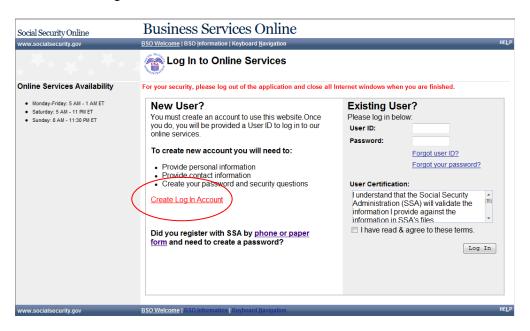
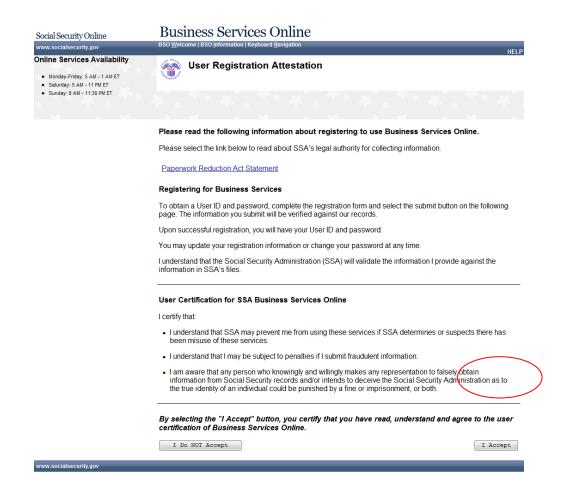
# APPOINTED REPRESENTATIVE REGISTRATION via INTERNET

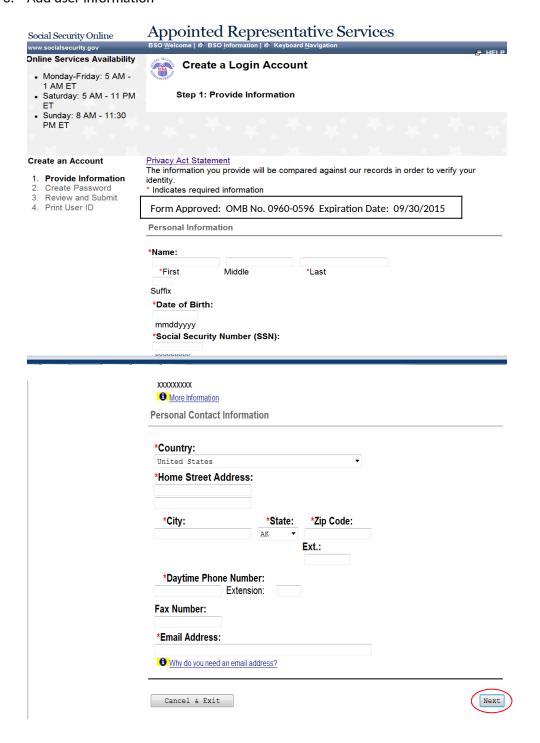
1. Select "Create Log in Account"



# 2. Accept the Attestation



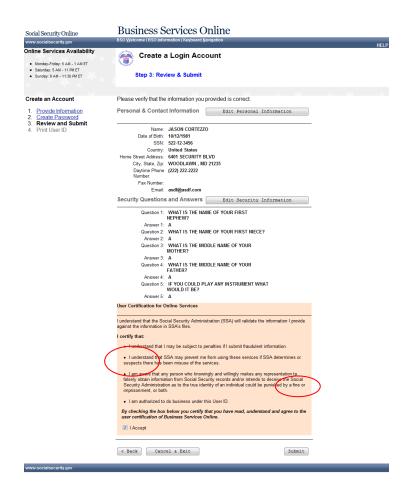
# 3. Add user information



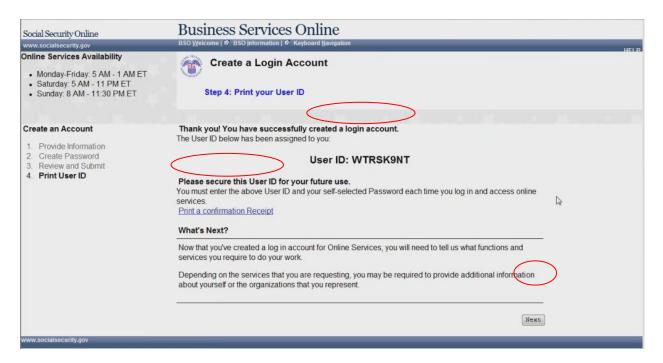
# 4. Enter password and KBA questions and answers



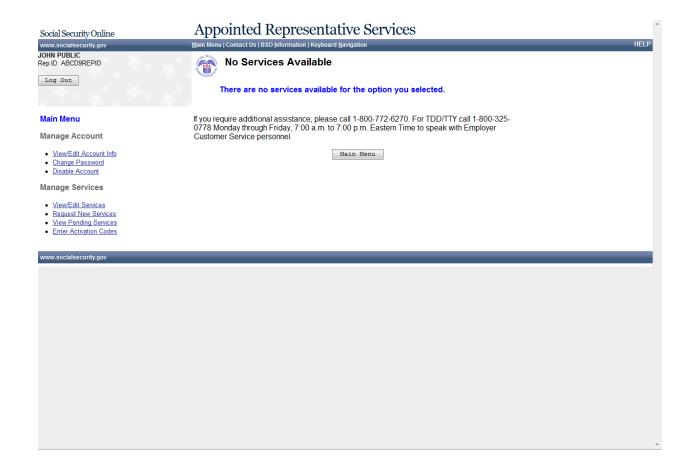
# 5. Review your information and accept the certification



