

SSA821 Online Application Screen Package

June 25, 2021

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Application Landing Page:



Complete the Work Activity Report - Employee (Form SSA-821)

Instructions

This online service allows you to electronically complete, sign, and submit the Work Activity Report - Employee (Form SSA-821) to us. You may use this online service as an alternative to completing a paper version of this form. To complete the form online, you will need a valid email address.

PRIOR TO USING THIS OPTION, YOU MAY HAVE RECEIVED A REQUEST TO COMPLETE A WORK ACTIVITY REPORT – EMPLOYEE (FORM SSA-821) FROM SSA.

IMPORTANT: We will not process the form until you complete the form, sign the form electronically, and select "Click to Sign" to submit the form.

Before beginning the form, you (the person completing the online form) will enter and confirm your email address in the online application. You will also create a password that will be required for you to access the form.

You will receive an email from adobesign@adobesign.com containing a link and instructions on how to access the form.

NOTE: The form must be electronically signed and submitted within **fifteen (15) calendar days** of initiating the process online (i.e., when you enter your email address in order to receive an email with a link to the form). After fifteen (15) calendar days, the link will expire and you will have to start a new form.

After successful submission of the form, you will be able to save a copy of the completed form within the application. You will also receive an email from adobesign@adobesign.com with a link to the completed form. You will need your pre-established password to save a copy for your records.

PLEASE NOTE:

- This website is most compatible with the following browsers: Microsoft Edge and Google Chrome.
- When accessing the form, the system will end your session after 60 minutes of inactivity. Use the link in your email and your pre-established password to continue working on your form.
- Every three (3) days, an email reminder will be sent until the form has been submitted or until the time expires (i.e., fifteen (15) calendar days after initiation).
- You will have to start a new form by returning to this website if any of the following situations apply:
 - You forget or lose the password. The password <u>cannot</u> be reset.
 - You do not receive an email notification within a few minutes of your online submission. Be sure to check your junk folder.
 - You do not electronically sign and submit the form within fifteen (15) calendar days.
 - You do not electronically sign and submit the form within fifteen (15) calendar days.

Sections 223(d) and 1633 of the Social Security Act, as amended, allow us to collect this information. Furnishing us this information is voluntary. However, failing to provide all or part of the information may prevent an accurate and timely decision on any claim filed or could result in an overpayment of benefits.

We will use the information you provide to make a determination of eligibility for benefits. We may also share your information for the following purposes, called routine uses:

- To employers, current or former, for correcting or reconstructing earnings records and for Social Security tax purposes; and
- To contractors and other Federal agencies, as necessary, for the purpose of assisting Social Security Administration in the efficient administration of its programs.

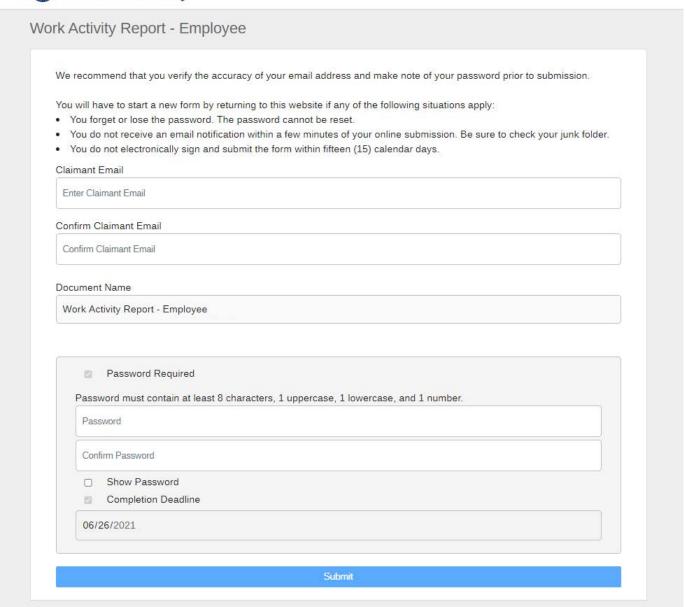
In addition, we may share this information in accordance with the Privacy Act and other Federal laws. For example, where authorized, we may use and disclose this information in computer matching programs, in which our records are compared with other records to establish or verify a person's eligibility for Federal benefit programs and for repayment of incorrect or delinquent debts under these programs.

A list of additional routine uses is available in our Privacy Act System of Records Notices (SORN) 60-0059, entitled Earnings Recording and Self-Employment Income System, as published in the Federal Register (FR) on January 11, 2006, at 71 FR 1819, 60-0320, entitled Electronic Disability Claim File, as published in the FR on June 4, 2020, at 85 FR 34477; and 60-0330, entitled eWork, as published in the FR on September 15, 2003, at 68 FR 54037. Additional information, and a full listing of all our SORNs, is available on our website at www.ssa.gov/privacy.

*I understand and agree to the above statement

Email and Password Landing Page:





On this page, the claimant sets the password that will be used to access the form.

Email Confirmation Page:

Social Security

Work Activity Report - Employee

To complete the online form, open the email from adobesign@adobesign.com and click on the "Review and sign" button.

First Email:



Mon 6/7/2021 3:06 PM

Social Security Administration <adobesign@adobesign.com>

[EXTERNAL] Social Security Administration Has Sent You Work Activity Report - Employee to Sign

To Claimant Email

Retention Policy Delete _7_Year_Default (7 years)

Expires 6/5/2028

1 If there are problems with how this message is displayed, click here to view it in a web browser.

Action items



Social Security Administration requests your signature Work Activity Report - Employee

Form Expires On June 22, 2021

Review and sign

THIS LINK EXPIRES IN FIFTEEN (15) CALENDAR DAYS.

You have a document to review and sign. You can access the document using the link above. For additional security, you were required to set a password in order to review the document.

You will have to start a new form if you forget or lose your password, or if you do not electronically sign and submit the form within fifteen (15) calendar days. The password cannot be reset. To start a new form, please visit https://secure.ssa.gov/ssa821-online-form.

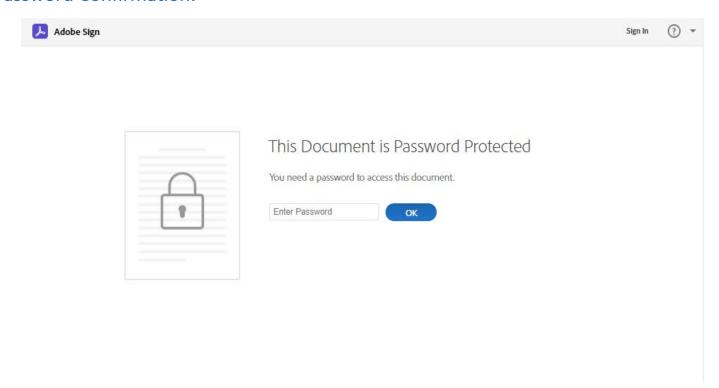
The "Review and sign" link is personalized for you and, for security purposes, we recommend that you do NOT forward/share this email or link with others. If you DO forward/share this email or link with others, you accept the risk that, by sharing your personal information, the person assisting you may misuse your personal information. If you have any questions about this email or feel that you received this in error, please contact SSA at 1-800-772-1213 (TTY 1-800-325-0778) between 8:00 am - 7:00 pm, Monday through Friday.

Suspect Social Security Fraud?

