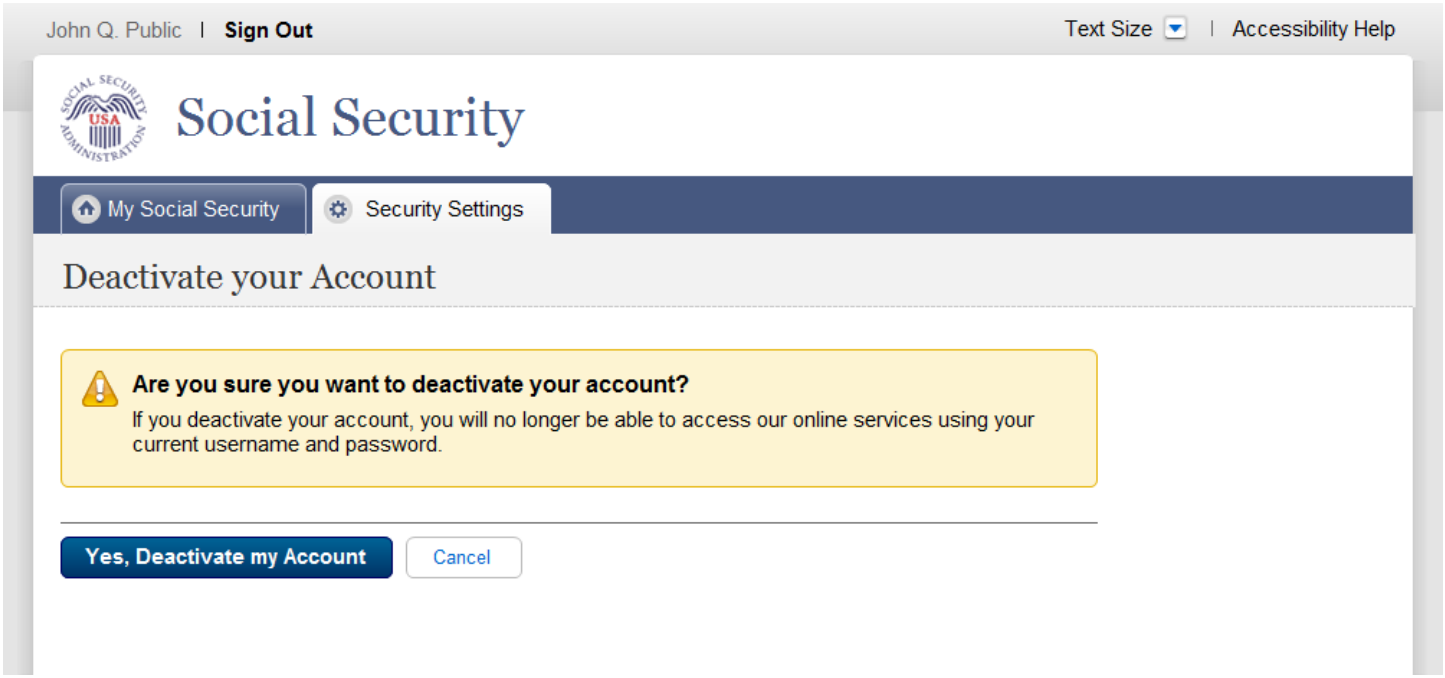
Update Password Reset Questions - Confirmation (Standard)



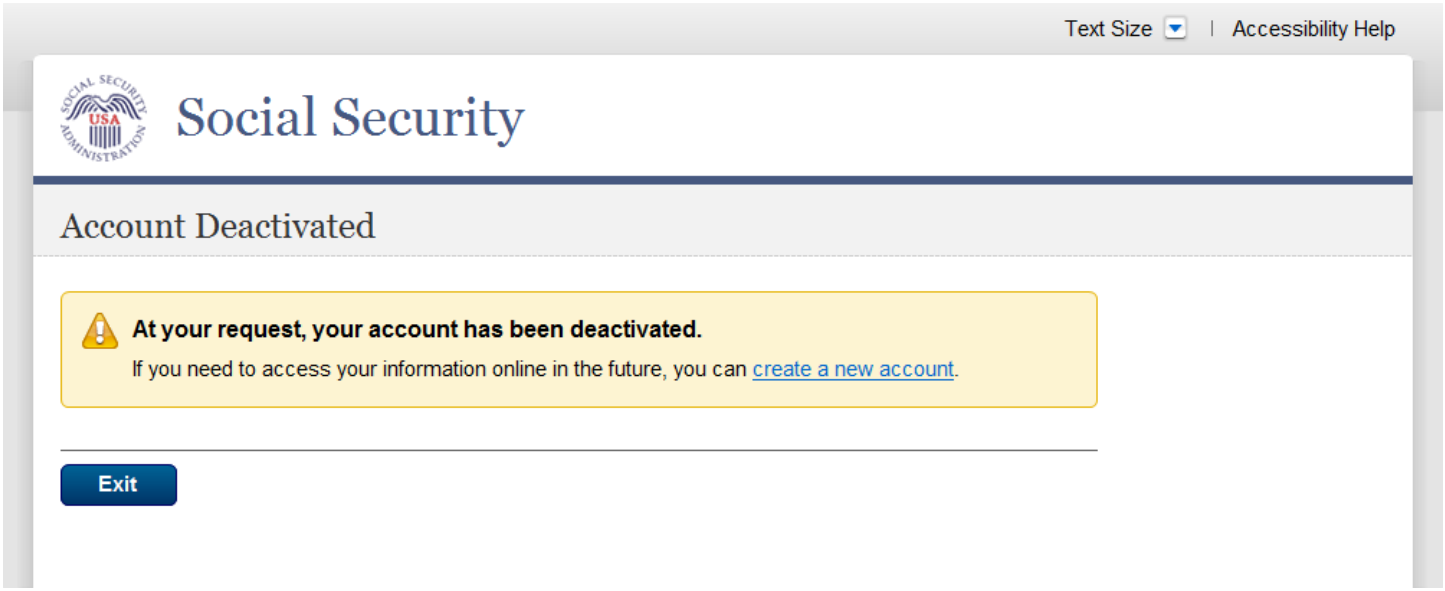
Update Password Reset Questions - Confirmation (Enhanced)



