



## Electronic SSA-120

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Access to SSA systems and resources is based on a least privilege and need to know basis. This application is designed to replace the paper process for requesting a new PIN or to make changes to the employee's PIN as required by an appropriate security officer.

The Electronic SSA-120 allows a request for access to be completed, approved or denied online. The application eliminates the need for a wet-signature paper copy, increases processing time, and alleviates the storage of large volumes of paper records.

The Electronic SSA-120 operates via a series of tabs at the top of the form. The requestor begins with the Main Form tab. This portion of the form is similar to the paper version, except for the fact that the requesting official must attest that they have explained and provided a copy of the security requirements to the applicant. When the requestor has completed their portion of the form he will submit the form and advance it to the next tab. The same user completes the first two tabs.

It is important for the requestor to complete and submit the second tab as this triggers the email to your security officer and provides information that will be necessary to process your request. When this is done, the form will automatically be sent by email to the next level of authority for review and approval. The requestor will also receive a confirmation that their form has been sent. When a final decision has been made, the initial requestor will receive an email notification of the decision.

The requestor must complete and submit the second tab as it initiates an email that is sent to the requestor's approver (security officer). The request is sent automatically by email to the requestor's security officer for review and approval. The requestor will receive a confirmation that their request has been sent. The requestor will receive an email notification after the approver (security officer) has applied an approved or denied status to the request.

Component managers may track requests from their component through various reports available on the left side of this application. These reports will indicate what is pending for the component as well as the disposition of completed forms. The reports may be sorted by any of the columns. The PIN associated with the request is also listed in the pending requests section for use by the security officer in processing the TOP SECRET action.

Please use the links to the left to view a quick-start guide and user guide for both a Requestor and Approver.



## Application For Access to SSA Systems

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### 1. Applicant Information

- SSA Employee  
 Non SSA Employee (Please Specify) See Instructions

Select one of the Following:

### 2. Type of Request

- A. Create New  B. Change Access/Loc/Org

Create New

- PIN

PIN

- TSO ID

TSO ID

### 3A. Environment for Access (Check only one)

- Production  
 LAN Only  
 Integration  
 ESEF (Complete block 3B.)

### 3B. ESEF Only (Check all that apply)

- ESEF TSO/Batch  
 ESEF CICS Test  
 ESEF CICS Validation

### 4. Last Name

### First (OFFICIAL)

### MI

### 5. Social Security Number

### 6. Office/Branch Code

### 7. SSA Component Name or External Organization Name

### 8. Position Title (See instructions)

### 9. Justification/Remarks (Must be entered) ( You may enter up to 1000 characters. )

characters left

### 11A. Applicant's Signature

### 11B. Date

### 11C. Telephone

ALAN SORIANO 06/18/14 - I have explained and provided a copy of the security requirements to the applicant.

### PRIVACY ACT STATEMENT Collection and Use of Personal Information

44 U.S.C. § 3543 of the Federal Information Security Management Act of 2002, and Section 205(a) of the Social Security Act, as amended, authorize us to collect this information. We will use the information you provide to grant and limit access to SSA computer-based information resources. The information you furnish on this form is voluntary. However, failure to provide us with the requested information could prevent us from providing you access



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## Pending Requests

Today is Wednesday, June 18, 2014.

Welcome ALAN SORIANO !

These are the requests pending for LCL.

Display  records

Search:

SSA-120 Access Requests				
<a href="#">Date Submitted</a>	<a href="#">Lastname</a>	<a href="#">Firstname</a>	<a href="#">Office Code</a>	<a href="#">SAC</a>
No data available in table				

Showing 0 to 0 of 0 entries

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For problems on this webpage contact the National Network Service Center, 1-877-697-4889 opt 4.



## Completed Requests

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Display  records

Search:

SSA-120 Access Requests							
<a href="#">Date Submitted</a>	<a href="#">Lastname</a>	<a href="#">Firstname</a>	<a href="#">Office Code</a>	<a href="#">SAC</a>	<a href="#">Region/ Component</a>	<a href="#">Completed Date</a>	<a href="#">Processed PIN</a>
No data available in table							

Showing 0 to 0 of 0 entries

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For problems on this webpage contact the National Network Service Center, 1-877-697-4889 opt 4.

***SSA will insert the following revised PRA Statement into the form at its next scheduled reprinting:***

**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 0960-0791. We estimate that it will take about 2 minutes to read the instructions, gather the facts, and answer the questions. ***Send only comments relating to our time estimate above to: SSA, 6401 Security Blvd, Baltimore, MD 21235-6401.***

*SSA will insert the following revised Privacy Act Statement into the form at its next scheduled reprinting:*

## **Privacy Act Statement**

### **Collection and Use of Personal Information**

44 U.S.C. § 3543 of the Federal Information Security Management Act of 2002, and Section 205(a) of the Social Security Act, as amended, authorize us to collect this information. We will use the information you provide to grant and limit access to SSA computer-based information resources.

The information you furnish on this form is voluntary. However, failure to provide us with the requested information could prevent us from providing you access to SSA computer systems.

We rarely use the information you supply for any purpose other than for determining access to SSA computer systems. However, we may use it for the administration and integrity of 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 of Social Security programs.

We may also use the information you provide in computer matching programs. Matching programs compare our records with records kept by other Federal, State, or local government agencies.

A complete list of routine uses for this information is available in our System of Records Notices entitled, Identity Management System, 60-0361; and, Personal Identification Number File, 60-0214. These notices, additional information regarding this form, and information regarding our programs and systems, are available on-line at [www.socialsecurity.gov](http://www.socialsecurity.gov) or at your local Social Security office.