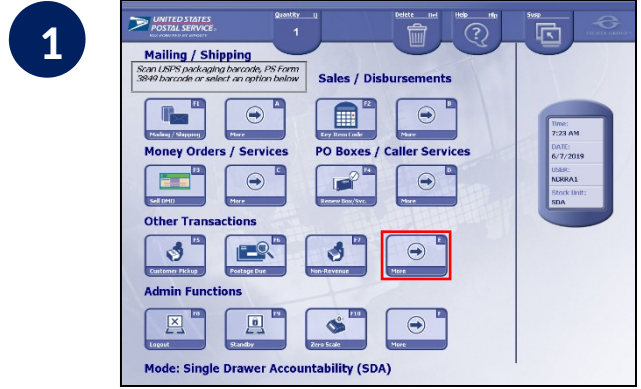
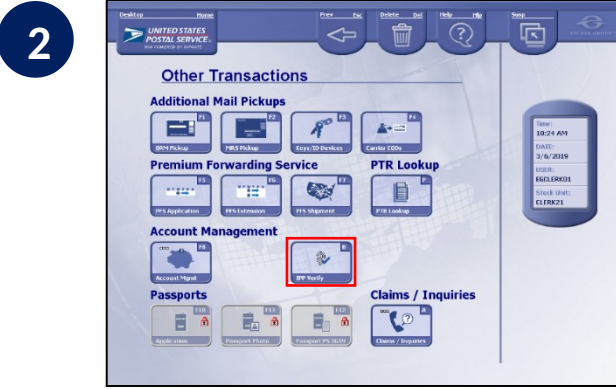


# SSA RSS IPP Verify Process Flow



1

**Find "IPP Verify" on RSS**  
Click "More" under "Other Transactions" from the Main Screen



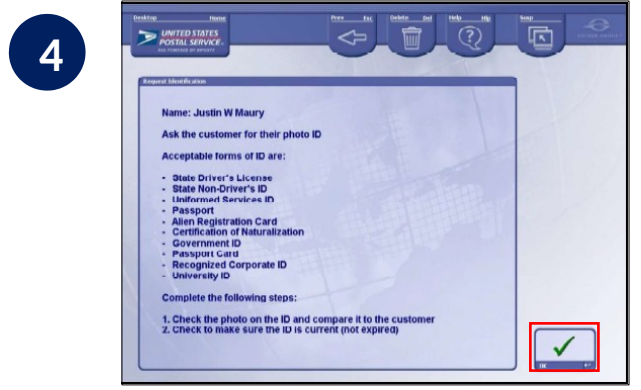
2

**Select "IPP Verify"**



3

**Search for Customer Info**  
Scan Barcode (printed or on cell phone) presented by customer



4

**Confirm Customer's Info**  
Follow instructions on screen to verify customer's photo ID and select "OK"

**Social Security Administration Acceptable forms of ID**

*The RSS "IPP Verify" lists IDs that are not accepted by the SSA. Clerks are to only accept IDs from the following SSA approved list. Failure to do so will result in a failed IPP transaction.*

5

**Select Primary Form of ID**  
Customer presents one primary form of ID

**Primary ID (provide 1)**

- US Government-issued ID with current address\*
- State Driver's License
- State Non-Driver's ID
- Uniformed Services ID
- US Passport\*

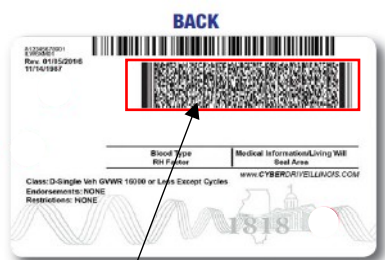
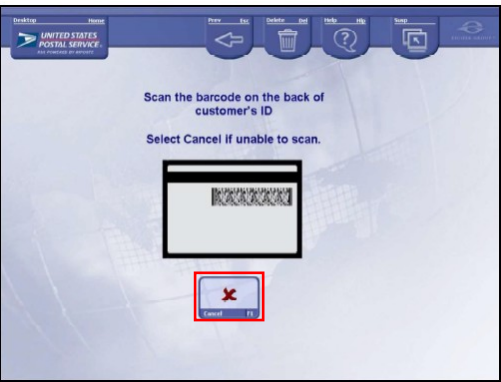
*\*requires secondary form of*