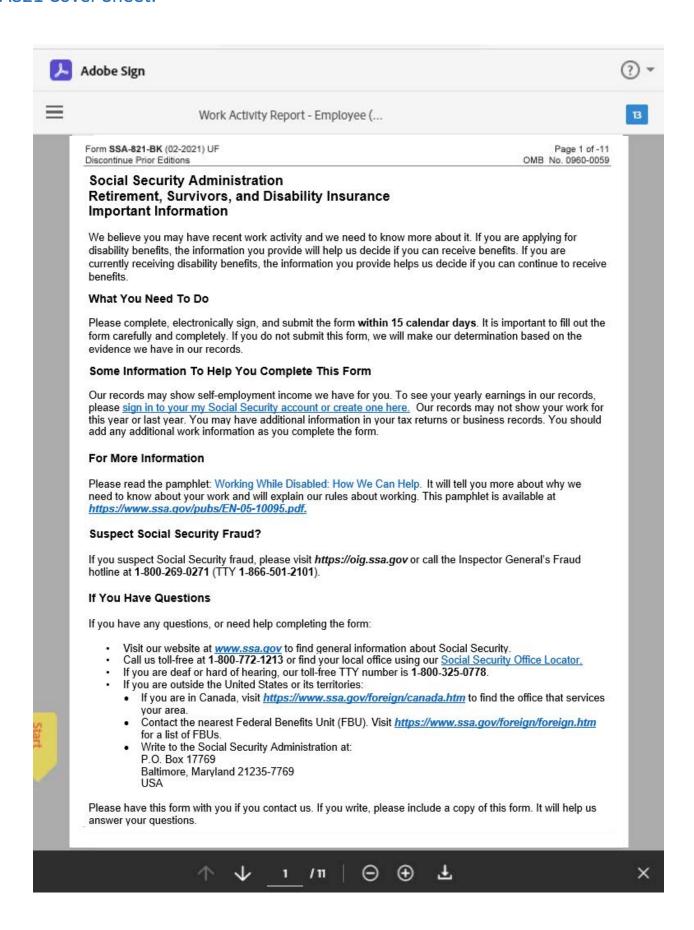
If you suspect Social Security fraud, please visit https://oig.ssa.gov/report or call the Inspector General's Fraud Hotline at 1-800-269-0271 (TTY 1-800-501-2101).

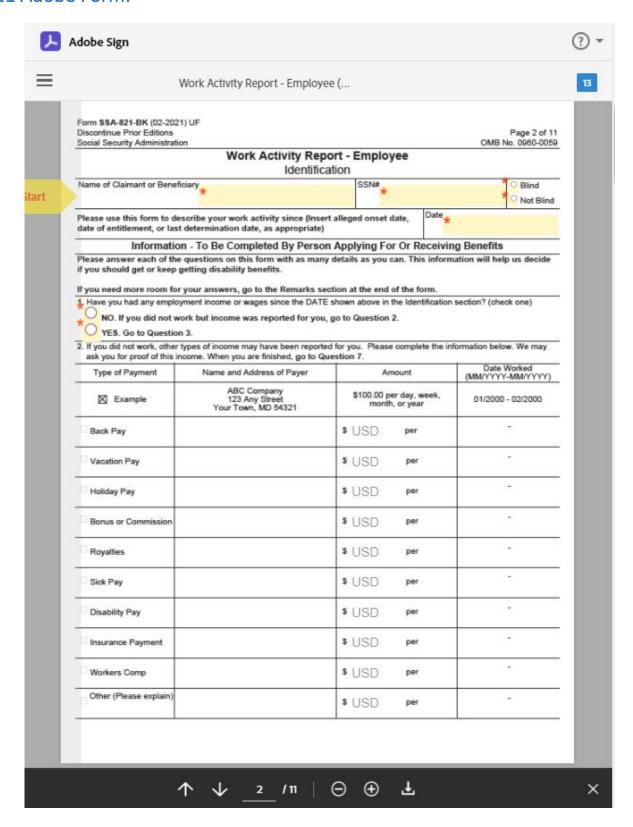
SOCIAL SECURITY ADMINISTRATION

Password Confirmation:

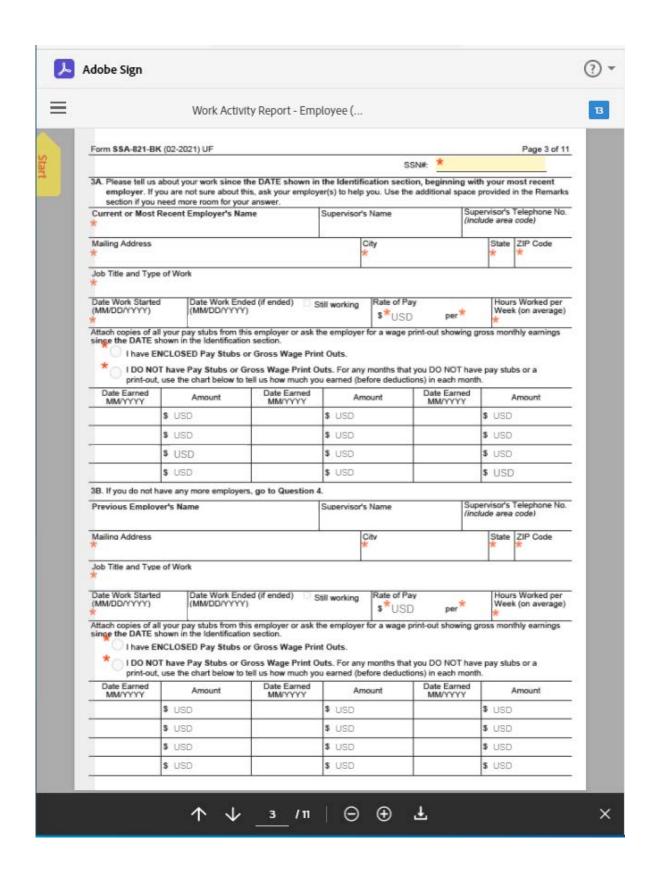


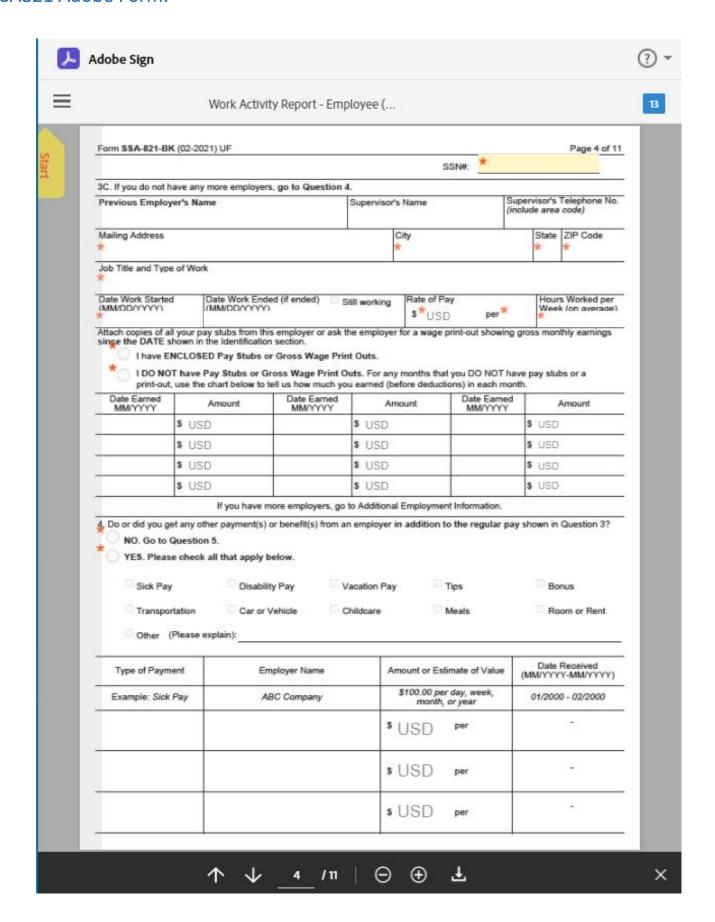
The claimant must provide the password to access the form.

