APPOINTED REPRESENTATIVE REGISTRATION via INTERNET
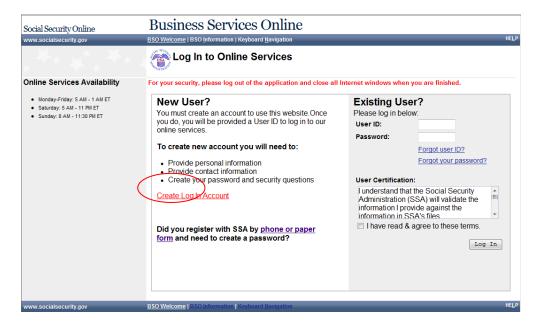
1. Select "Create Log in Account"

2. Accept the Attestation

3. Add user information

Appointed Representative Services

Social Security Online
www.socialsecurity.gov

BSO Welcome | BSO Information | Keyboard Navigation

HELP

Online Services Availability

- Monday-Friday: 5 AM - 1 AM ET
- Saturday: 5 AM - 11 PM ET
- Sunday: 8 AM - 11:30 PM ET

Create a Login Account

Step 1: Provide Information

Create an Account

1. **Provide Information**
2. Create Password
3. Review and Submit
4. Print User ID

Privacy Act Statement

The information you provide will be compared against our records in order to verify your identity.

* Indicates required information

Personal Information

*Name:

| *First | Middle | *Last |

Suffix

*Date of Birth:

mmddyyyy

*Social Security Number (SSN):

XXXXXXXXX

XXXXXXXXX

More Information

Personal Contact Information

*Country:

United States

*Home Street Address:

*City: *State: *Zip Code:

AK

Ext.:

*Daytime Phone Number: Extension:

Fax Number:

*Email Address:

Why do you need an email address?

Cancel & Exit   Next

3

4. Enter password and KBA questions and answers

Social Security Online

www.socialsecurity.gov

Business Services Online

BSO Welcome | BSO Information | Keyboard Navigation

HELP

Online Services Availability

- Monday-Friday: 5 AM - 1 AM ET
- Saturday: 5 AM - 11 PM ET
- Sunday: 8 AM - 11:30 PM ET

Create a Login Account

Step 2: Create Your Password

Create an Account

1. Provide Information
2. **Create Password**
3. Review and Submit
4. Print User ID

Your password will be used to log in to online services; your User ID will be provided to you.
* Indicates required information

*Enter Password:

••••••••

*Re-enter Password:

••••••••

Your Password:

- Must contain exactly **8 characters**
- Must contain **only numbers and letters**
- Must contain **at least 1 number and 1 letter**
- Is **not case sensitive**

Security Questions and Answers

The security questions and answers you select will be used to validate your identity in case you forget your password.

*Question 1:

WHAT IS THE NAME OF YOUR FIRST NEPHEW?

*Answer 1:

A

*Question 2:

WHAT IS THE NAME OF YOUR FIRST NIECE?

*Answer 2:

A

*Question 3:

WHAT IS THE MIDDLE NAME OF YOUR MOTHER?

*Answer 3:

A

*Question 4:

WHAT IS THE MIDDLE NAME OF YOUR FATHER?

*Answer 4:

A

*Question 5:

IF YOU COULD PLAY ANY INSTRUMENT WHAT WOULD IT BE?

*Answer 5:

A

Back   Cancel & Exit   Next

www.socialsecurity.gov

5. Review your information and accept the certification

Business Services Online

HELP

Social Security Online
www.socialsecurity.gov

Online Services Availability
- Monday-Friday: 5 AM – 1 AM ET
- Saturday: 5 AM – 11 PM ET
- Sunday: 8 AM – 11:30 PM ET

Create a Login Account

Step 3: Review & Submit

Create an Account
1. Provide Information
2. Create Password
3. **Review and Submit**
4. Print User ID

Please verify that the information you provided is correct.

Personal & Contact Information   [Edit Personal Information]

Name:	JASON CORTEZZO
Date of Birth:	10/12/1981
SSN:	522-12-3456
Country:	United States
Home Street Address:	6401 SECURITY BLVD
City, State, Zip:	WOODLAWN , MD 21235
Daytime Phone Number:	(222) 222-2222
Fax Number:	
Email:	asdf@asdf.com

Security Questions and Answers   [Edit Security Information]

Question 1:	WHAT IS THE NAME OF YOUR FIRST NEPHEW?
Answer 1:	A
Question 2:	WHAT IS THE NAME OF YOUR FIRST NIECE?
Answer 2:	A
Question 3:	WHAT IS THE MIDDLE NAME OF YOUR MOTHER?
Answer 3:	A
Question 4:	WHAT IS THE MIDDLE NAME OF YOUR FATHER?
Answer 4:	A
Question 5:	IF YOU COULD PLAY ANY INSTRUMENT WHAT WOULD IT BE?
Answer 5:	A

User Certification for Online Services

I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files.

I certify that:

- I understand that I may be subject to penalties if I submit fraudulent information.
- I understand that SSA may prevent me from using these services if SSA determines or suspects there has been misuse of the services.
- I am aware that any person who knowingly and willingly makes any representation to falsely obtain information from Social Security records and/or intends to deceive the Social Security Administration as to the true identity of an individual could be punished by a fine or imprisonment, or both.
- I am authorized to do business under this User ID.