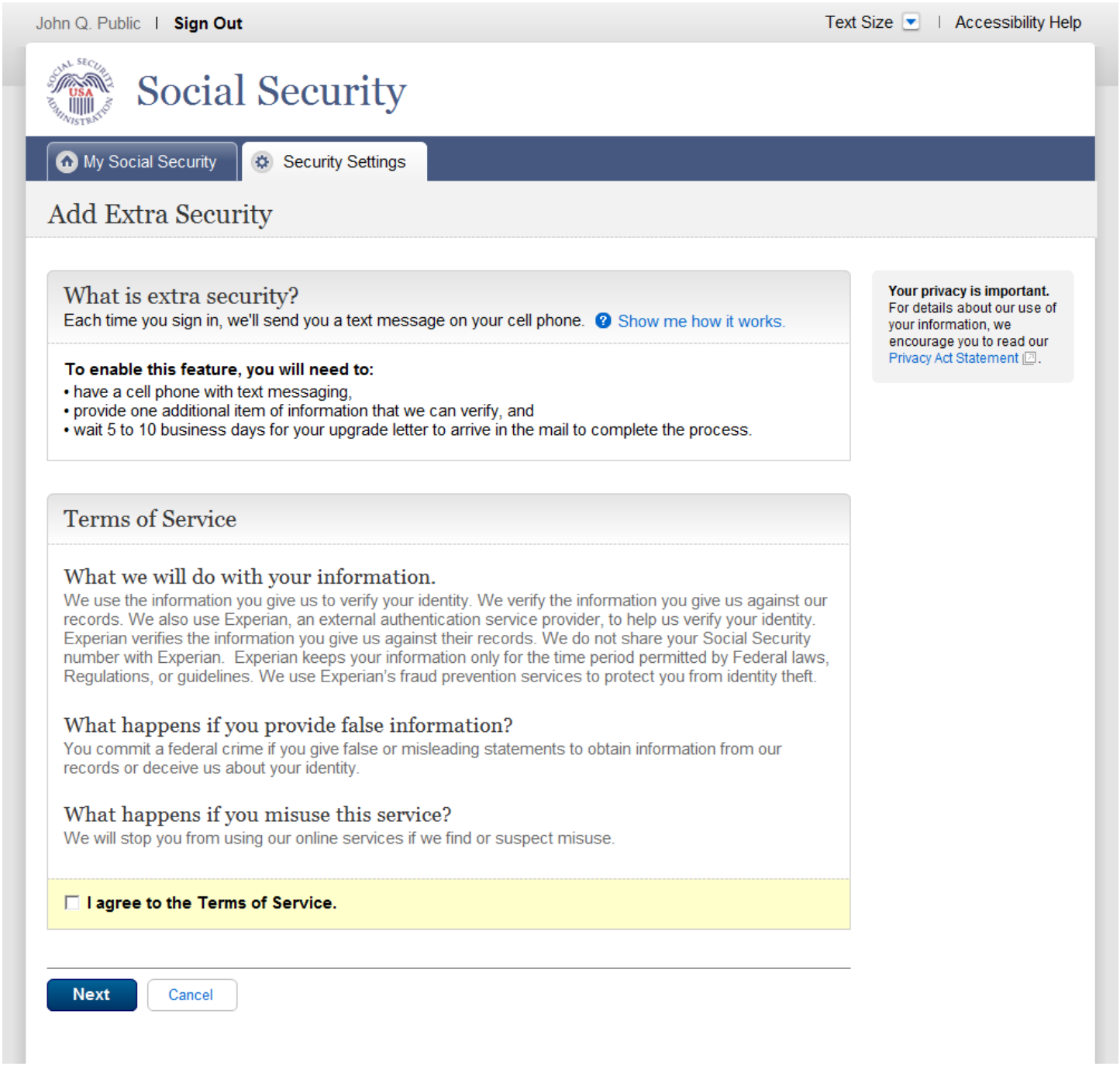
Deactivate Account



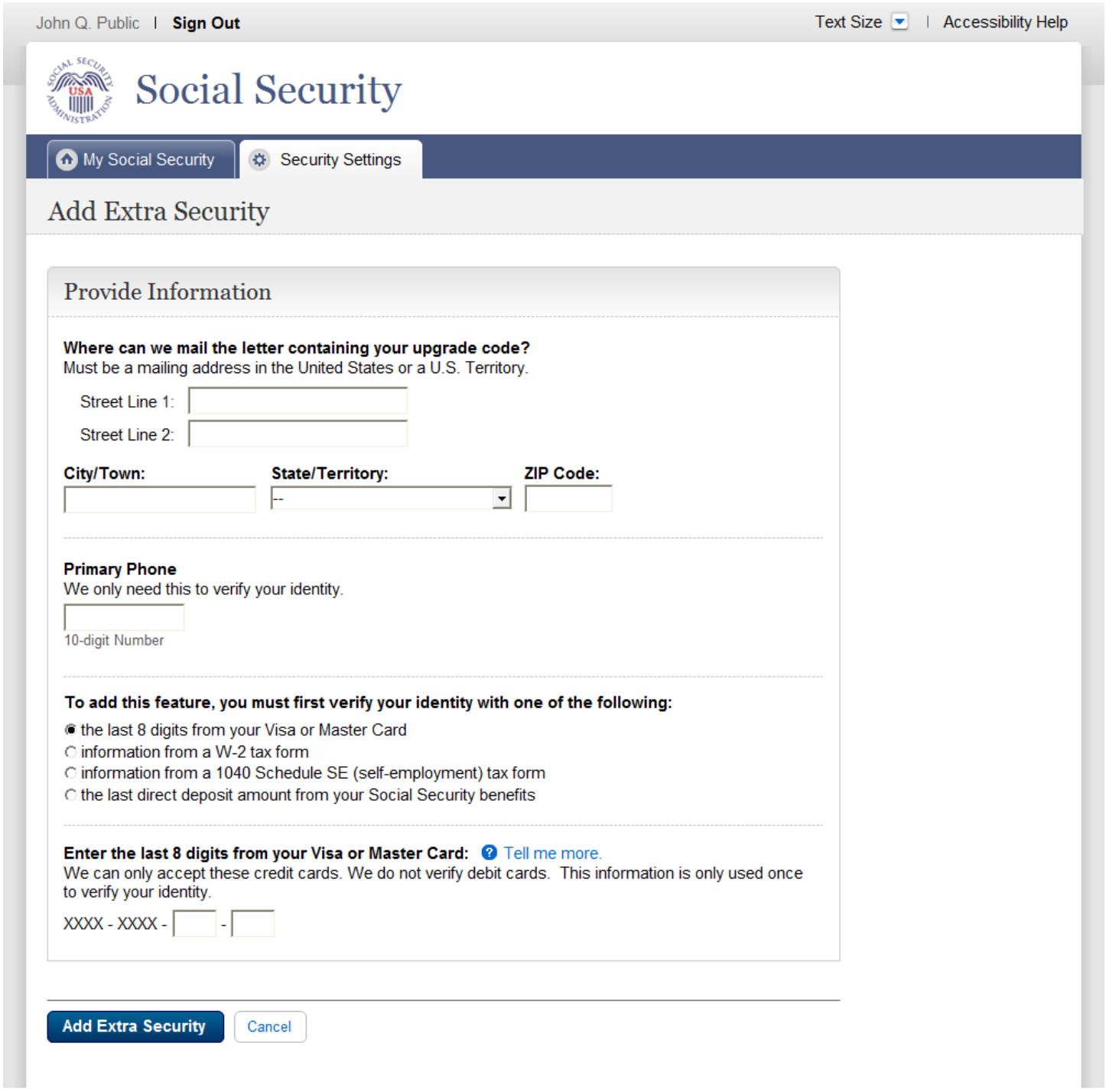
Deactivate Account - Confirmation



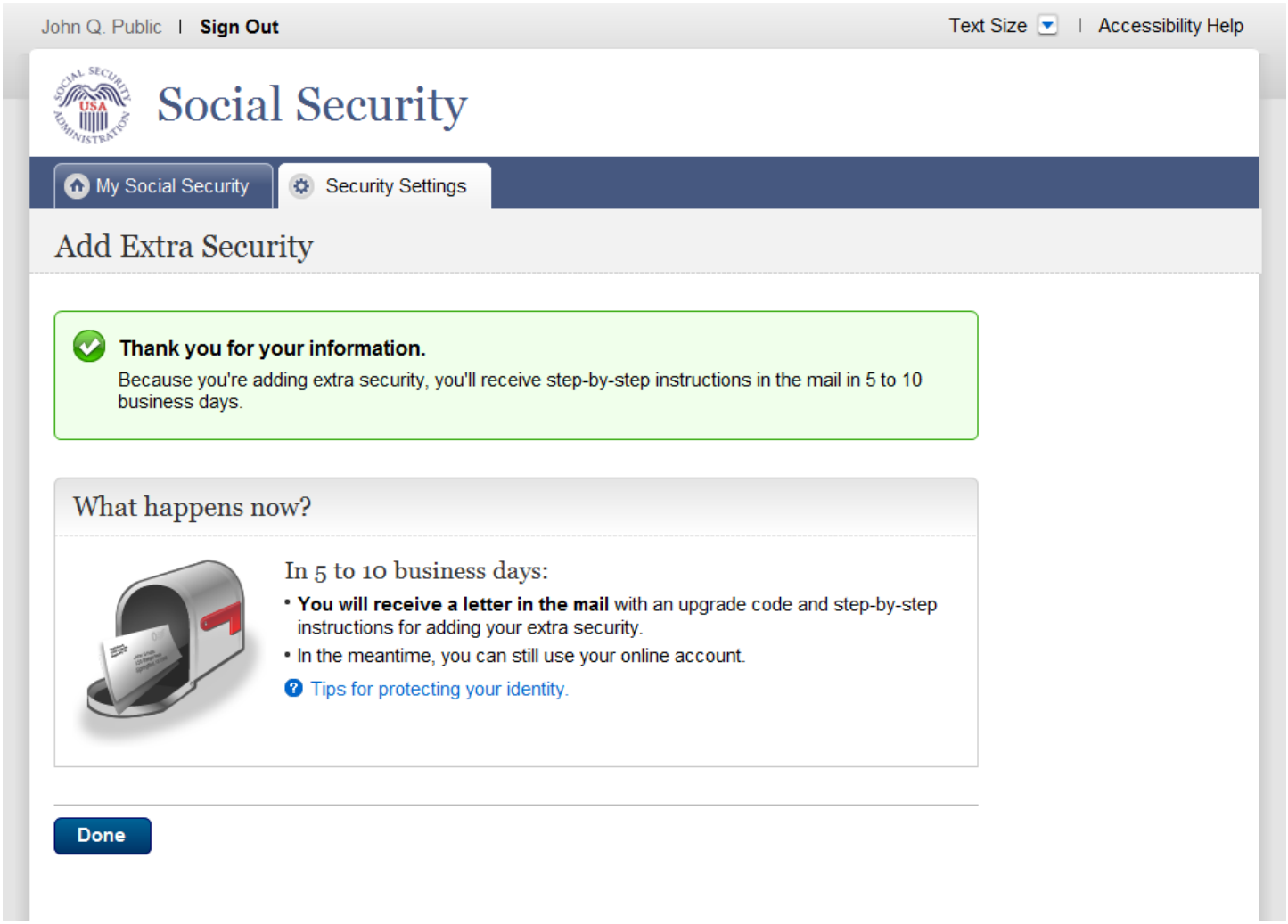
Add Extra Security