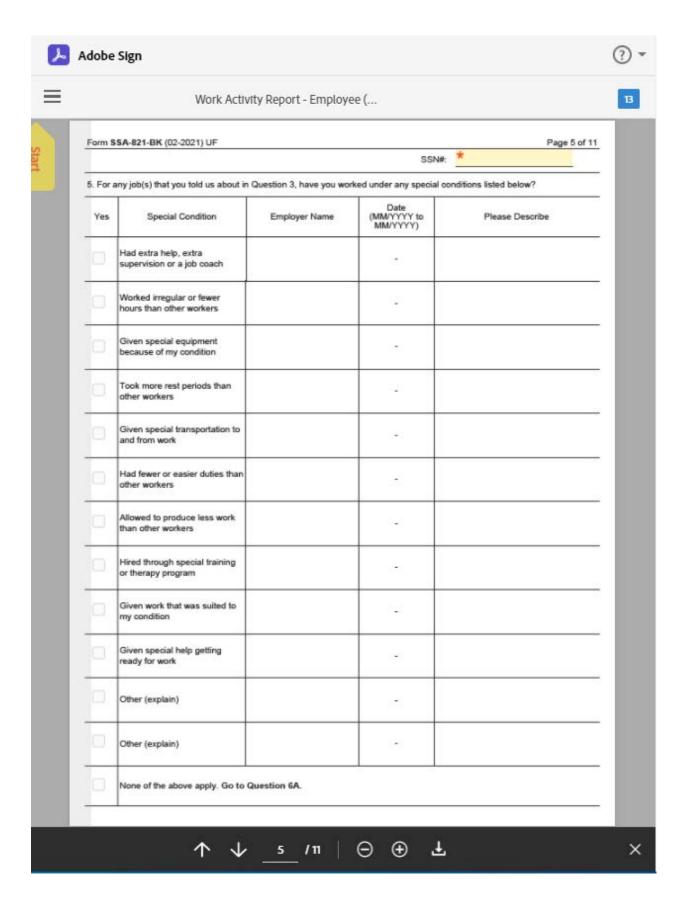


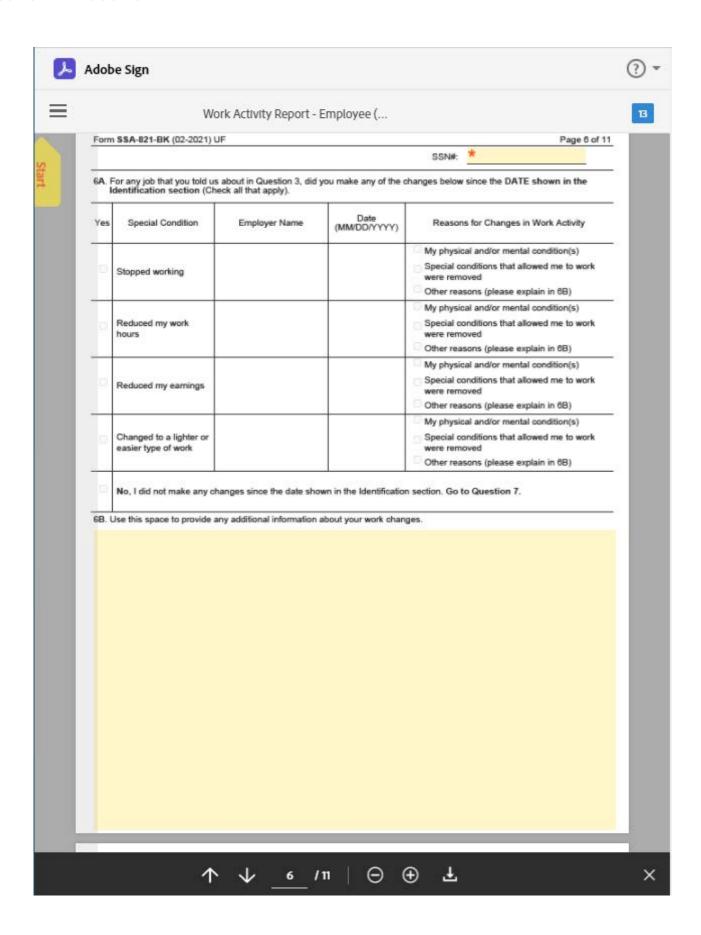


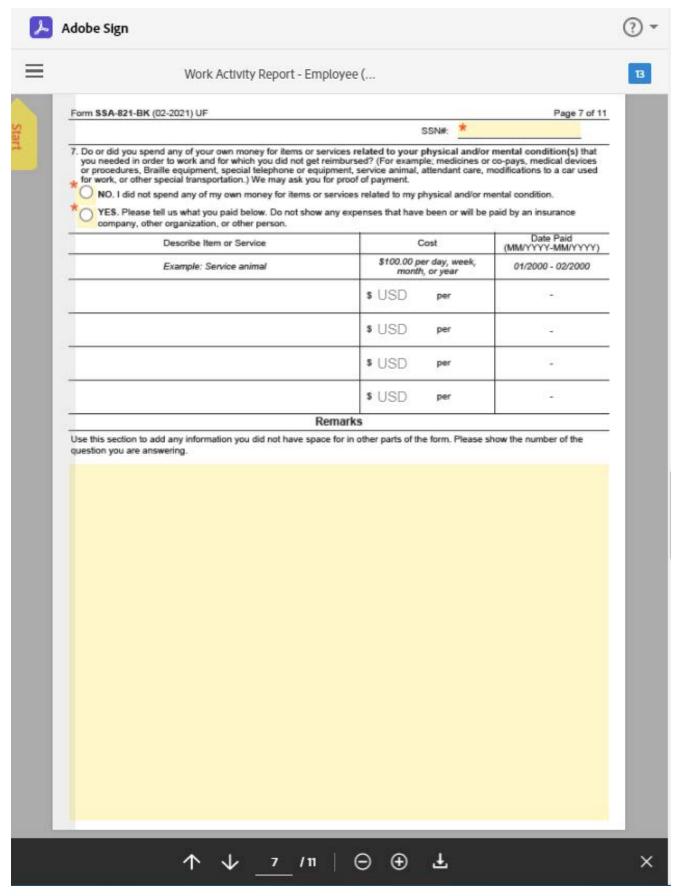
Red asterisks notate a required field. Note that some required fields are conditional, based upon how the prior question was answered. Please see page 20 for an example.



