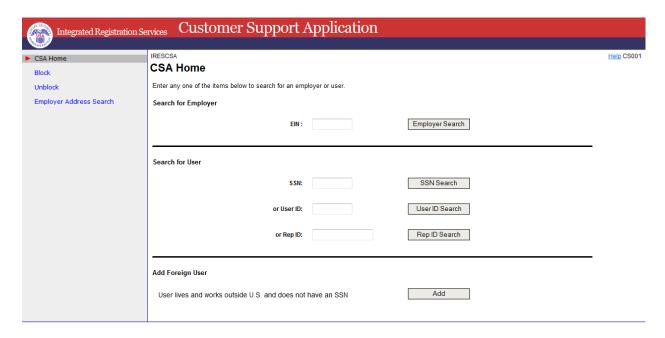
#### APPOINTED REPRESENTATIVE REGISTRATION via INTRANET

#### CSA Home - user search



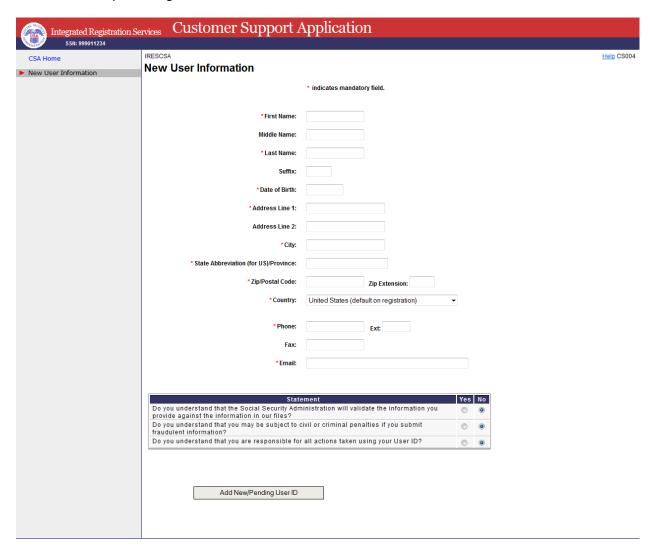
#### Multiple users found



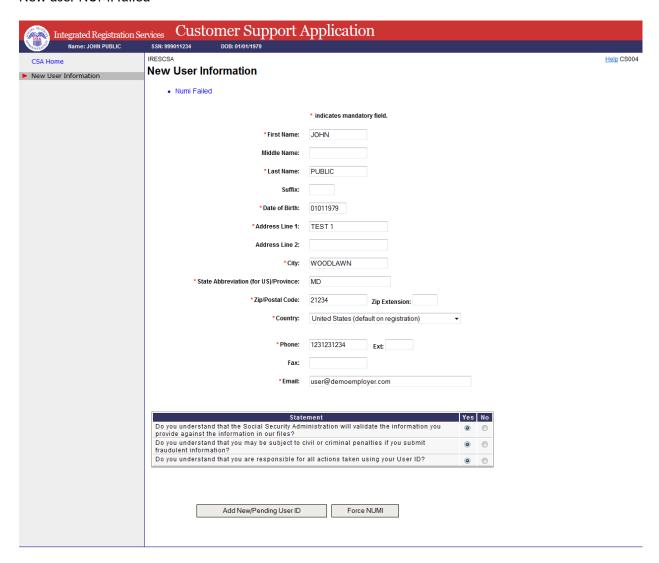
# One user found or selecting a user id link above



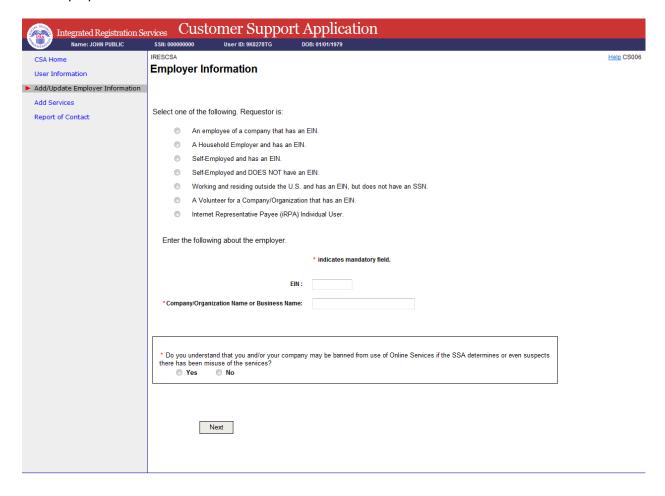
# Add new user - phone registration



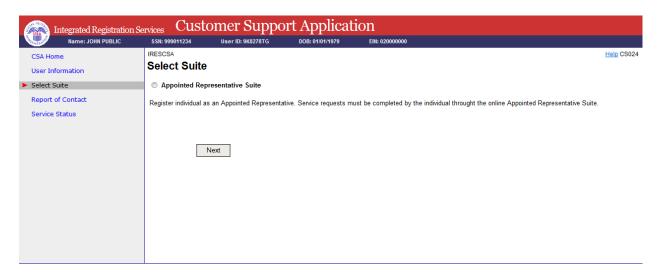
## New user NUMI failed



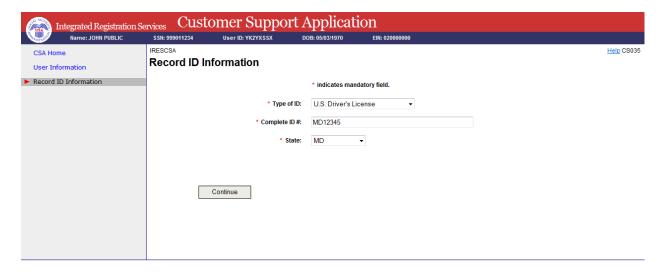
## Add employer information



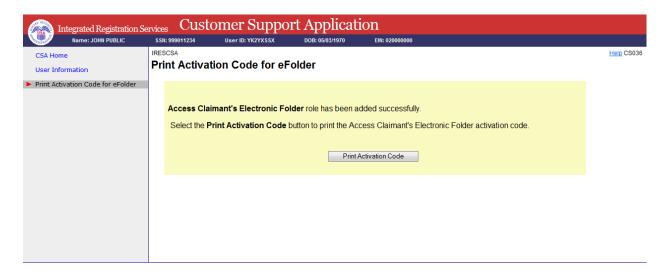
## **Select Suite**



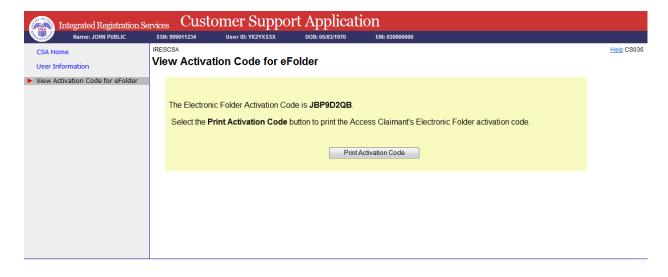
# In person proofing - record information



## Print activation code for efolder



## View activation code for efolder



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.

# **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 verify your identity and to register you, your company, or authorized employee(s) to use our Business Services Online (BSO) suite of services. The Privacy Act (5 U.S.C. § 552a(b)) permits us to disclose the information you provide in accordance with approved routine uses. Providing us this information is voluntary. However, failing to provide us with all or part of the information could prevent us from offering you access to our BSO suite of services. Additional information regarding your use our online applications, routine uses of information, programs, and systems are available on our Internet website, <a href="https://www.socialsecurity.gov">www.socialsecurity.gov</a>, or at your local Social Security office.