By checking the box below you certify that you have read, understand and agree to the user certification of Business Services Online.

☑ I Accept

[< Back]   [Cancel & Exit]   [Submit]

www.socialsecurity.gov

5

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

7. Appointed Rep MENU - No services

Social Security Online

Appointed Representative Services

www.socialsecurity.gov | Main Menu | Contact Us | BSO Information | Keyboard Navigation | HELP

JOHN PUBLIC
Rep ID: ABCD9REPID

[Log Out]

No Services Available

There are no services available for the option you selected.

Main Menu

Manage Account

- View/Edit Account Info
- Change Password
- Disable Account

Manage Services

- View/Edit Services
- Request New Services
- View Pending Services
- Enter Activation Codes

If you require additional assistance, please call 1-800-772-6270. For TDD/TTY call 1-800-325-0778 Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel.

[Main Menu]

www.socialsecurity.gov

9. Appointed Rep MENU – Electronic Folder Request

Social Security
The Official Website of the U.S. Social Security Administration

Appointed Representative Services

Electronic Records Express (ERE)

Electronic Records Express will provide you access to your authorized services, such as:
- Access Claimant's Electronic Folder
- Send Individual Response
- Contact ODAR Office
- Get Status Reports

Enter ERE

Manage Account

- ▶ View / Edit Account Info
- ▶ Change Password
- ▶ Disable Account

Registration

Internet Registration for Appointed Representative Services is currently unavailable while we improve the online registration process. Please complete the paper form SSA-1699 to register for Direct Pay or to update your information, and fax it to 1-877-268-3827.

Log Out

10. Enter a Text-Enabled Phone Number

Social Security Online

www.socialsecurity.gov

JOHN PUBLIC
Rep ID: ABCD9REPID

Log Out

Appointed Representative Services

Main Menu | Contact Us 🗗 | BSO Information 🗗 | Keyboard Navigation

HELP 🗗

Enter Text-Enabled Cell Phone Number

Main Menu

Manage Account

- View/Edit Account Info
- Change Password
- Disable Account

Manage Services

- View/Edit Services
- Request New Services
- View Pending Services
- Enter Activation Codes

*Indicates Required Information

The following services you are activating require an increased level of security due to the sensitive information they may contain:

- Access Claimant's Electronic Folder

Provide a Cell Phone Number

A text-enabled cell phone number must be provided so that SSA can send a one-time password to you by text message whenever you access specific services. This text-enabled cell phone number will also be used for services you request in the future.

*Text-enabled Cell Phone Number: ⓘ Why do I need a text-enabled cell phone? 🗗

⚠️ **Make sure your cell phone number is available before you continue!**
Please allow up to two minutes for the text message to arrive. The one-time password will be valid for a total of 10 minutes from the time of your request.

[< Back]   [Cancel]   [Next >]

www.socialsecurity.gov

11. Enter code activation

Social Security Online

Appointed Representative Services

HELP

JOHN PUBLIC

Log Out

Main Menu

Manage Account

- View/Edit Account Info
- Change Password
- Disable Account

Manage Services

- View/Edit Services
- Request New Services
- View Pending Services
- Enter Activation Codes

Enter Activation Code(s)

Enter the activation code for any service(s) for which you have requested access and have received an activation code.

Enter Activation Code:

[ ]

Cancel   Activate Service(s)

www.socialsecurity.gov

12. Enter activation confirmation

Social Security Online

Appointed Representative Services

HELP

JOHN PUBLIC

Log Out

Main Menu

Manage Account

- View/Edit Account Info
- Change Password
- Disable Account

Manage Services

- View/Edit Services
- Request New Services
- View Pending Services
- Enter Activation Codes

Enter Activation Code(s) - Confirmation

You have successfully activated Appointed Representative Registration.

The service(s) listed are now available from the Main Menu.

Go to the Main Menu

www.socialsecurity.gov

13. No service available

Social Security Online
www.socialsecurity.gov

JOHN PUBLIC
Rep ID: ABCD9REPID

Log Out

Main Menu

Manage Account

- View/Edit Account Info
- Change Password
- Disable Account

Manage Services

- View/Edit Services
- Request New Services
- View Pending Services
- Enter Activation Codes

www.socialsecurity.gov

Appointed Representative Services

Main Menu | Contact Us | BSO Information | Keyboard Navigation   HELP

No Services Available

There are no services available for the option you selected.

If you require additional assistance, please call 1-800-772-6270. For TDD/TTY call 1-800-325-0778 Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel.

Main Menu

14. Paperwork Reduction Act Statement

Business Services Online

Social Security Online

BSO Welcome | BSO Information | Keyboard Navigation

HELP

www.socialsecurity.gov

Online Services Availability

- Monday-Friday: 5 AM - 1 AM ET
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Paperwork Reduction Act Statement

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 form to:

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, Master Files of Social Security Number (SSN) Holders and SSN Applications (60-0058). Additional information about the BSO suite of services, routine uses of information, programs, and systems are available online at www.socialsecurity.gov 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.