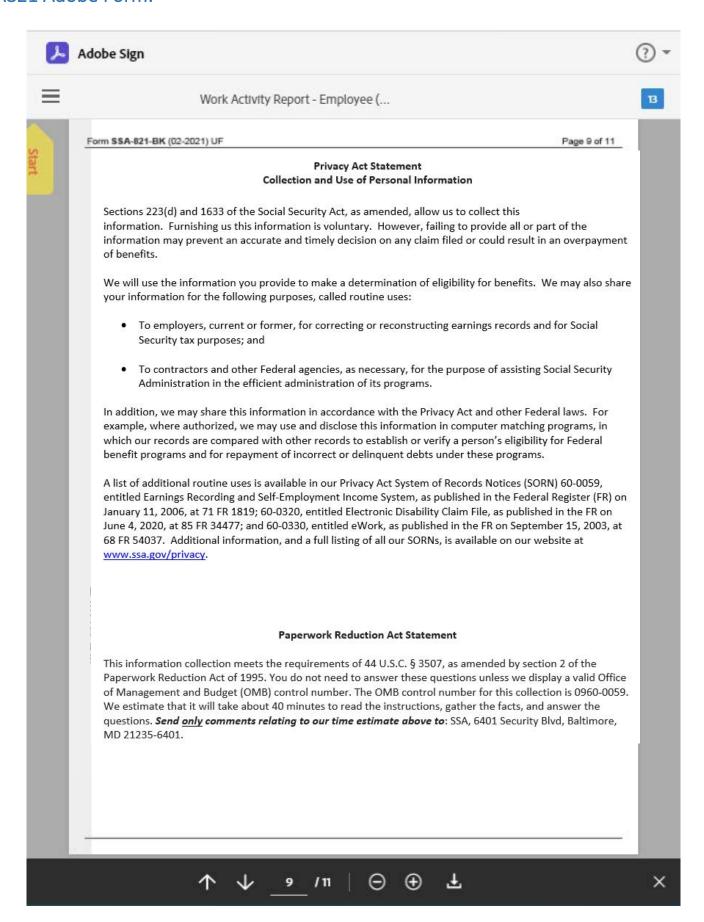


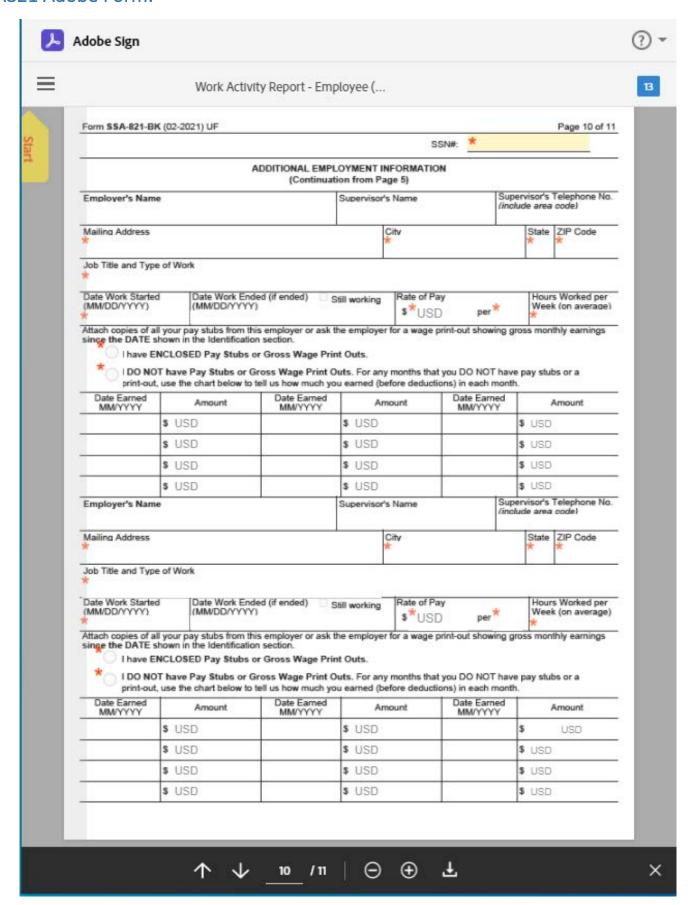


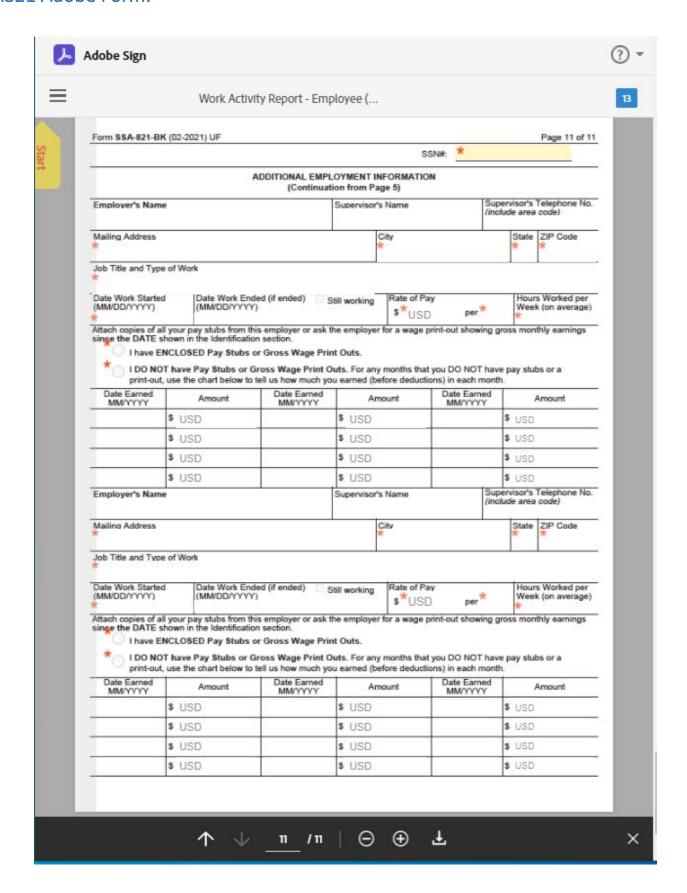




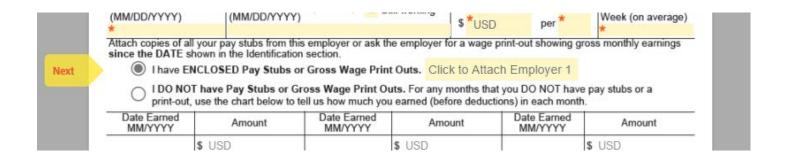
Form SSA-821-BK (02-2021) UF					Page 8 of 1
		SSN	*		
	Additional Attachn	nents	14-		
form. You should also provide proof	as pay stubs or wage print outs from of any payments for items or services for any other employment-related doc intation, we will contact you.	s related to your	physical and	/or mental	
Click to Attach File 1	Click to Attach File 2		Click to A	Attach File	3
Click to Attach File 4	Click to Attach File 5		Click to A	Attach File	6
Click to Attach File 7	Click to Attach File 8		Click to Attach File 9		
that may determine or review my er or my work.	Signature or other organization to disclose to the ntitlement to disability benefits, any in y that I have examined all the inform	formation about	my physical a	and/or ment	al condition
statements or forms, and it is tru gives a false or misleading states	e and correct to the best of my kno ment about a material fact in this in it to prison, or may face other pena	wledge. I unde formation, or o	erstand that a	inyone who	knowingly
Signature of Claimant, Beneficiary of Click here to sign	4	Self ▼	Date *		ode and none Number
Mailing Address (Number and Street	t. Apt. no., P.O. Box. or Rural Route)	City *		State	ZIP Code
If this statement is signed with a mar sign below, giving their full addresse	k (e.g., X), two witnesses to the signiful sand telephone numbers.	ng who know th	e person mak	ing the state	manufacture of
Signature of Witness			Date		ment must
organization manage				0.000	Code and none Number
	t, Apt. no., P.O. Box, or Rural Route)	City		State	ode and
	t, Apt. no., P.O. Box, or Rural Route)	City	Date	Area C	Code and none Number

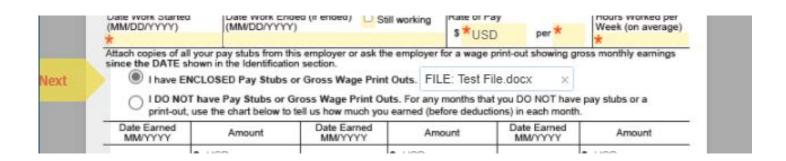






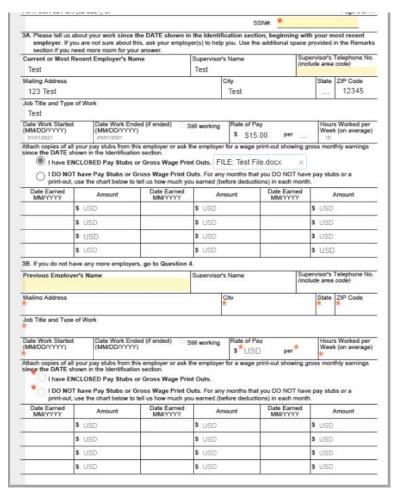
Adding Attachments:

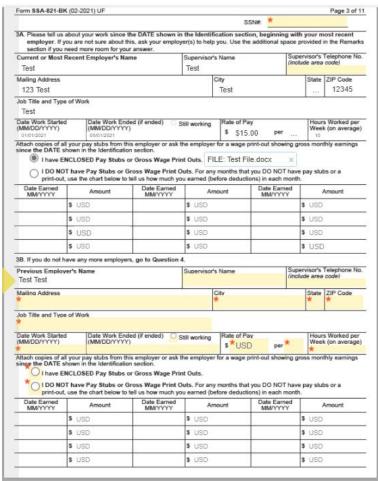




Users have the ability to add attachments to the document as they see fit. Once the file is uploaded the user will see the file name appear in the box where the attachment field was.