**Secondary ID**

- Mortgage, Lease, or Dead of Trust
- Voter Registration
- Vehicle Registration Card
- Home or Vehicle Insurance Policy

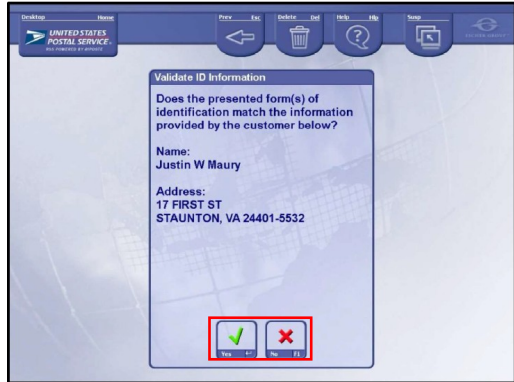
# SSA RSS IPP Verify Process Flow

6



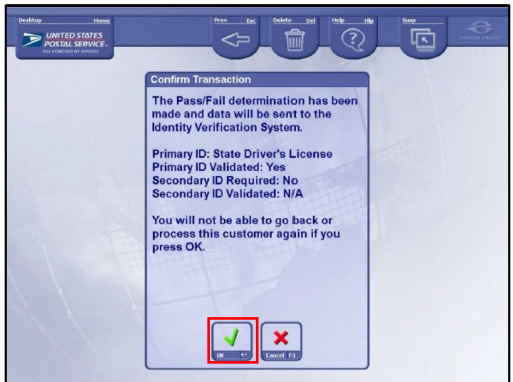
For State Driver's Licenses that have two barcodes on the back, scan the second barcode

7



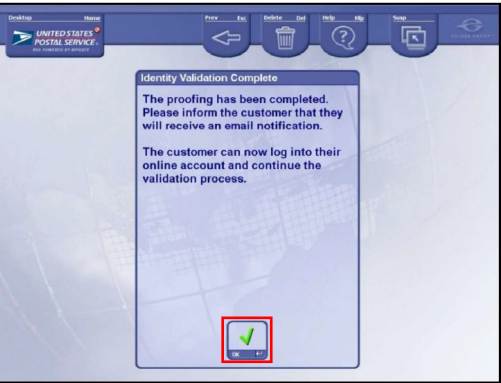
**Validate Customer Info**  
Select "Yes" if customer ID matches. If "No" system will prompt you to enter secondary ID

8



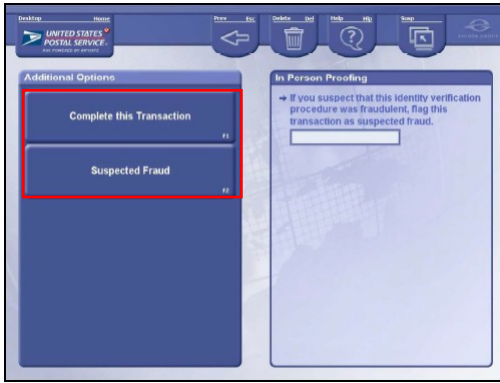
**Confirm Transaction**  
Select "OK" to confirm transaction