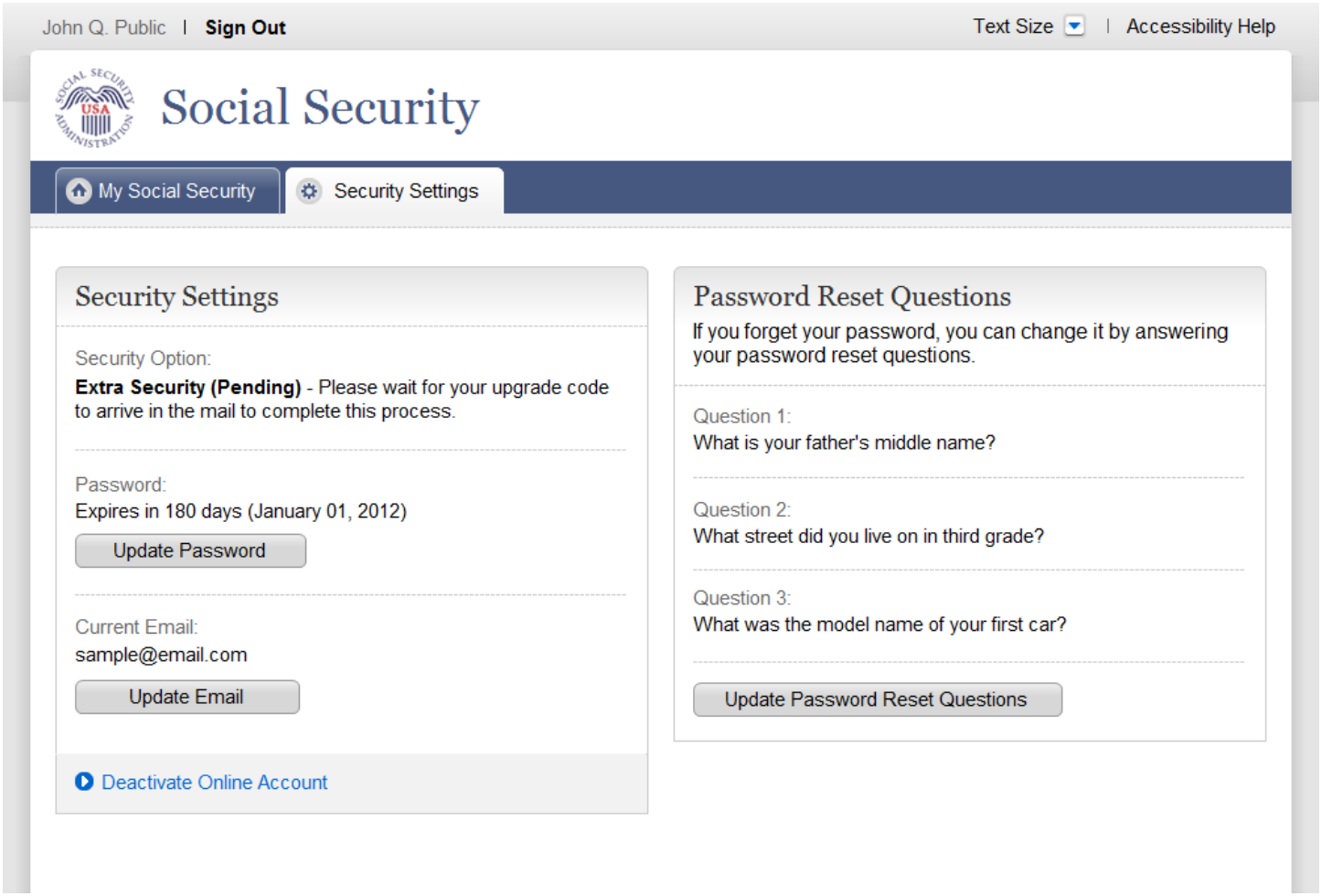
Add Extra Security - Provide Info



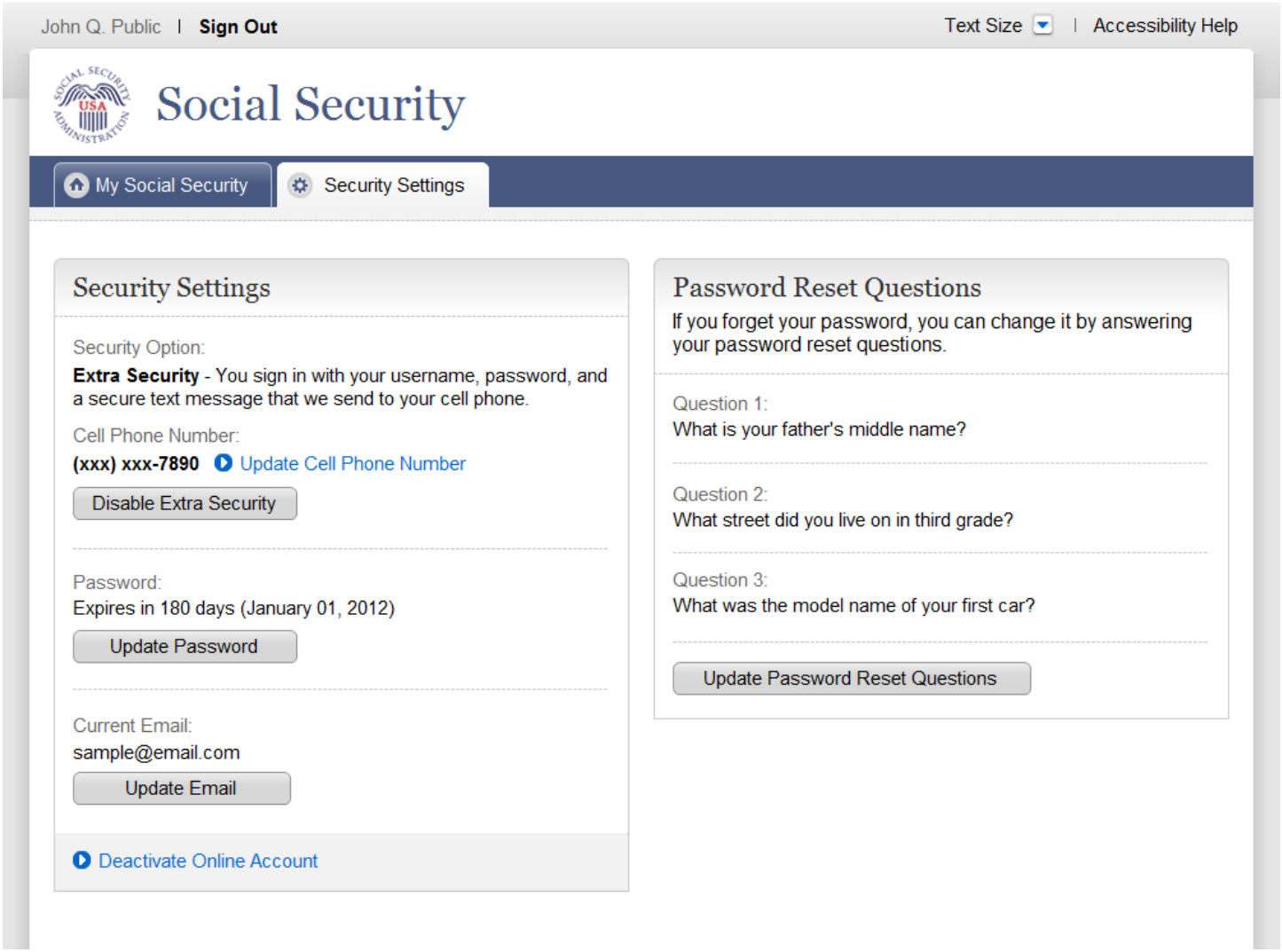
Add Extra Security - Confirmation



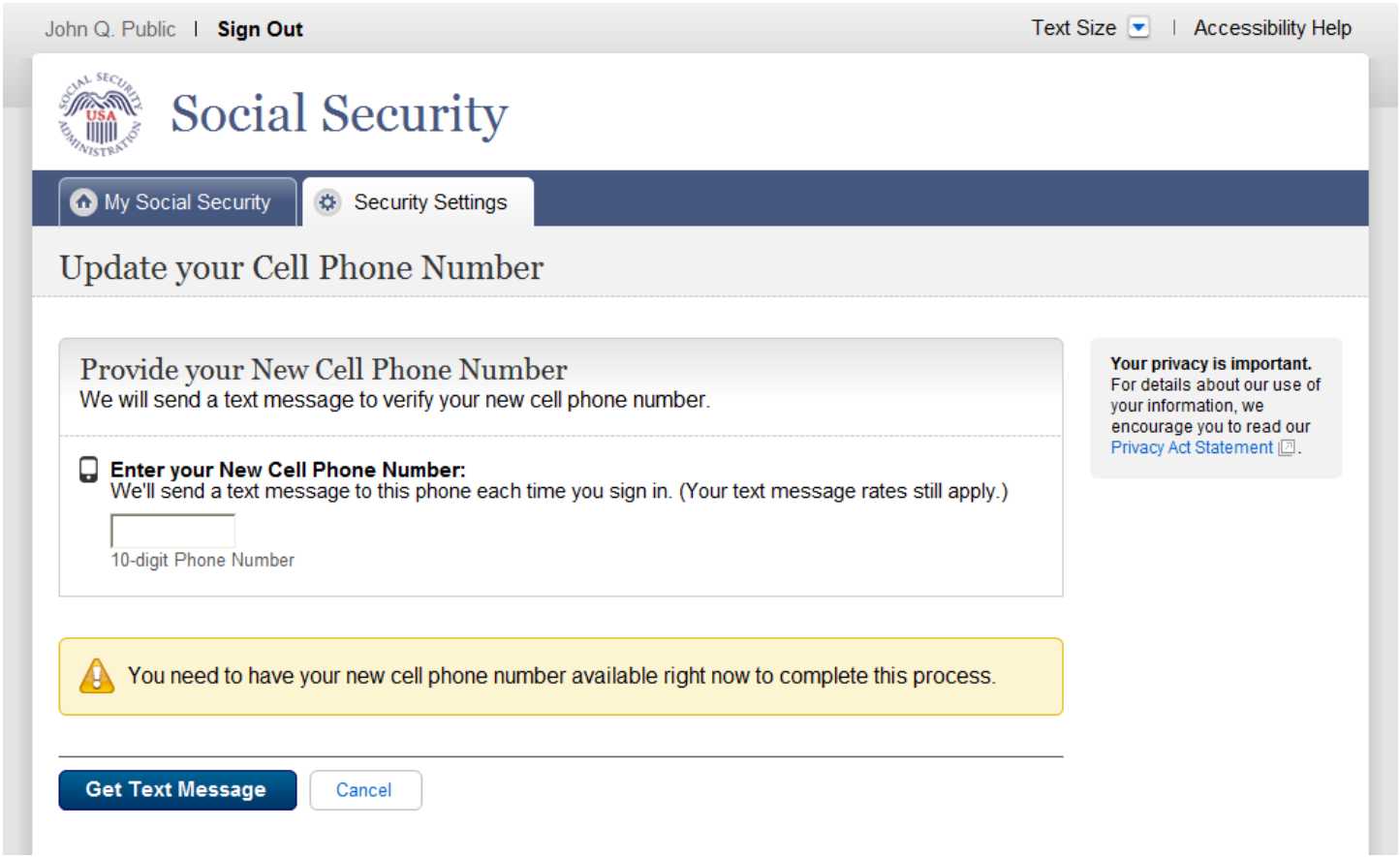
Account Settings - Enhanced (Pending)