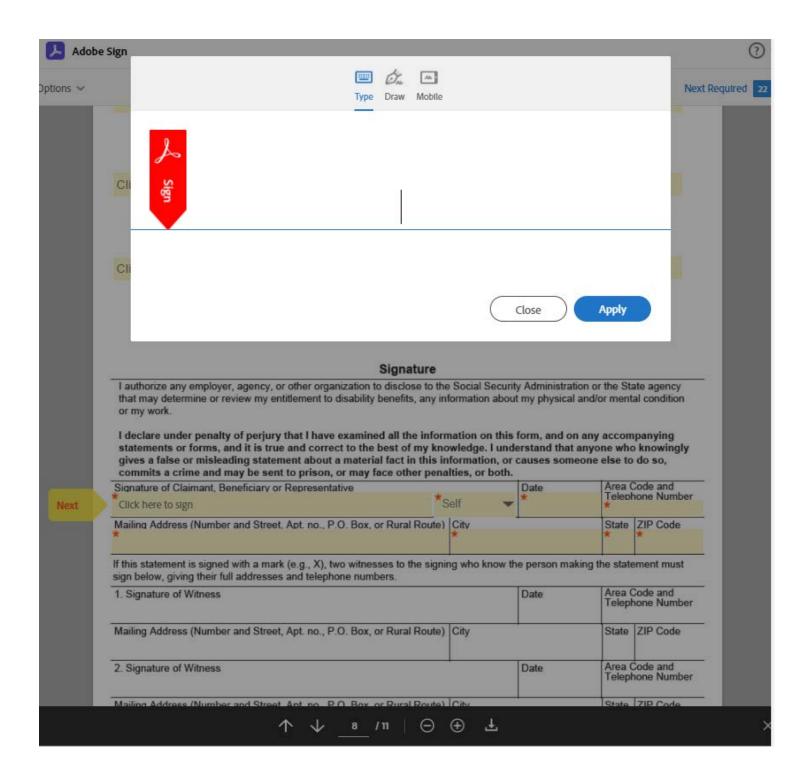
Example of Conditional Requirements:





The SSA-821's questions are based on conditional values. The example displayed above shows that by entering an employer in question 3B, the remaining fields for 3B are yellow allowing the user to enter information. Even though the fields for question 3B appear with an asterisk in the image to the left, they are not required until a value is entered in the conditional field "Previous Employer's Name."

Signature:



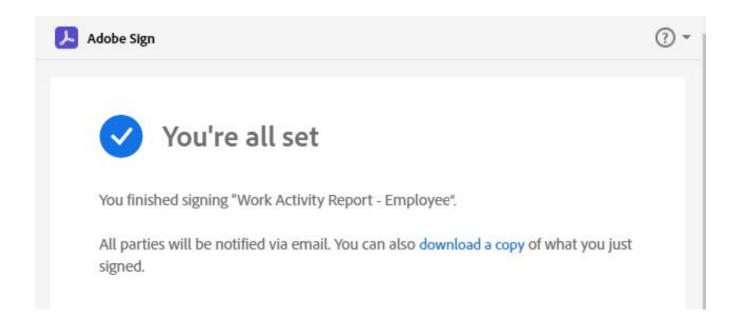
By clicking in the Signature field the user can type their name to sign the document.

Signature Completion:

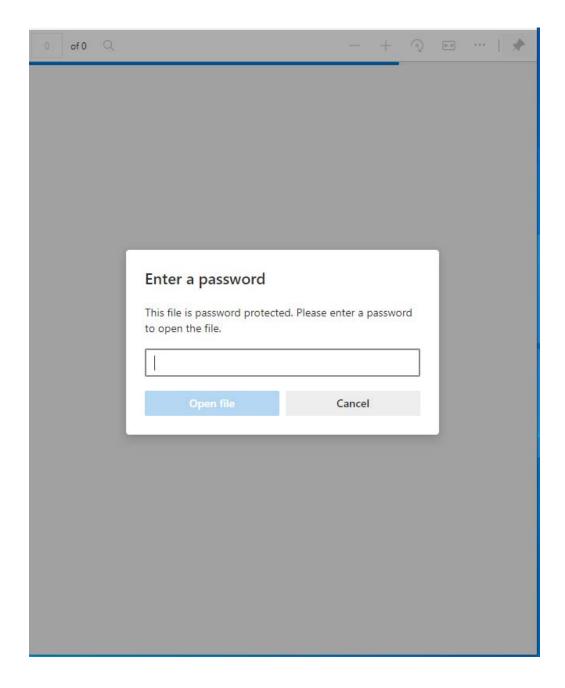
Signature				
I authorize any employer, agency, or other organization to disclose to the that may determine or review my entitlement to disability benefits, any in or my work.				
I declare under penalty of perjury that I have examined all the informatatements or forms, and it is true and correct to the best of my knot gives a false or misleading statement about a material fact in this in commits a crime and may be sent to prison, or may face other penaltics.	owledge. I under oformation, or	erstand that anyo	ne who	knowingly
Signature of Claimant, Beneficiary or Representative Test Test	Self ▼	Date 06/11/2021	Telepi	Code and hone Number 4587890
Mailing Address (Number and Street. Apt. no., P.O. Box, or Rural Route)	City		State	ZIP Code
Test St	Baltimore		100	12345
If this statement is signed with a mark (e.g., X), two witnesses to the signi sign below, giving their full addresses and telephone numbers.	ng who know th	e person making t	he state	ement must
Signature of Witness	Date		Area Code and Telephone Number	
	City		State	ZIP Code
Mailing Address (Number and Street, Apt. no., P.O. Box, or Rural Route)		Date	Area (Code and
Mailing Address (Number and Street, Apt. no., P.O. Box, or Rural Route) 2. Signature of Witness		Date	Talani	hone Number

Signature now appears on the form with the date it was signed appearing below signature. If all required fields are completed, user can "Click to Sign".

SSA821 Adobe Form Completion Page:

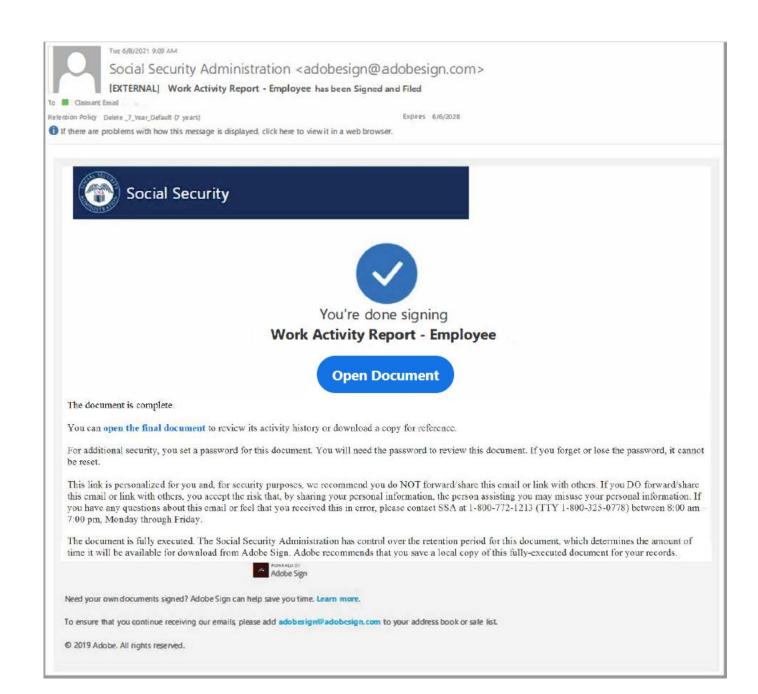


Password Request Page:

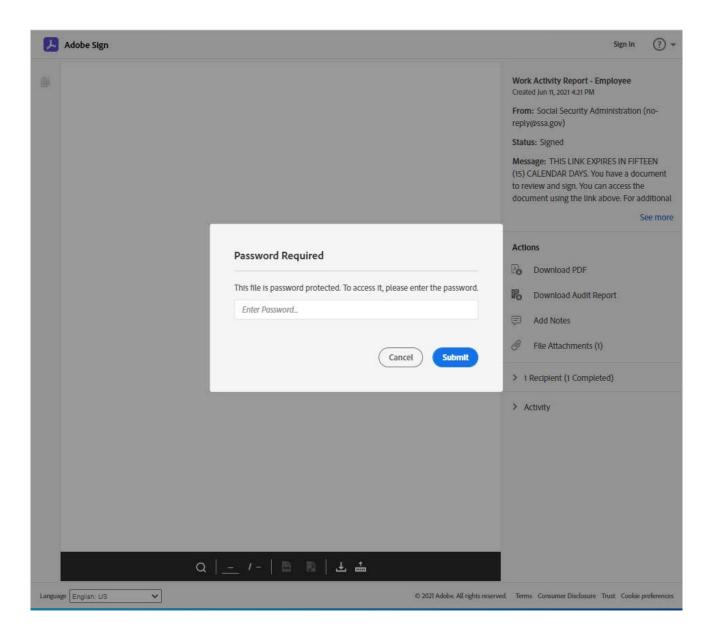


After clicking the link on the form completion page, the user will be prompted to enter the pre-established password to view the completed form.