9



**Complete Transaction**  
Select "OK" to complete transaction, and thank customer for their visit

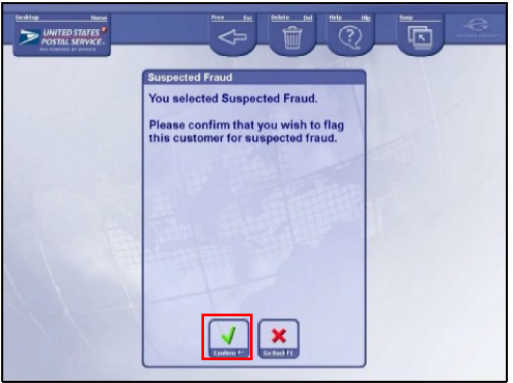
10



**Determine if Fraud Suspected**  
Select either "Complete the Transaction" or "Suspected Fraud"

*Optional*

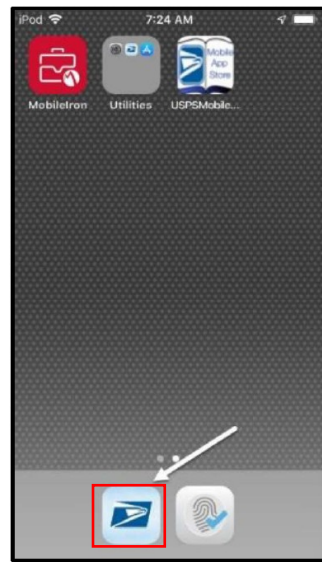
11



**Confirm Fraud Suspected**  
Select "Confirm" to flag and finalize transaction

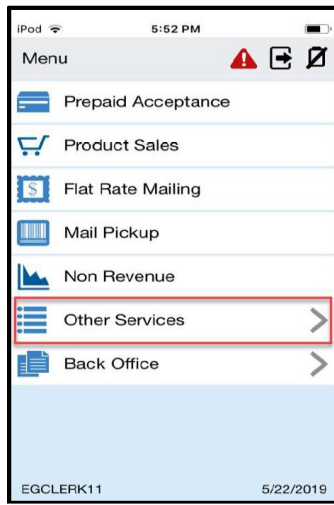
# SSA RSS mPOS App Process Flow

1



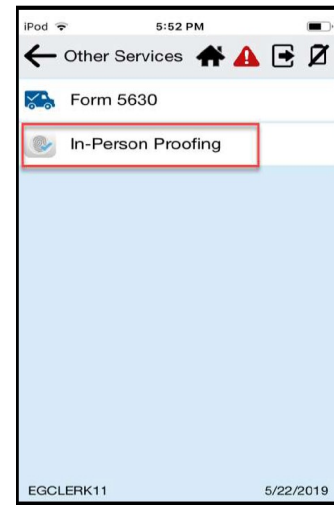
**Find RSS Application on mPOS**  
 From the main screen of the mPOS, select "RSS App" located on the bottom left

2



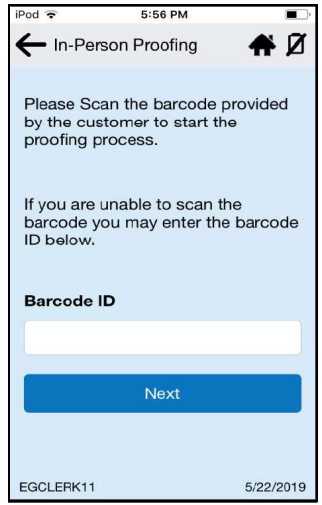
**Select "Other Services"**

3



**Select "In-Person Proofing"**

4



**Scan Barcode**  
 Scan customer's barcode (printed or on cell phone). If barcode will not scan, manually enter and click "Next"

5



**Request Customer's ID**  
 Customer presents one primary form of ID, and then select "Next"

**Social Security Administration Acceptable forms of ID**

The RSS mPOS App lists IDs that are not accepted by the SSA. Clerks are to only accept IDs from the following SSA approved list. Failure to do so will result in a failed IPP transaction.