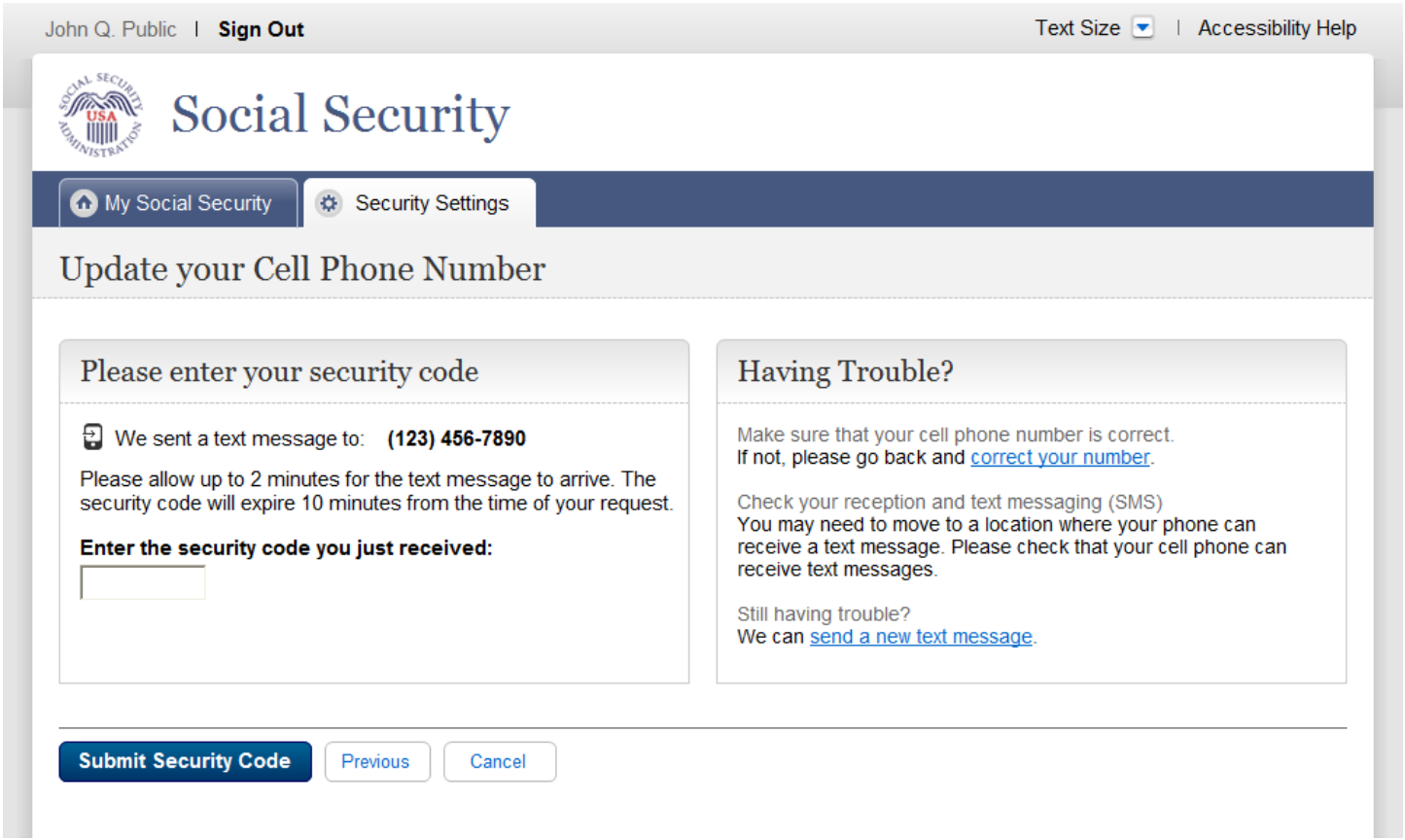
Account Settings - Enhanced



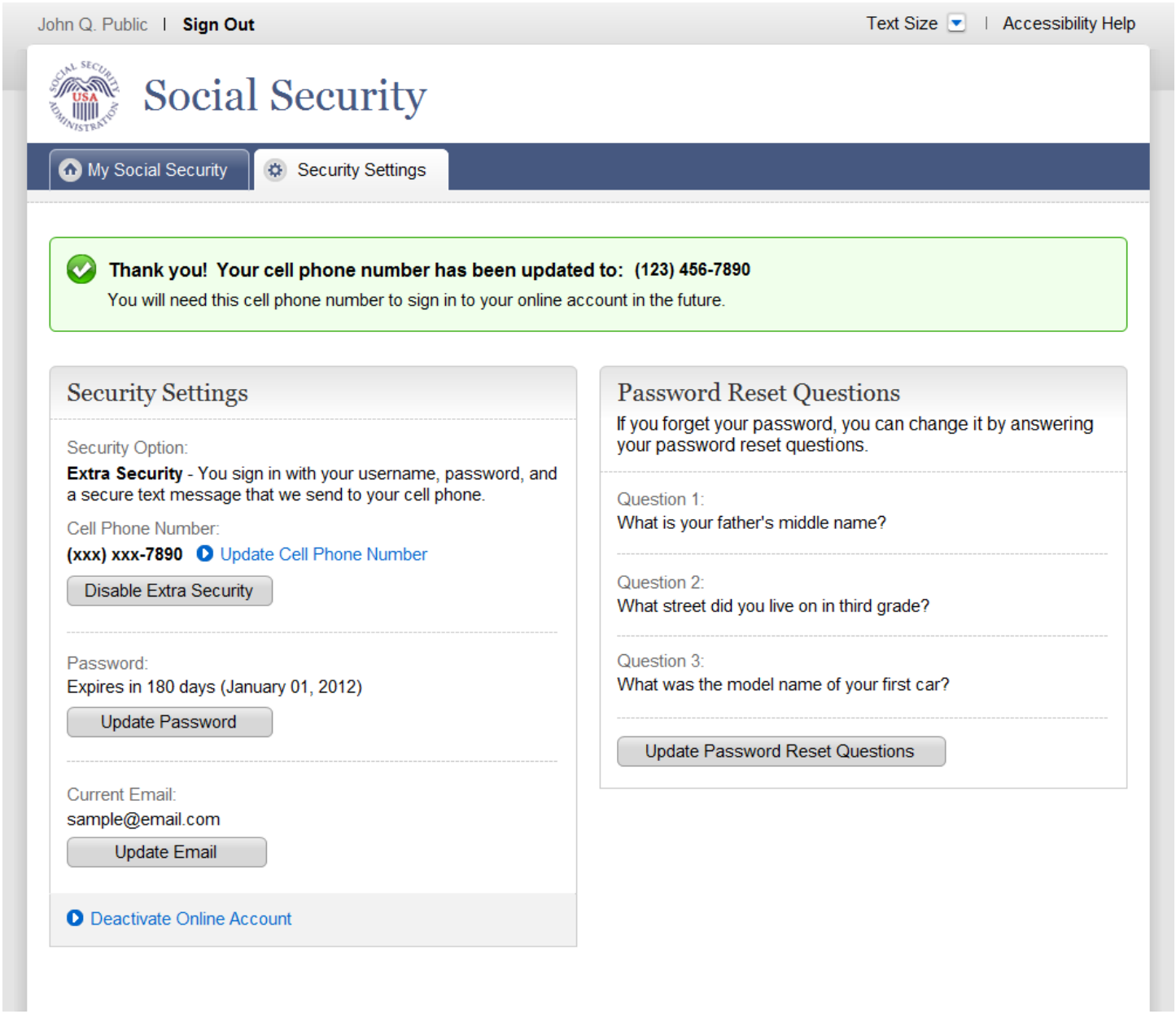
Update Cell Phone Number



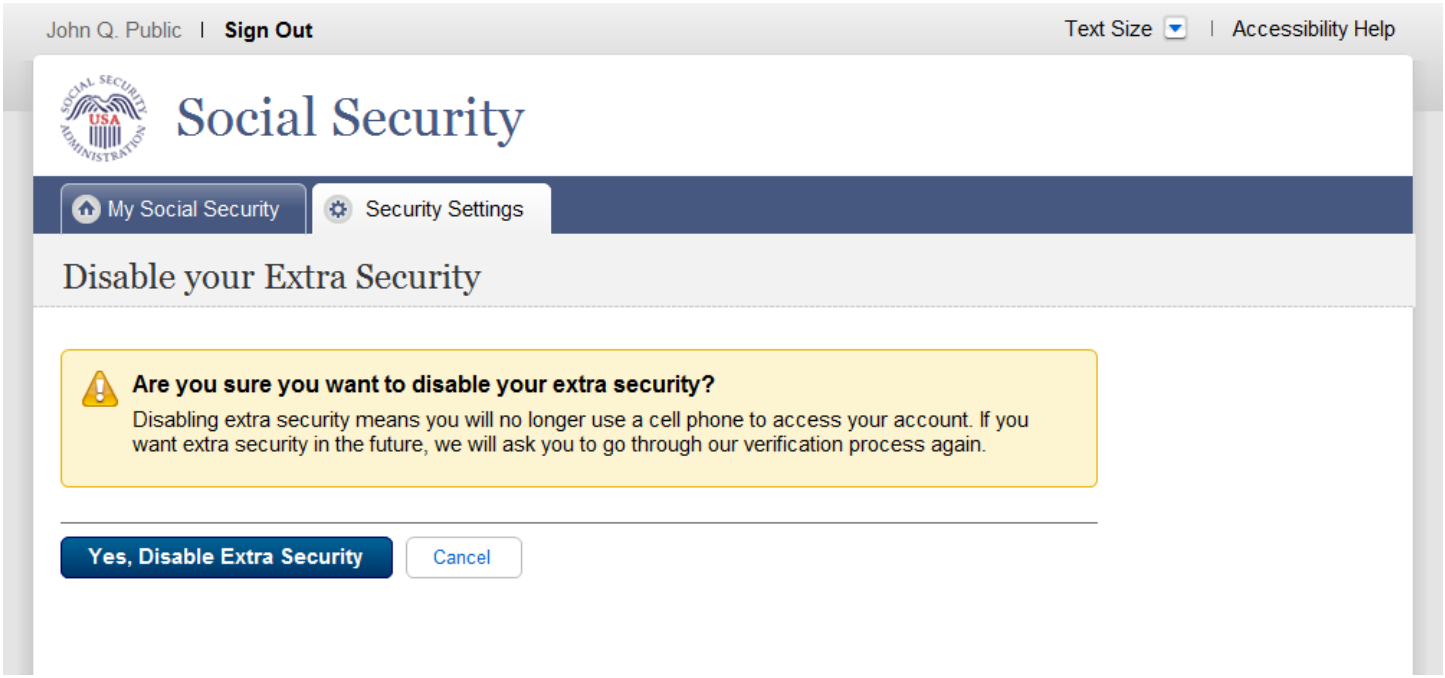
Update Cell Phone Number - Enter Code



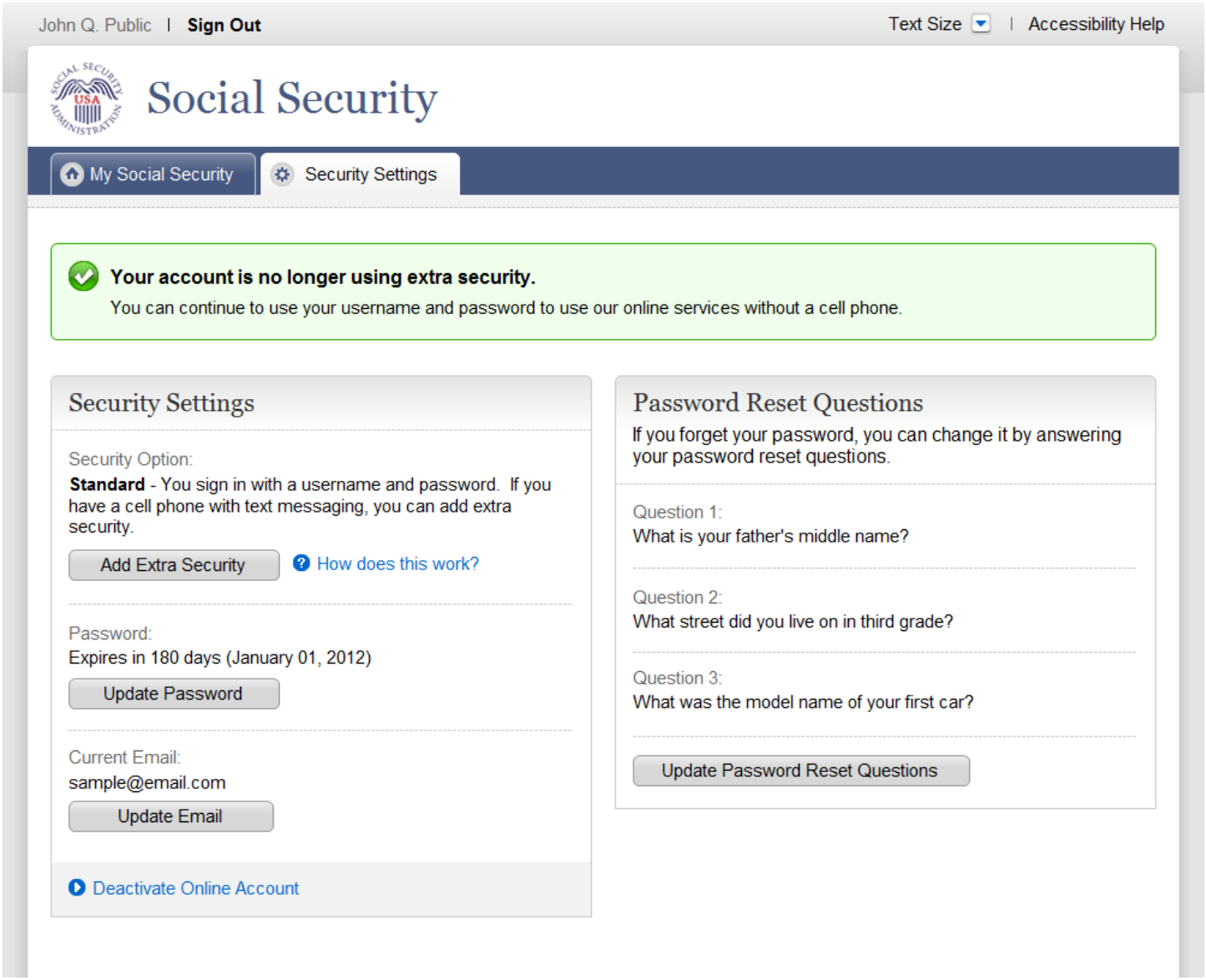
Update Cell Phone Number - Confirmation



Disable Extra Security



Disable Extra Security - Confirmation



Help - Privacy & Security

Privacy & Security Questions

- Is my information secure?
- How do you protect my information?
- What is extra security?
- How do I sign up for extra security?
- Why do I have to answer identity verification questions?
- Why are you asking for financial information?
- Can I apply in person?
- How can I keep my account safe?
- How can I create a strong password?
- How can I keep my computer safe?

Is my information secure?

We take our responsibility to protect your personal information very seriously.

When you are on our website, either to create an account or to access your information, we will always provide you with a secure environment.

1. *We verify your identity*
   We carefully verify that you are who you say you are. This is why we ask you to provide several different types of information and to answer questions that only you should be able to answer. If you are uncomfortable with the online process, you can always visit a local Social Security office to verify your identity in person.

2. *We provide the most up-to-date account security*
   You will create an individual username and a strong password to secure your account. You will also have the option at any time of adding extra security. Adding extra security will require you to provide your username, password AND a unique security code to access your account.

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How do you protect my information?

The law (the Privacy Act of 1974, 5 U.S.C. 552a) requires us to protect the information we get and keep about you. We take the following steps to protect your information:

- We make sure that the only people who see your information are those who need it to perform their official duties.
- We train our employees on our privacy and security rules so they know how to keep your information secure.

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What is extra security?

You can opt for extra security to provide your account an extra level of protection. If you'd like to add extra security, you must use a cell phone with text messaging each time you sign in. This extra protection ensures that you are you. Because no one else has access to the text message we send to your cell phone during sign in, this adds even more security than a regular secure sign in.

If the following statements are true for you, the extra security is an option for you:

- I am comfortable answering an identity verification question online
- I have a cell phone that I use regularly
- My cell phone can receive text messages
- I'm comfortable receiving a security code on my phone each time I sign into the system

Each time you want to access your account you will:

- Enter your username and password.
- Request a new security code be texted to your cell phone. (You will just have to click one button.)
- Enter the security code sent to your cell phone.

Remember:
The code will expire after 10 minutes, so you will need to have your phone nearby when you try to sign in to your account.

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How do I sign up for extra security?

You must do 3 things to get extra security:

1. Verify your identity by answering a security question. When you first register, we'll verify your identity by asking for one of these:
   - the last 8 digits of your Visa or Mastercard, or
   - some information from your W2 tax form, or,
   - your direct deposit amount, if you receive Social Security.
2. Have a cell phone with text messaging. Standard text messaging rates will apply.
3. Provide your cell phone number so we can text you the security codes you will need.