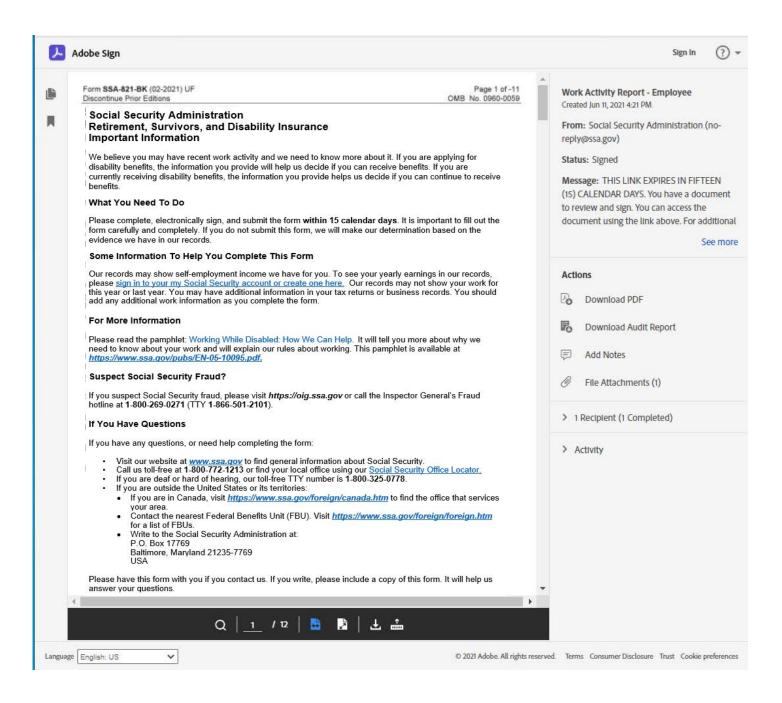
Final Email:

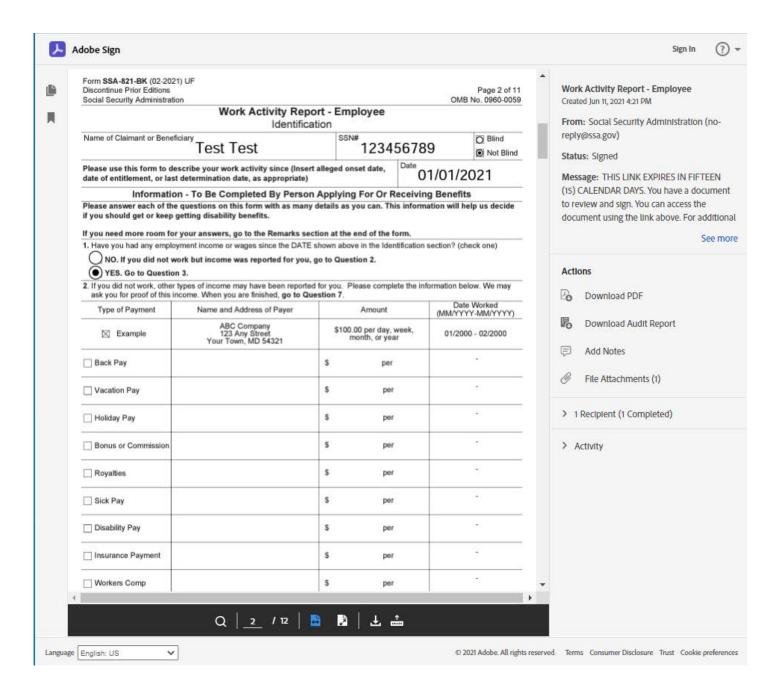


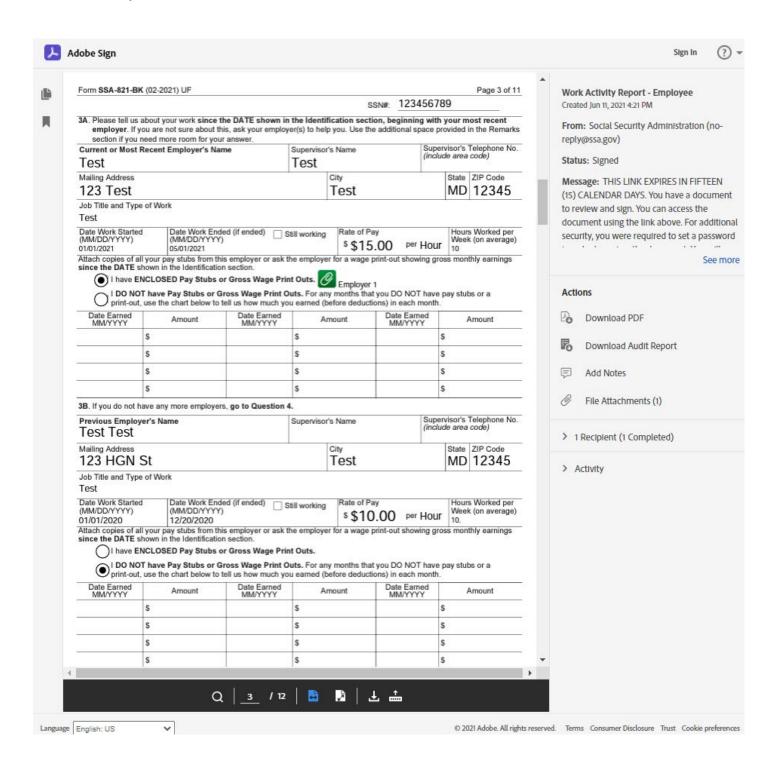
Password Request Page:



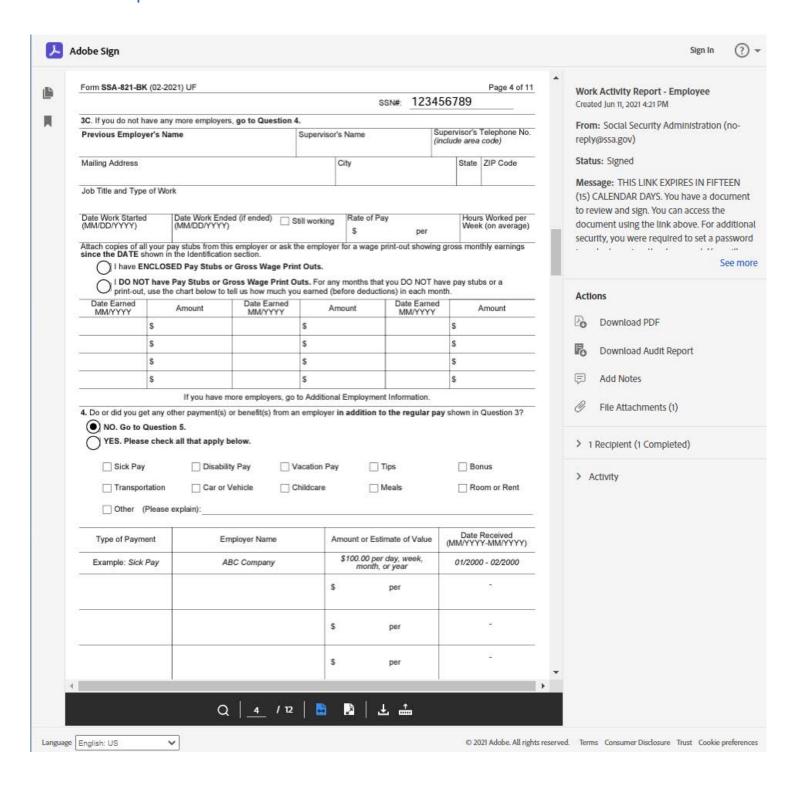
After clicking the link in the final email, the user will be prompted to enter the pre-established password to view the completed form.