**Primary ID (provide 1)**

- US Government-issued ID with current address\*
- State Driver's License
- State Non-Driver's ID
- Uniformed Services ID
- US Passport\*

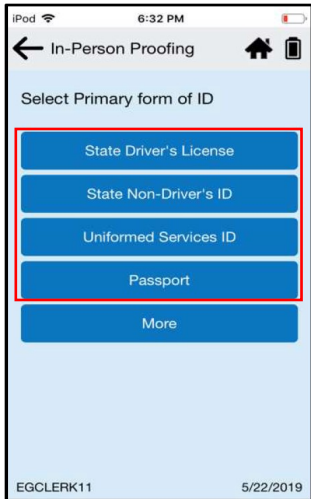


**Secondary ID**

- Mortgage, Lease, or Dead of Trust
- Voter Registration
- Vehicle Registration Card
- Home or Vehicle Insurance Policy

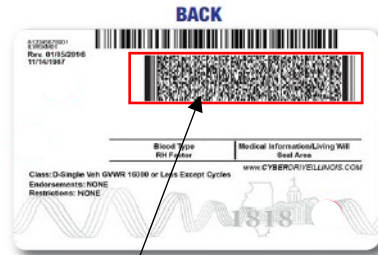
# SSA RSS mPOS App Process Flow

6

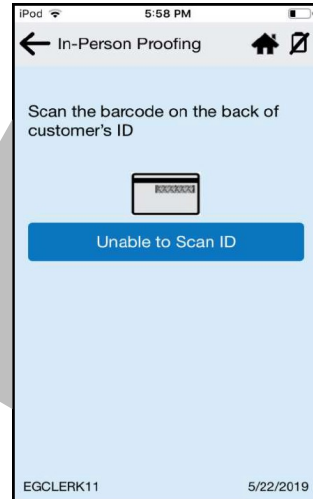


**Select ID**  
Select the form of ID presented by customer, and scan it

7

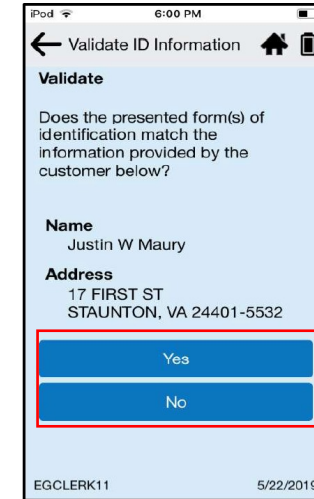


For State Driver's Licenses that have two barcodes on the back, scan the second barcode



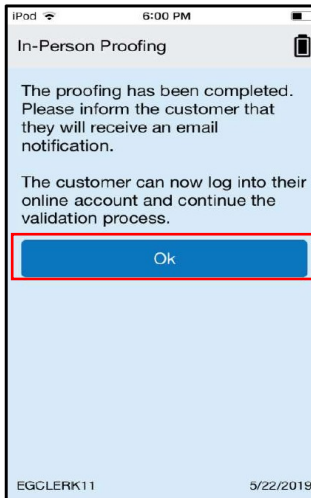
**Enter Customer ID Info**  
For State Driver's License, State Non-Driver's ID, and Military Issued ID scan barcode on back of ID. For other primary IDs, confirm photo matches customer and enter secondary ID

8



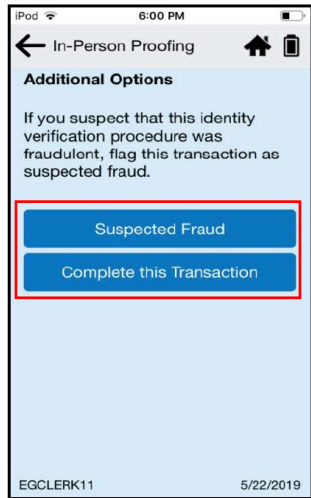
**Validate Information**  
Select "Yes" to confirm customer ID matches info on screen. If "No" enter secondary ID information

9



**Complete Transaction**  
Inform the customer that the proofing is complete and that they will receive a confirmation email with their results. Select "Continue"