Finishing this process usually takes 5 to 10 business days. A special code will be mailed to your home address. In the meantime, you can sign in using the username and password for your account, just as you would at any other secure site.

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Help - Privacy & Security (continued)

Why do I have to answer identity verification questions?

Any time you deal with us, we must verify your identity. We have to make sure that only you can access your information.

If you visit a Social Security office, we can check your photo ID and ask you questions.
We must be extra careful to protect your identity online. We designed the questions we ask so that only you should know the answer. If someone stole your wallet, they should not be able to answer these questions.

If you would prefer not to answer these questions, you can always verify your identity in person in a Social Security office.

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Why are you asking for financial information?

Providing financial account information is optional.

You must give financial account information if you want extra security. We confirm financial account information as another way of ensuring your identity. We cannot look at your financial accounts or credit record with the information you give.

If you are uncomfortable giving us your financial account information, you can still sign up for a standard account.

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Can I apply in person?

Yes. If you do not know the required information, or if you prefer not to answer these questions online, you may go to your local Social Security office to apply in person.

To apply in person you will need proof of your current address plus one of the following:

- valid U.S. driver's license
- current state-issued non-driver identity
- unexpired U.S. Passport or Passport card
- U.S. military identification card (active duty, retiree, national guard, or dependent)
- U.S. government employee identification card

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How can I keep my account safe?

- Follow our guidelines for creating a strong password
- Don't share your password
- Don't write down your username or password where someone could find it
- Never allow a shared computer to "save" your username and password

Remember:
We will never ask you to reveal your password to us. If you get a phone call or email message asking for your password, do not give it out. Report the call or the email to us by calling 1-800-269-0271.

For more tips on protecting your password, visit www.onguardonline.gov.

For security reasons, your password will be valid for 6 months. If your password expires, we will ask you to change it the next time you sign in. You can also change your password at any time after signing in to your account.

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How can I create a strong password?

Length. Use at least 8 characters without spaces.

Characters. Use at least 1 capital letter, 1 lower case letter, 1 number, and 1 special character (such as $ or %).

Content. Avoid numbers, names, or dates that are significant to you. For example, avoid your phone number, first name or date of birth. Try to choose a password you can remember.

▲ Back to Top

How can I keep my computer safe?

Protect your computer with anti-virus software, anti-spam software, and a firewall.
Security software can help prevent computer viruses, or anything that can infect your computer, from harming it.

Create strong passwords and keep them secret.
Strong passwords are long, include both letters and numbers, and avoid common words and personal names or dates. You should use different passwords for different accounts. Keep your password reminders in a safe and secure place.

Be cautious with Email.
Never open an Email you weren't expecting or that looks suspicious. Be wary of any Email that asks you to enter personal information. Avoid clicking on links in emails; type in the address yourself to make sure you view the official website.

Before you enter personal information, check for security indicators.
Look for signs that a webpage is secure before you enter any personal information. A secure website should have a green address bar, a closed padlock icon, and a web address with "https" ("s" for secure). For extra precaution, view the security information and certificates to make sure you are on a site you can trust.

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Close Window

Help - How does this work?

How does this work?

If you'd like to add extra security, you will use a text-enabled cell phone each time you sign in. This provides extra security because even if someone gets your username and password, they will not be able to access your personal information.

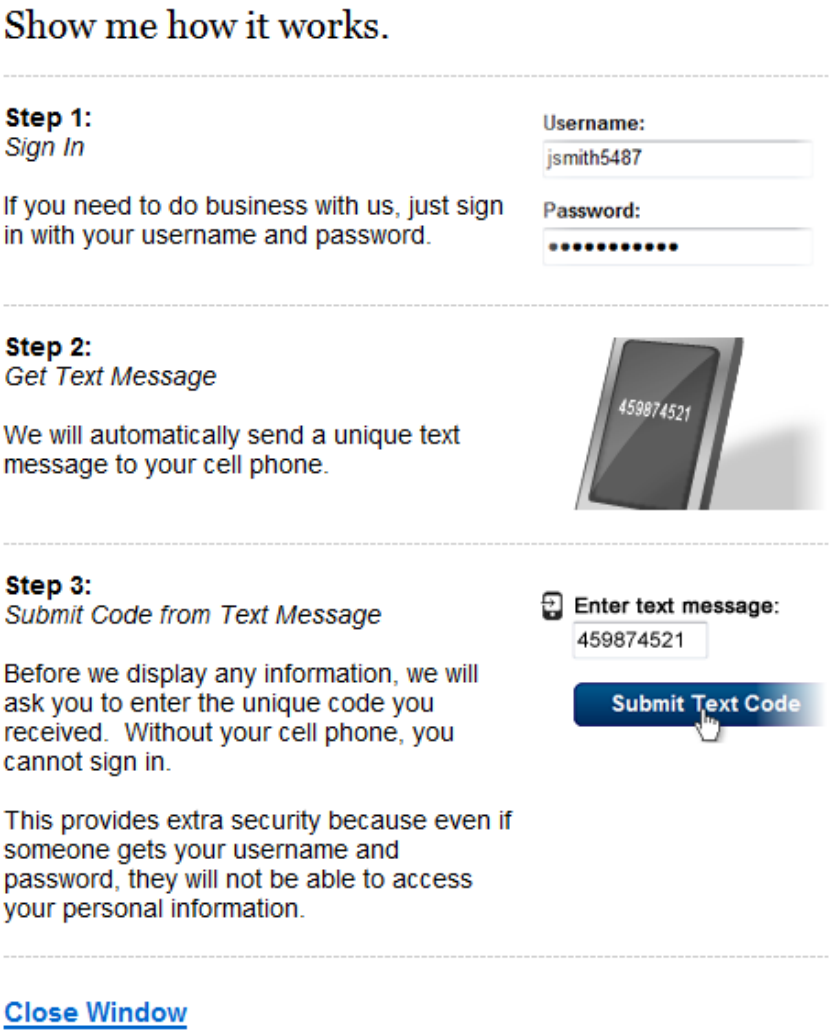
To get started, we'll verify your identity by asking for:

- the last 8 digits of your Visa or Mastercard, **or**
- some information from your W2 tax form, **or**,
- your direct deposit amount, if you receive Social Security,. **or**,
- information from a 1040 Schedule SE (self-employment) tax form

Your upgrade letter will arrive in 5 to 10 business days. You will need this letter to complete this process.

Close Window

Help - Show me how it works.



Help - Tell me more. (Credit Card)

Tell me more.

What we're asking for:

What we are doing:
When you provide the last 8 digits of a credit card registered in your name, it gives us another way to ensure that you are who you say you are.

What we are not doing:.

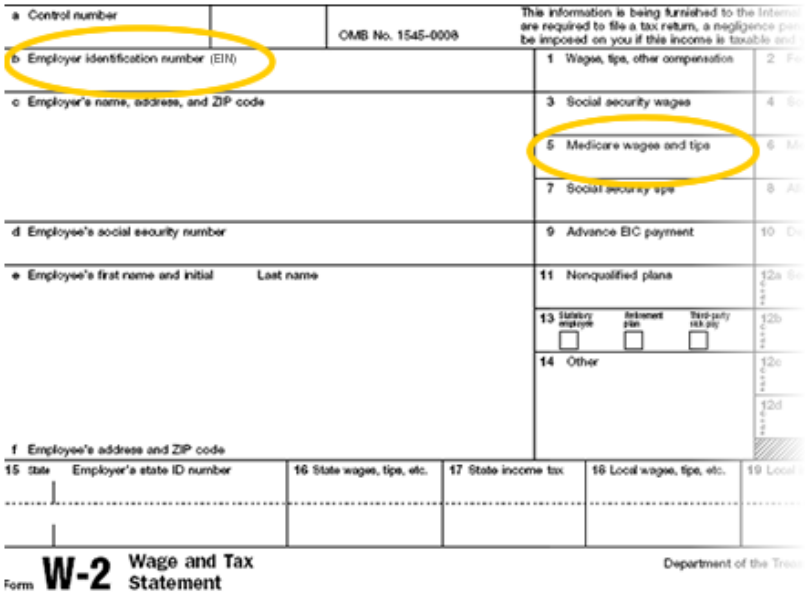
- We do not store any of this information.
- We are not charging you for anything.

Close Window

Help - Tell me more. (W-2 Tax Form)

Tell me more.

You can provide information from one of your Form W-2, Wage and Tax Statements, from the last five years, to verify your identity. You will need to provide your Employee Identification Number (EIN) from **Box B** and the number that appears in **Box 5** (Medicare wages and tips), as illustrated here:



If you do not have past W-2 wages or do not have access to your statements, please select another option to verify your identity.

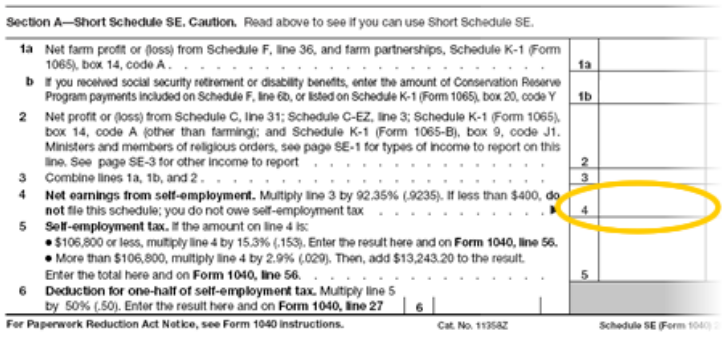
Close Window

Help - Tell me more. (1040 Tax Form)

Tell me more.

We can use your net earnings from self-employment to verify your identity.

If you fill out the Short Schedule SE, use the "Net earnings from self-employment" in **Box 4**.

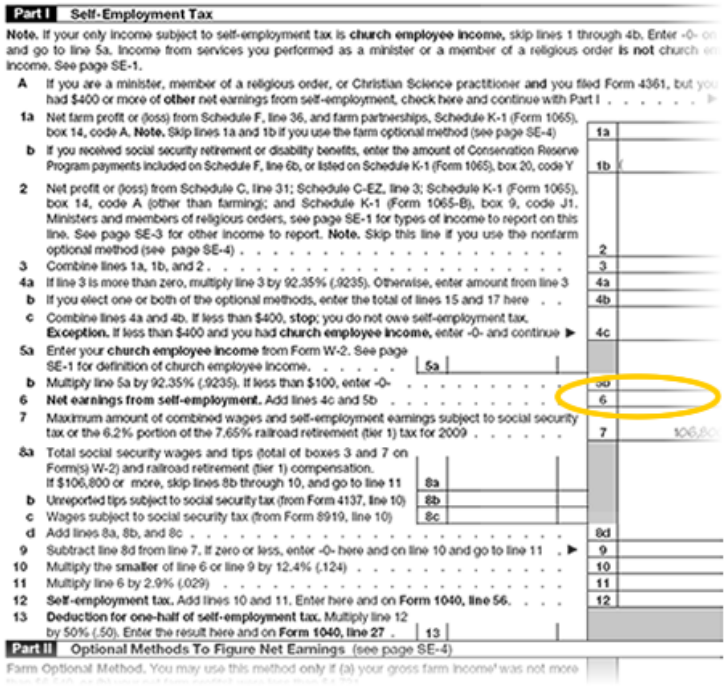


Section A—Short Schedule SE. Caution. Read above to see if you can use Short Schedule SE.