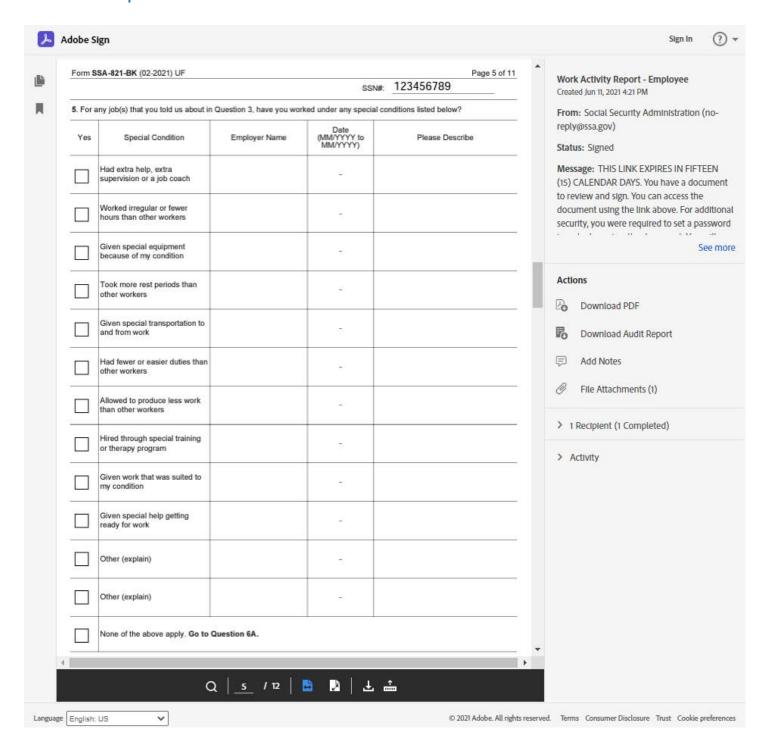


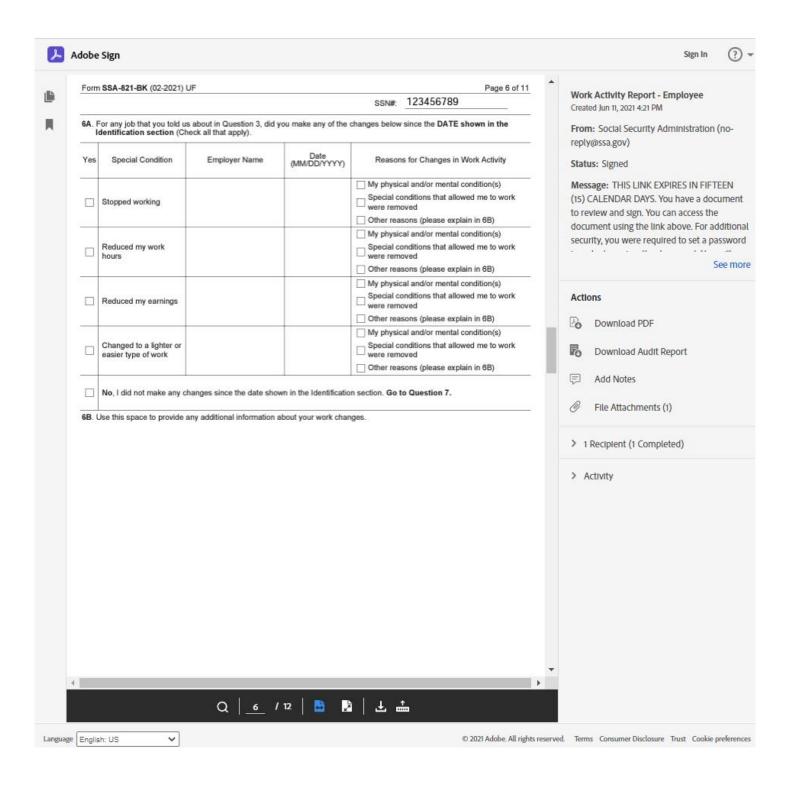


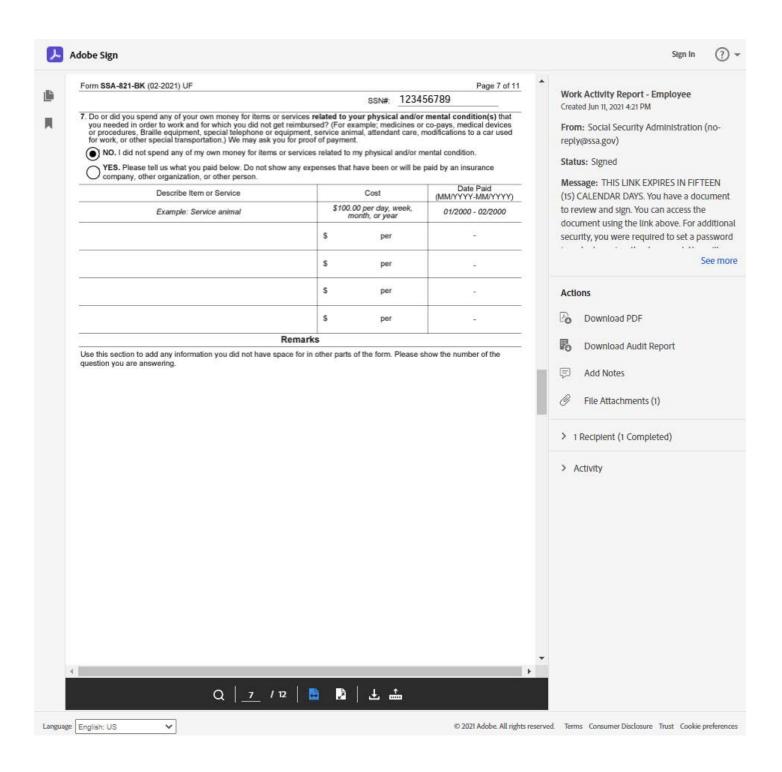


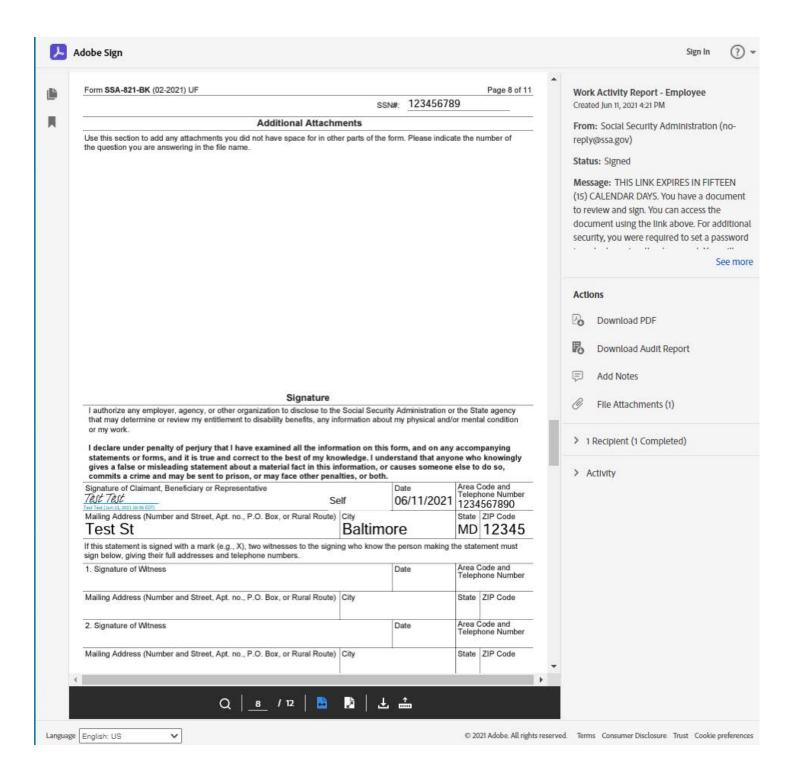
The green paperclip indicates that the user uploaded a document to that field.

