


### Step 1 On-Line Pre-Enrollment


The SSI Access Pre-Enrollment must be completed on-line as the 1<sup>st</sup> step in your enrollment. You are required to provide a minimum set of biographic information such as personal information, citizenship, and employment, make a selection from a list of required identity documents to be presented at the time of enrollment, and schedule a date/time for your in person SSI Access enrollment at your preferred enrollment center location.


To complete the SSI Access Pre-Enrollment on-line,

- Visit the UES website at <https://universalenroll.dhs.gov/>
- Enter the Service Code **1111B4** as shown below -


Select a program below to see a list of available services and information:








OR enter your Service Code to view a list of available options:





Keep your shoes on.

Pre-enroll today at one of many convenient enrollment centers!

If there are no appointments available at your preferred enrollment location, please consider another location in close proximity. The walk-in option can also be selected instead of a specific date/time.

There is no payment required for completion of the SSI Access Pre-Enrollment. The SSI Access enrollment fee of \$14.50 will be collected at the UES Enrollment Center at the time of the in person enrollment.

For questions or additional information, please send an email to [ues-SSIAccess@morphotrust.com](mailto:ues-SSIAccess@morphotrust.com)



## TSA SSI Access Enrollment Instruction Sheet

### Step 2 Coordination of your Visit to an Enrollment Center

In order to coordinate your visit to a UES Enrollment Center, an email is **required** at **least 5 days prior** to your enrollment. Please send the email to [ues-SSIAccess@morphotrust.com](mailto:ues-SSIAccess@morphotrust.com) with the following information:

**Subject:** SSI Access - <Last Name>, <First Name>

**Message** <The body of the email should contain all of the information below>

**Name:** *Last Name, First Name*

**Phone:**

**E-Mail Address:**

**Type of Appointment:** *<Scheduled or Walk In>*

**Appointment Location:** *<Complete Street Address, City, State>*

**Appointment Date and Time:** *<No earlier than 5 business days from date of email>*

**Special Requirements:** *<Please note any special accommodations required for your enrollment>*

You will receive an acknowledgement email within 2 business days upon our receipt of your email.

### Step 3 In-Person Enrollments

During your scheduled appointment date/time at a UES Enrollment Center you are required to present your identity documents, provide biographic information, be fingerprinted, and make payment in the amount of \$14.50 as enrollment fee to complete your SSI Access enrollment. The acceptable forms of payment are credit card, money order, and company check. Money orders and company checks must be made out to "MorphoTrust USA." Cash and personal checks are not accepted.

For questions or additional information, please send an email to [ues-SSIAccess@morphotrust.com](mailto:ues-SSIAccess@morphotrust.com)