1a	Net farm profit or (loss) from Schedule F, line 36, and farm partnerships, Schedule K-1 (Form 1065), box 14, code A	1a	
b	If you received social security retirement or disability benefits, enter the amount of Conservation Reserve Program payments included on Schedule F, line 6b, or listed on Schedule K-1 (Form 1065), box 20, code Y	1b	
2	Net profit or (loss) from Schedule C, line 31; Schedule C-EZ, line 3; Schedule K-1 (Form 1065), box 14, code A (other than farming); and Schedule K-1 (Form 1065-B), box 9, code J1. Ministers and members of religious orders, see page SE-1 for types of income to report on this line. See page SE-3 for other income to report	2	
3	Combine lines 1a, 1b, and 2	3	
4	**Net earnings from self-employment.** Multiply line 3 by 92.35% (.9235). If less than $400, do **not** file this schedule; you do not owe self-employment tax ▶	4	
5	**Self-employment tax.** If the amount on line 4 is: • $106,800 or less, multiply line 4 by 15.3% (.153). Enter the result here and on **Form 1040, line 56.** • More than $106,800, multiply line 4 by 2.9% (.029). Then, add $13,243.20 to the result. Enter the total here and on **Form 1040, line 56.**	5	
6	**Deduction for one-half of self-employment tax.** Multiply line 5 by 50% (.50). Enter the result here and on **Form 1040, line 27**	6	

For Paperwork Reduction Act Notice, see Form 1040 instructions. Cat. No. 11358Z **Schedule SE (Form 1040)**

If you fill out the Long Schedule SE, use the "Net earnings from self-employment" in **Box 6**.



Part I Self-Employment Tax

Note. If your only income subject to self-employment tax is **church employee income,** skip lines 1 through 4b. Enter -0- on line 4c and go to line 5a. Income from services you performed as a minister or a member of a religious order **is not** church employee income. See page SE-1.

A	If you are a minister, member of a religious order, or Christian Science practitioner **and** you filed Form 4361, but you had $400 or more of **other** net earnings from self-employment, check here and continue with Part I ▶		
1a	Net farm profit or (loss) from Schedule F, line 36, and farm partnerships, Schedule K-1 (Form 1065), box 14, code A. **Note.** Skip lines 1a and 1b if you use the farm optional method (see page SE-4)	1a	
b	If you received social security retirement or disability benefits, enter the amount of Conservation Reserve Program payments included on Schedule F, line 6b, or listed on Schedule K-1 (Form 1065), box 20, code Y	1b	
2	Net profit or (loss) from Schedule C, line 31; Schedule C-EZ, line 3; Schedule K-1 (Form 1065), box 14, code A (other than farming); and Schedule K-1 (Form 1065-B), box 9, code J1. Ministers and members of religious orders, see page SE-1 for types of income to report on this line. See page SE-3 for other income to report. **Note.** Skip this line if you use the nonfarm optional method (see page SE-4)	2	
3	Combine lines 1a, 1b, and 2	3	
4a	If line 3 is more than zero, multiply line 3 by 92.35% (.9235). Otherwise, enter amount from line 3	4a	
b	If you elect one or both of the optional methods, enter the total of lines 15 and 17 here	4b	
c	Combine lines 4a and 4b. If less than $400, **stop;** you do not owe self-employment tax. **Exception.** If less than $400 and you had **church employee income,** enter -0- and continue ▶	4c	
5a	Enter your **church employee income** from Form W-2. See page SE-1 for definition of church employee income.	5a	
b	Multiply line 5a by 92.35% (.9235). If less than $100, enter -0-	5b	
6	**Net earnings from self-employment.** Add lines 4c and 5b	6	
7	Maximum amount of combined wages and self-employment earnings subject to social security tax or the 6.2% portion of the 7.65% railroad retirement (tier 1) tax for 2009	7	106,800
8a	Total social security wages and tips (total of boxes 3 and 7 on Form(s) W-2) and railroad retirement (tier 1) compensation. If $106,800 or more, skip lines 8b through 10, and go to line 11	8a	
b	Unreported tips subject to social security tax (from Form 4137, line 10)	8b	
c	Wages subject to social security tax (from Form 8919, line 10)	8c	
d	Add lines 8a, 8b, and 8c	8d	
9	Subtract line 8d from line 7. If zero or less, enter -0- here and on line 10 and go to line 11 ▶	9	
10	Multiply the **smaller** of line 6 or line 9 by 12.4% (.124)	10	
11	Multiply line 6 by 2.9% (.029)	11	
12	**Self-employment tax.** Add lines 10 and 11. Enter here and on **Form 1040, line 56.**	12	
13	**Deduction for one-half of self-employment tax.** Multiply line 12 by 50% (.50). Enter the result here and on **Form 1040, line 27**	13	

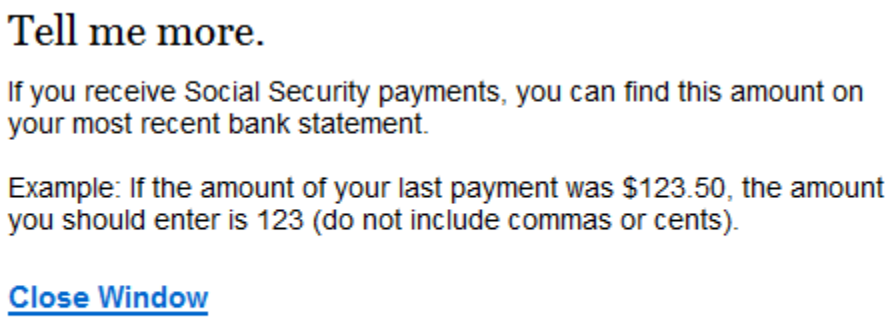
Part II Optional Methods To Figure Net Earnings (see page SE-4)

Farm Optional Method. You may use this method only if (a) your gross farm income[1] was not more

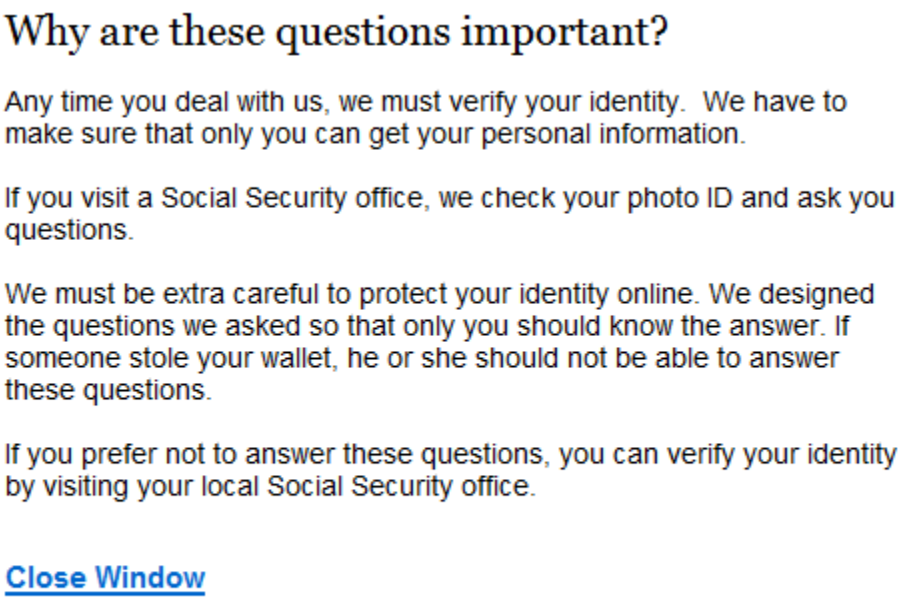
If you do not have access to your tax returns, please choose another option to verify your identity.

Close Window

Help - Tell me more. (Direct Deposit)



Help - Why are these questions important?



How can I protect my identity?

Keep your account safe

- Don't share your password
- Don't write down your username or password where someone could see it
- Never allow a shared computer to "save" your username and password

If you are a victim of domestic violence or identity theft, you can block all electronic access to your personal information. In fact, anyone can block access at any time for any reason. If you block access, no one, including you, will be able to see or change your personal information using our online or automated telephone services.

Here's where you can Block Electronic Access to your information.

Remember:
We will never ask you to reveal your password or financial information to us. If you get a phone call or email message asking for your password or financial information, do not give it out. Report the call or the email to us by calling 1-800-269-0271 (TTY 1-866-501-2101).

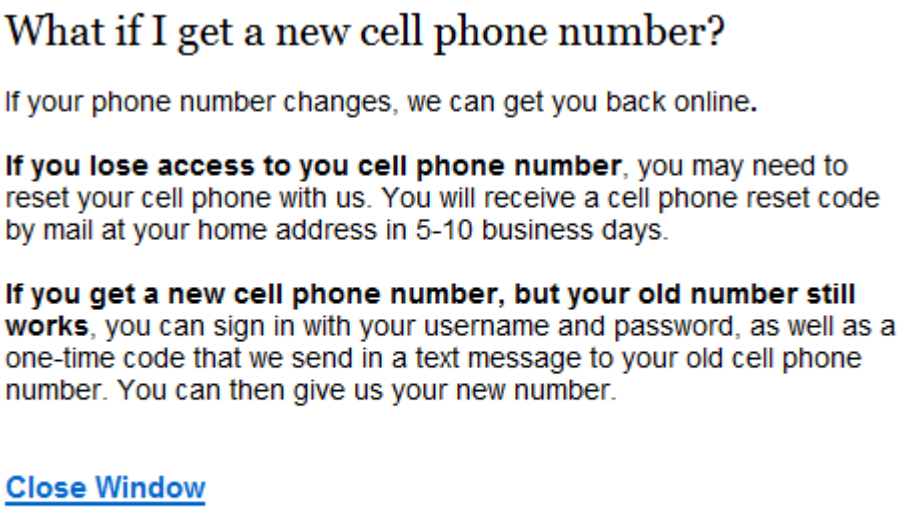
For more tips on protecting your password, visit:

- www.onguardonline.gov
- www.StaySafeOnline.gov

For security reasons, your password will be valid for 6 months. If your password expires, we will ask you to change it the next time you sign in. You can also change your password at any time after signing in to your account.

Close Window

Help - What if I get a new cell phone number?



What if I get a new cell phone number?