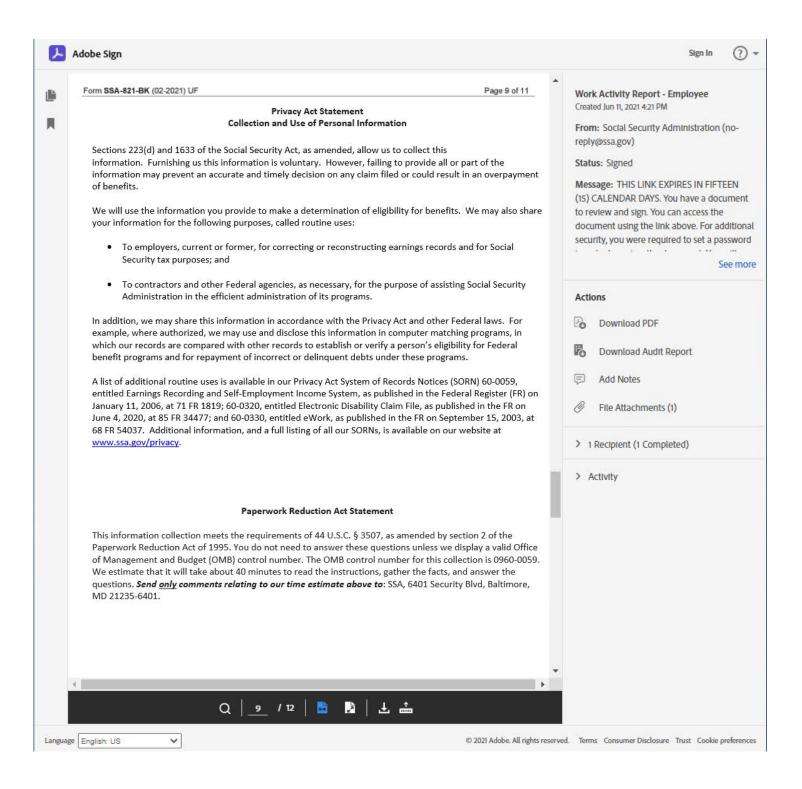


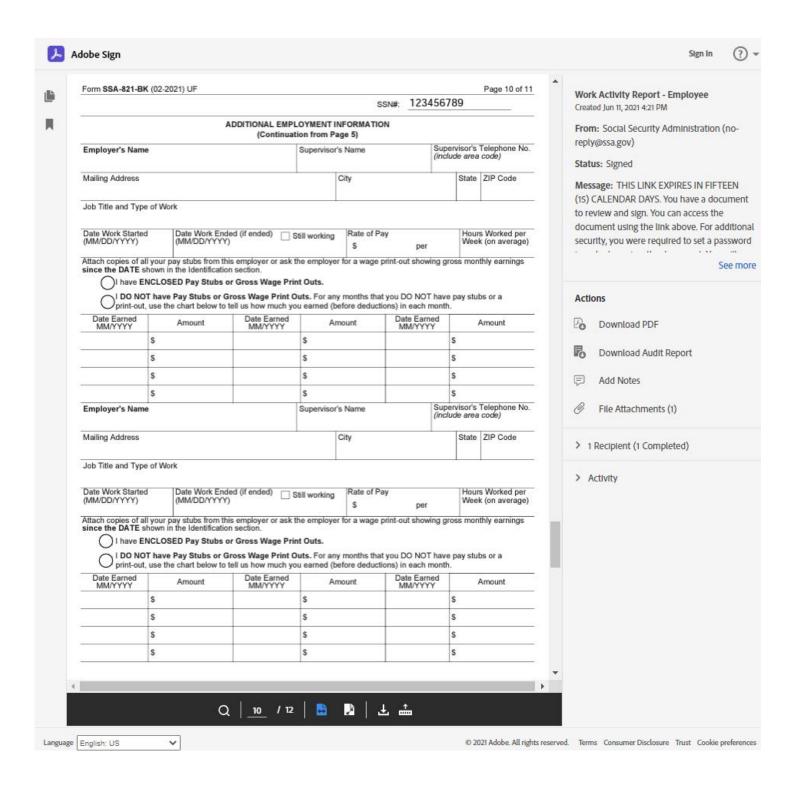


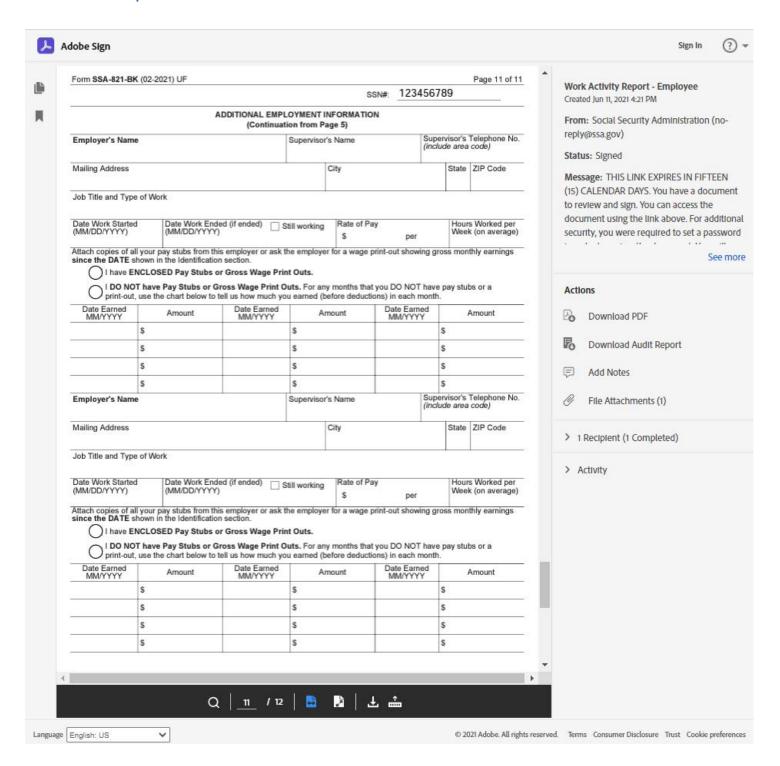


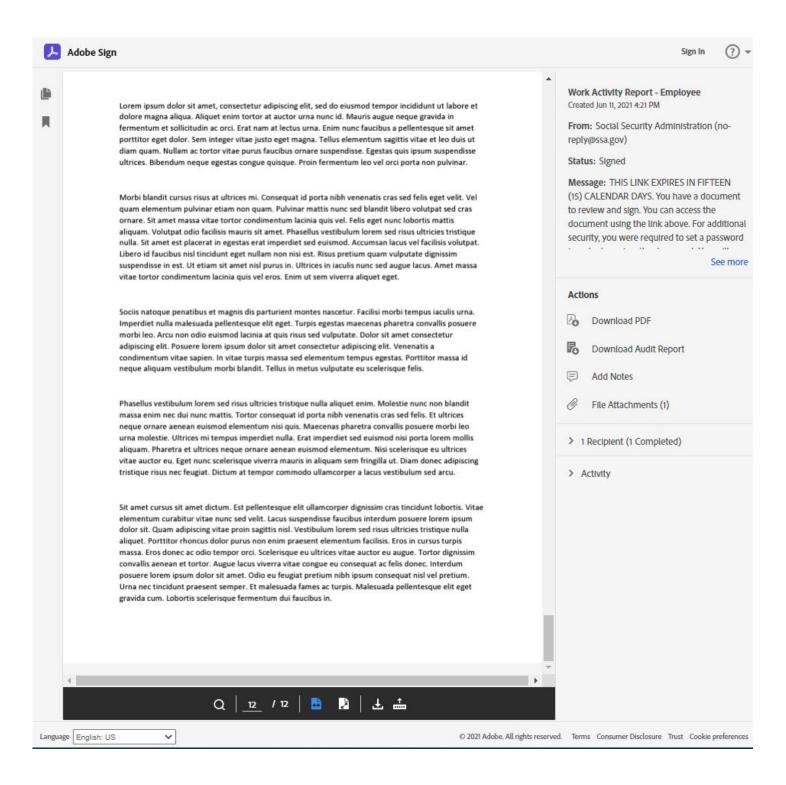












Any attachments that were added to the form will appear as the last pages on the form.