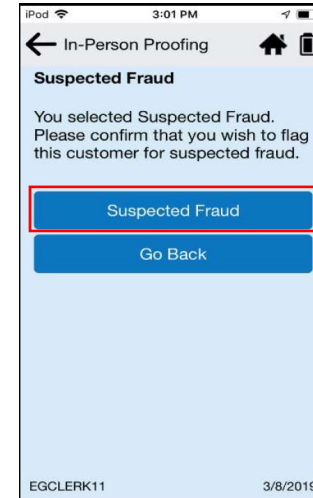
10



**Determine if Fraud Suspected**  
Select either "Complete this Transaction" or "Suspected Fraud"

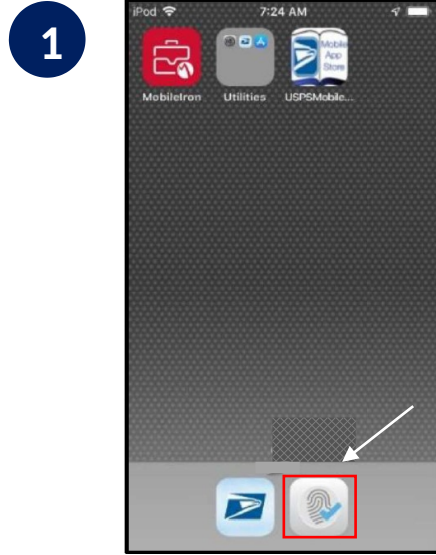
Optional

11

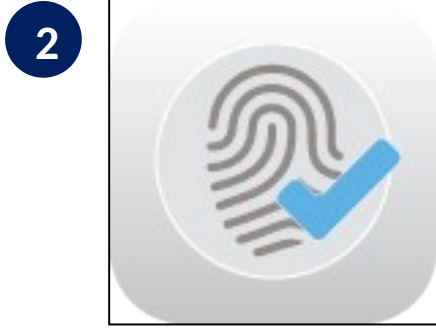


**Confirm Fraud Suspected**  
If fraud suspected, select "Suspected Fraud" to confirm and finalize transaction

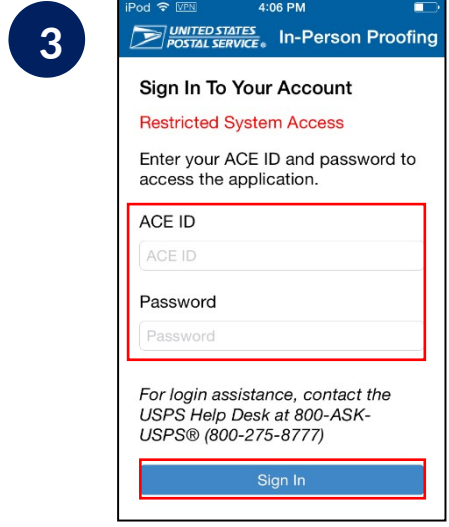
# SSA mPOS IVS App Process Flow



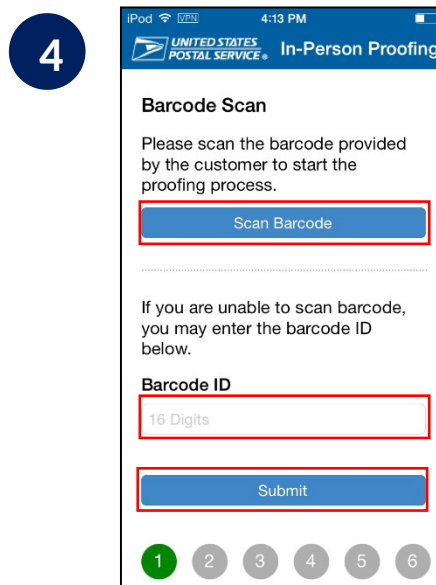
**1 Find IVS Application on mPOS**  
 From the main screen of the mPOS, the IVS App is located on the bottom right