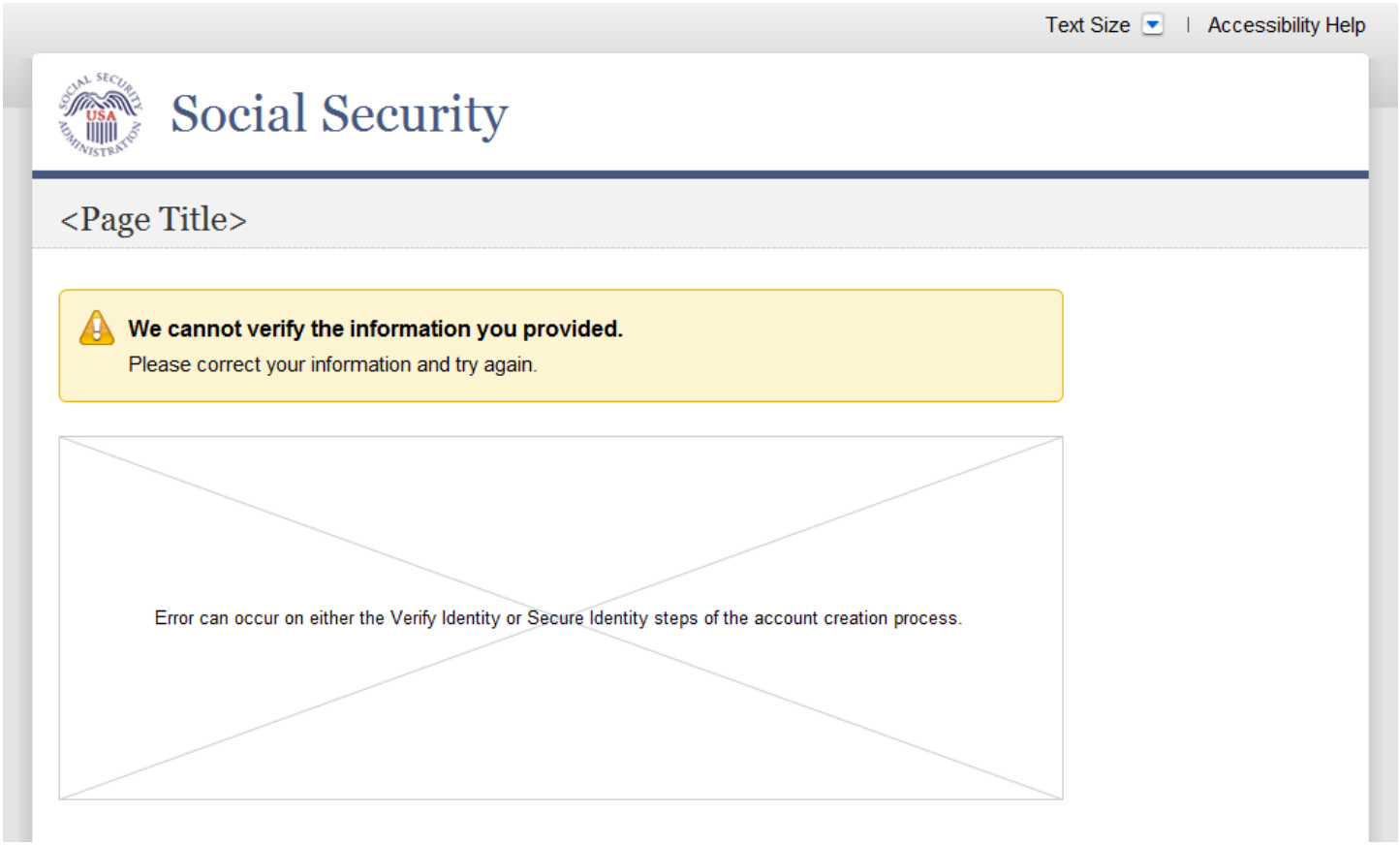
If your phone number changes, we can get you back online.

If you lose access to you cell phone number, you may need to reset your cell phone with us. You will receive a cell phone reset code by mail at your home address in 5-10 business days.

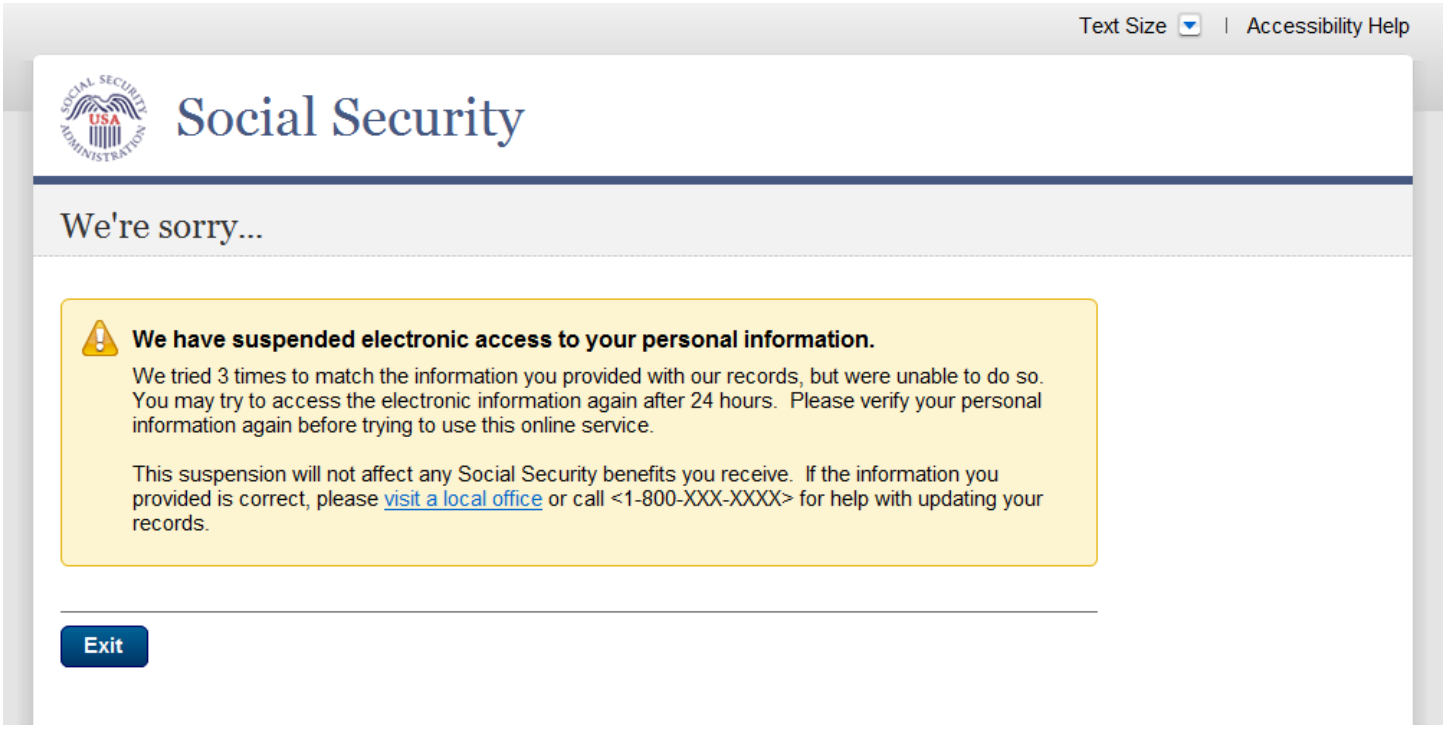
If you get a new cell phone number, but your old number still works, you can sign in with your username and password, as well as a one-time code that we send in a text message to your old cell phone number. You can then give us your new number.