6. Note down your new user id, you can print a receipt if desired

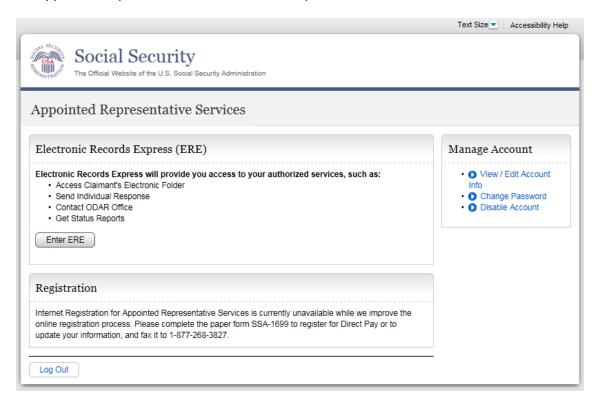


7. Appointed Rep MENU - No services

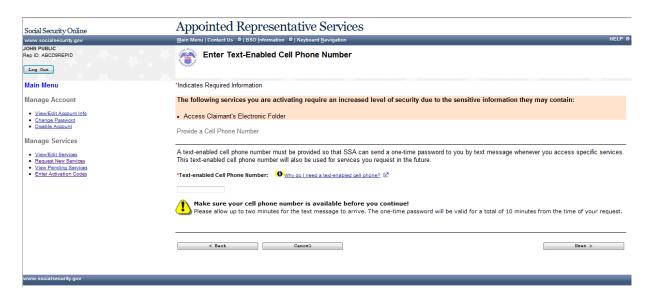




# 9. Appointed Rep MENU - Electronic Folder Request



# 10. Enter a Text-Enabled Phone Number



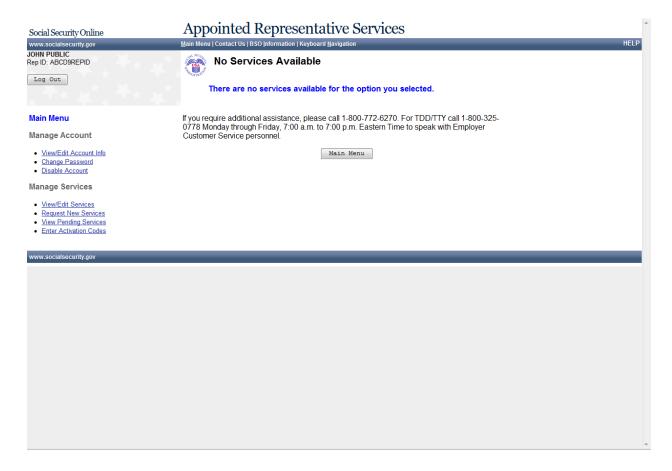
#### 11. Enter code activation



# 12. Enter activation confirmation



# 13. No service available



# 14. Paperwork Reduction Act Statement

# **Business Services Online** Social Security Online BSO Welcome | BSO Information | Keyboard Navigation www.socialsecurity.gov **Online Services Availability Paperwork Reduction Act Statement** Monday-Friday: 5 AM - 1 AM ET Saturday: 5 AM - 11 PM ET Sunday: 8 AM - 11:30 PM ET This information collection meets the clearance 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 3 minutes to read the instructions, gather the facts, and answer the questions. You may send comments on our estimate of the time needed to complete the SSA, 6401 Security Blvd, Baltimore, MD 21235-0001. Close Browser Window

# 15. Privacy Act Statement

# Privacy Act Statement Collection and Use of Personal Information

Sections 205(a) and 1106 of the Social Security Act, as amended, authorize us to collect this information to allow you access to our online applications. We will use the information you provide to register you, your company, or authorized employee(s) to use our Business Services Online (BSO).

Furnishing us this information is voluntary. However, failing to provide us with all or part of the information could prevent us offering you access to our BSO suite of services.

We rarely use the information you supply for any purpose other than for registration and granting access to our BSO suite of services. However, we may use the information for the administration of our programs including sharing information:

- 1. To comply with Federal laws requiring the release of information from our records (e.g., to the Government Accountability Office and Department of Veterans Affairs); and,
- 2. To facilitate statistical research, audit, or investigative activities necessary to ensure the integrity and improvement of our programs (e.g., to the Bureau of the Census and to private entities under contract with us).

A list of when we may share your information with others, called routine uses, is available in our Systems of Records Notice entitled, <u>Master Files of Social Security Number (SSN) Holders and SSN Applications</u> (60-0058). Additional information about the BSO suite of services, routine uses of information, programs, and systems are available online at <u>www.socialsecurity.gov</u> or at your local Social Security office.

We may share the information you provide to other agencies through computer matching programs. Matching programs compare our records with records kept by other Federal, State, or local government agencies. We can use the information from these matching programs 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.