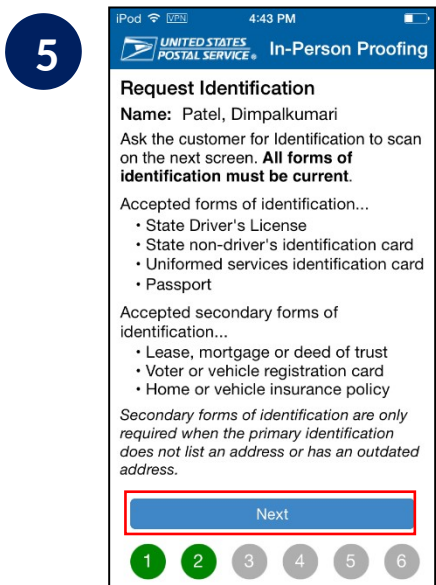
**2 Select IVS Application**



**3 Sign In**  
 Enter your ACE ID and Password, and then select "Sign In"



**4 Scan Barcode**  
 Scan customer's barcode (printed or on cell phone). If barcode will not scan, manually enter and click "Submit"



**5 Request Customer's ID**  
 Customer presents one primary form of ID, and then select "Next"

**Social Security Administration Acceptable forms of ID**

Clerks are to only accept IDs from the following SSA approved list:

- US Government-issued ID with current address\*
  - State Driver's License
  - State Non-Driver's ID
  - Uniformed Services ID Card
  - US Passport\*
- Primary ID (provide 1)**
- Secondary ID**
- Mortgage, Lease, or Dead of Trust
  - Voter Registration
  - Vehicle Registration Card
  - Home or Vehicle Insurance Policy



# SSA mPOS IVS App Process Flow

**6**

UNITED STATES POSTAL SERVICE In-Person Proofing

Scan ID

Select the form of identification to scan.

State Driver's License

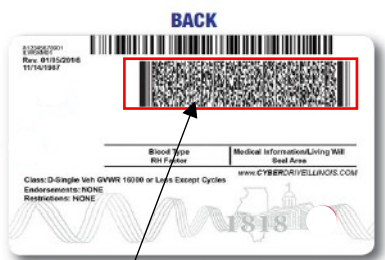
State Non-Driver's Identification Card

Uniformed Services Identification Card

Passport

1 2 3 4 5 6

**Select ID**  
*Select the form of ID presented by customer, and scan it*



*For State Driver's Licenses that have two barcodes on the back, scan the second barcode*

**7**

UNITED STATES POSTAL SERVICE In-Person Proofing

Scan the ID by pressing the button on the right side of the device.

Unable to Scan ID

1 2 3 4 5 6

**Enter Customer ID Info**  
*For State Driver's License, State Non-Driver's ID, and Military Issued ID scan barcode on back of ID. For other primary IDs, confirm photo matches customer and enter secondary ID*

**8**

UNITED STATES POSTAL SERVICE In-Person Proofing

Validate

Does the presented form(s) of identification match the information provided by the customer below?

Name: Foley, Brian

Address: 462 Hammond St  
Bangor, ME 04401

Yes

No, check address with secondary ID

No, name and address don't match ID

1 2 3 4 5 6

**Validate Information**  
*Select "Yes" to confirm customer ID matches info on screen. If "No" enter secondary ID information*

**9**

UNITED STATES POSTAL SERVICE In-Person Proofing

Identity Validation Complete

Please inform the customer that the proofing is finished and that they will receive an email.

Print the validation proofing confirmation code and give it to the customer for reference.

**333000080328700**

The customer can now log into the USPS application and continue the validation process.

Print Confirmation Code

Continue

**Complete Transaction**  
*Inform the customer that the proofing is complete and that they will receive a confirmation email with their results. Select "Continue"*

**10**

UNITED STATES POSTAL SERVICE In-Person Proofing

Additional Options

If you suspect that this identity verification procedure was fraudulent, flag that transaction as suspected fraud.

Suspected Fraud

Complete This Transaction

**Determine if Fraud Suspected**  
*Select either "Complete the Transaction" or "Suspected Fraud"*

**11**

UNITED STATES POSTAL SERVICE In-Person Proofing

Additional Options

If you suspect that this identity verification procedure was fraudulent, flag that transaction as suspected fraud.

You selected Suspected fraud. Please confirm that you wish to flag this customer for suspected fraud.

Go Back Confirm

**Confirm Fraud Suspected**  
*If fraud suspected, select "Confirm" to flag and finalize transaction*

*Optional*