Close Window

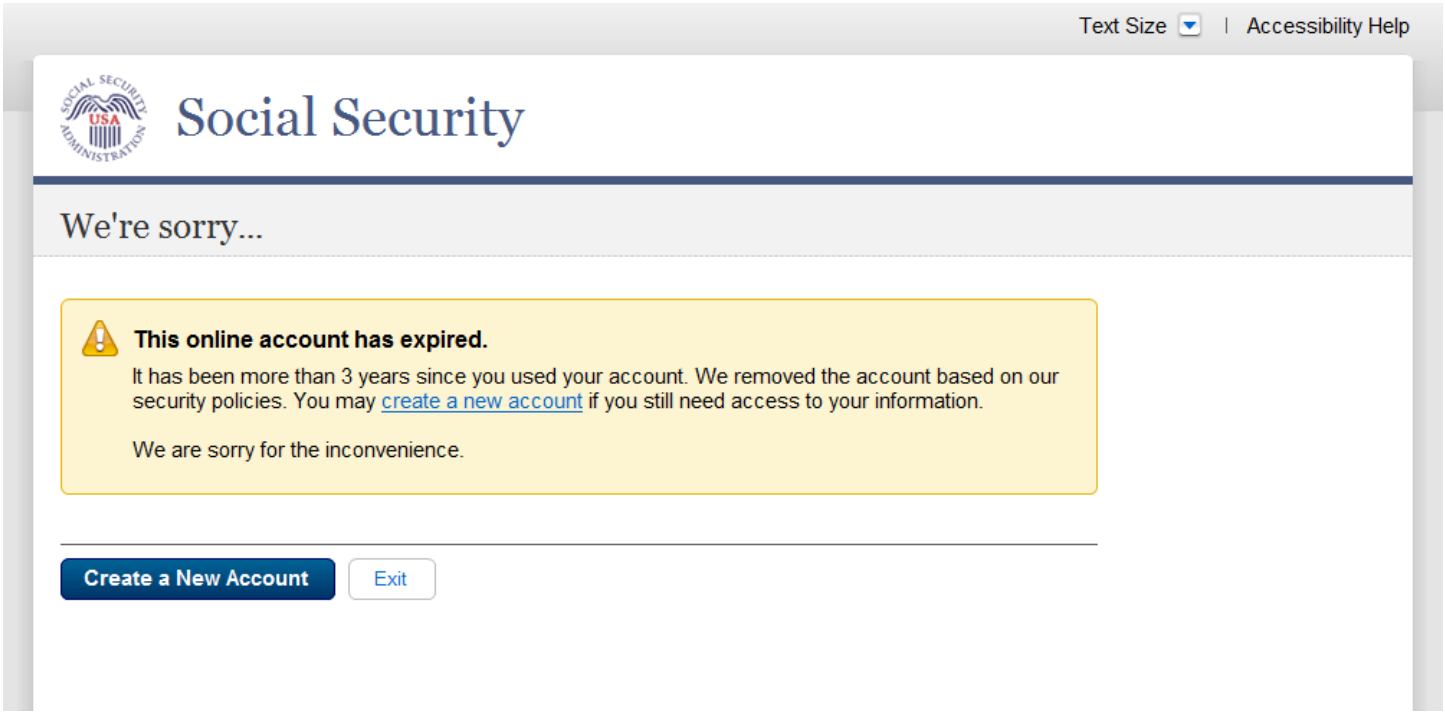
Error - Verify Identity Strike 1/2



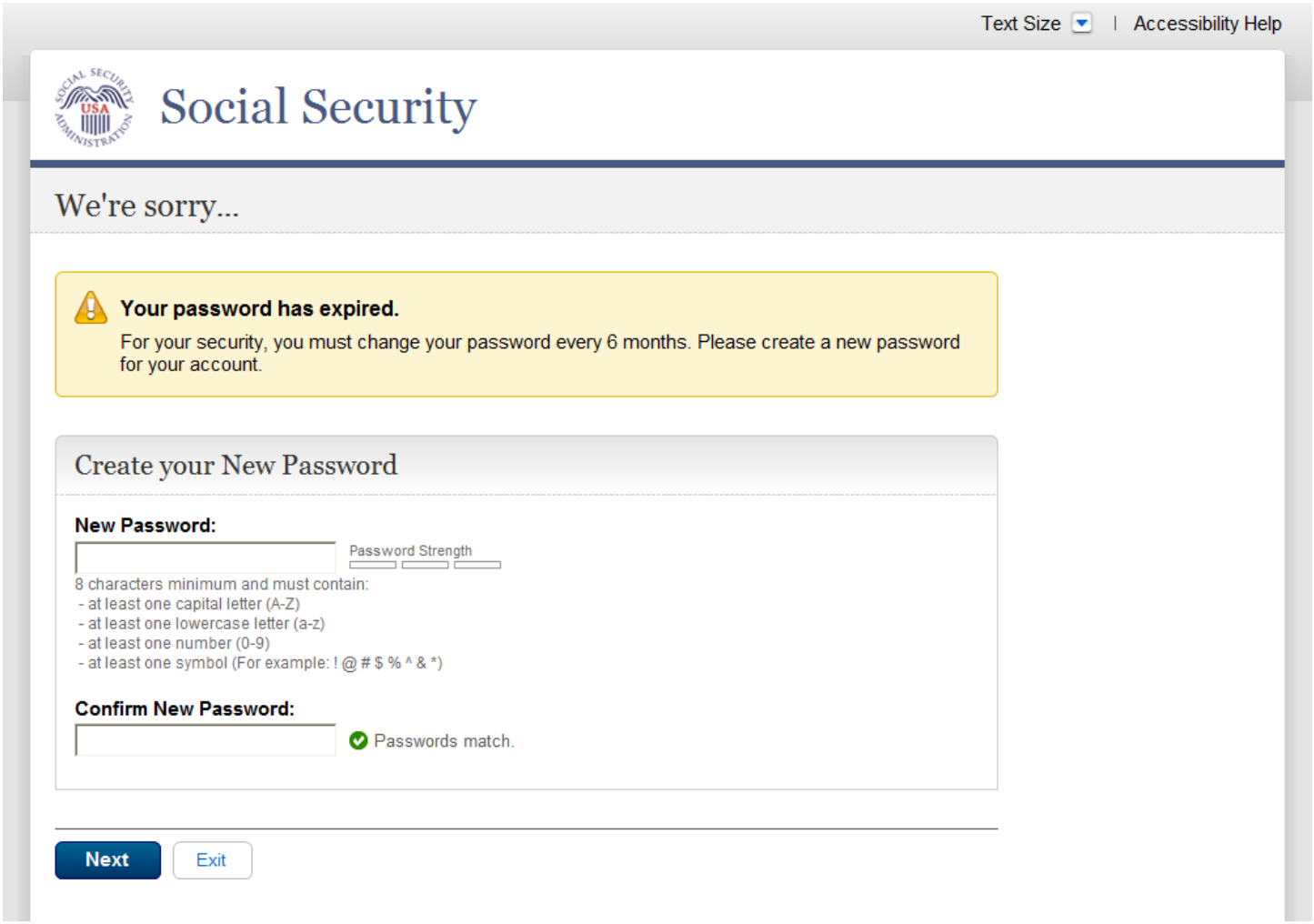
Error - Verify Identity Strikeout



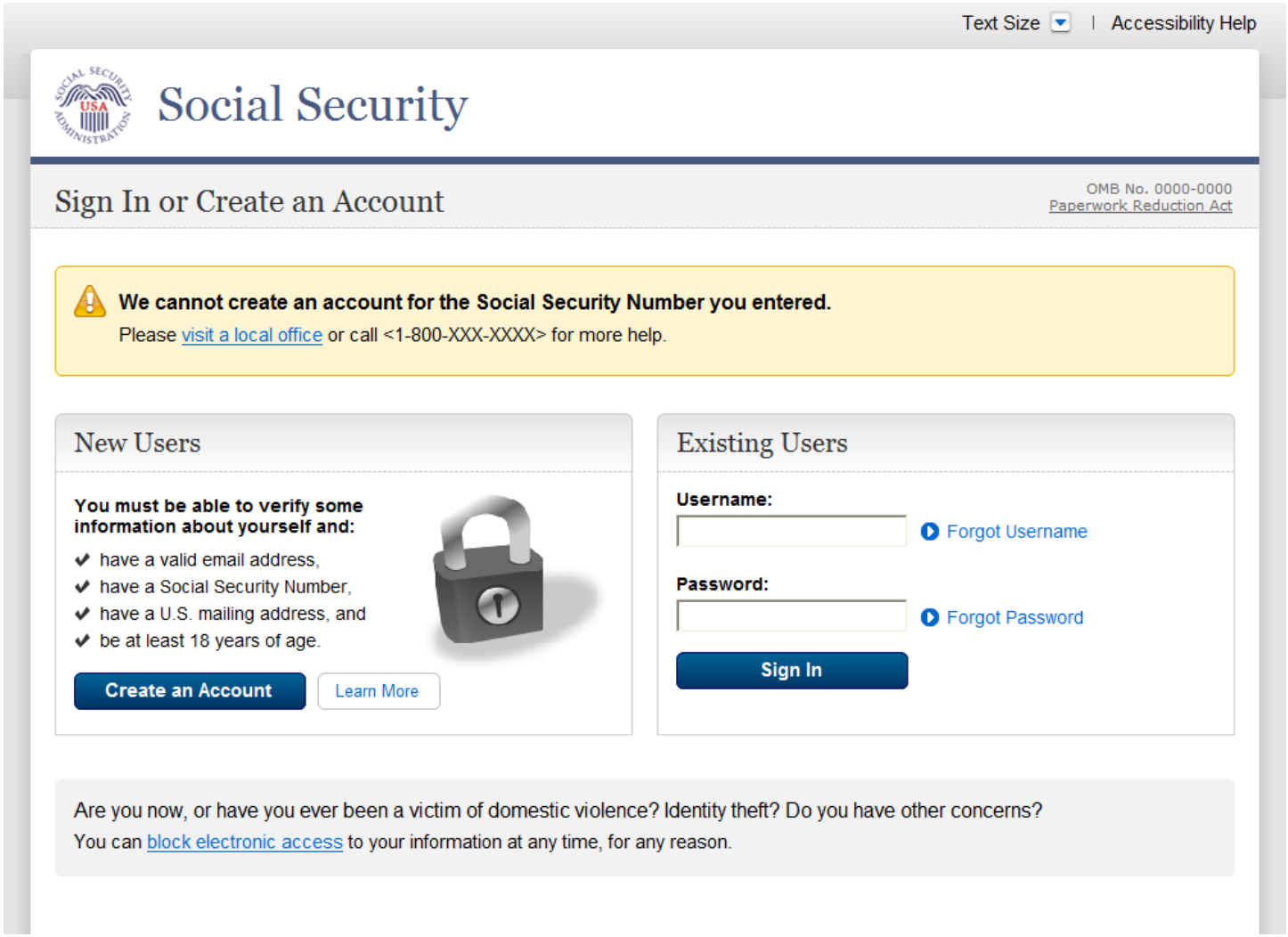
Error - Account Expired



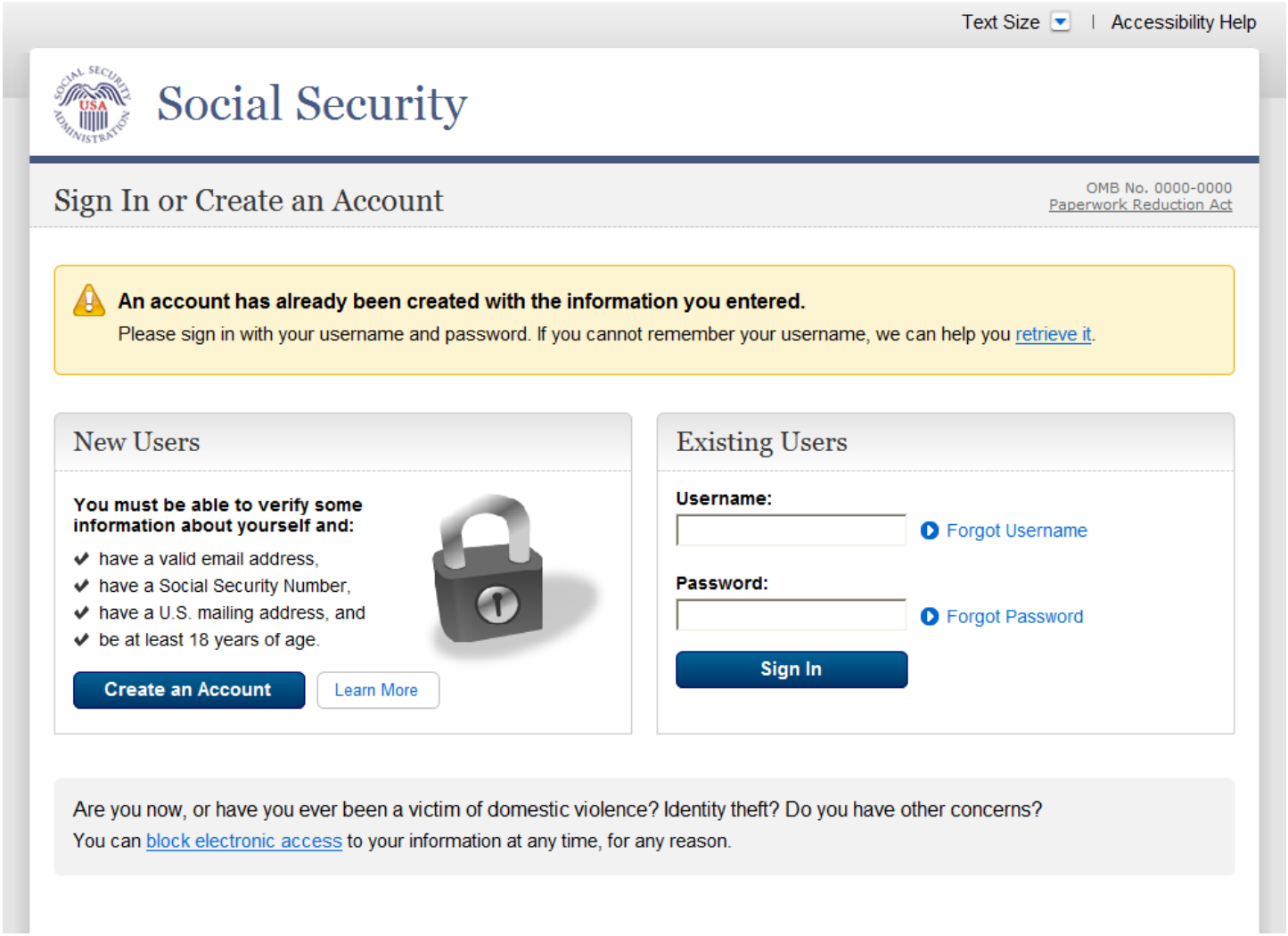
Error - Password Expired



Error – Cannot Create Account



Error - You Already Have an Account



Policy – Paperwork Reduction Act Statement

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-????; expiration date____. We estimate it will take about 8 minutes to read the instructions, gather the facts, and answer the questions.

You may send comments on our time estimate to: SSA, 1338 Annex Building, Baltimore, MD 21235-0001.

Close Window

Policy – Privacy Act Statement

Privacy Act Statement

Collection and Use of Personal Information

Section 205 of the Social Security Act, as amended; the Government Paperwork Elimination Act (P.L. 105-277); and the Federal Information Security Management Act of 2002 (Title III) of the E-Government Act of 2002 (P.L. 107-347) authorize us to collect this information to allow you access to our online services.

This Privacy Act Statement applies to the entire online authentication process and credential issuance, which includes account setup to account maintenance.

We need this information to identify who you are before we provide you with the information you are requesting. Your response is voluntary. However, failure to provide the requested information may prevent you from using our online services.

When you set up your account, we will verify the information you give us against our records. We will also send some of the information you give us to an external data source, Experian. Experian will help us to verify your identity. We do not share your Social Security number with Experian. Experian will keep the information we share with them for the period of time required by Federal laws, regulations, or guidelines.

We rarely use the information you supply for any purpose other than to verify your identity. However, we may use it for the administration and integrity of our 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 comply with Federal laws requiring the release of information from Social Security records (e.g. to the Government Accountability Office and Department of Veterans Affairs);

2. To facilitate statistical research, audit, or investigative activities necessary to assure the integrity and improvement of Social Security programs;

3. To respond to a request on your behalf from a Congressional office or the Office of the President; and

4. To other Federal agencies and our contractors, including external data sources, to assist us in efficiently administering our programs.

A complete list of routine uses for this information is available in our System of Records Notice entitled, *Central Repository of Electronic Authentication Data Master File* (60-0373). The notice, additional information regarding this form, and any other information regarding our programs are available online at www.socialsecurity.gov or at your local Social Security office.

Close Window