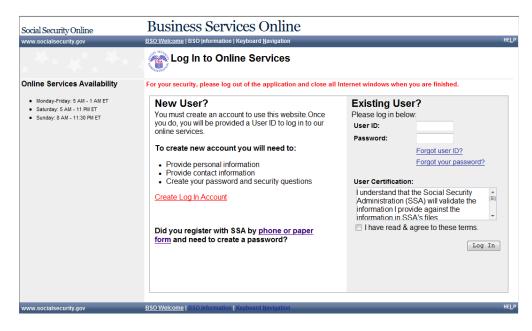
APPOINTED REPRESENTATIVE REGISTRATION via INTERNET

1. Select "Create Log in Account"



2. Accept the Attestation

Social Security Online	Business Services Online
www.socialsecurity.gov	BSO <u>W</u> elcome BSO Information Keyboard Navigation HELF
Online Services Availability	User Registration Attestation
Monday-Friday: 5 AM - 1 AM ET Saturday: 5 AM - 11 PM ET Sunday: 8 AM - 11:30 PM ET	
	Please read the following information about registering to use Business Services Online.
	Please select the link below to read about SSA's legal authority for collecting information.
	Paperwork Reduction Act Statement
	Registering for Business Services
	To obtain a User ID and password, complete the registration form and select the submit button on the following page. The information you submit will be verified against our records.
	Upon successful registration, you will have your User ID and password.
	You may update your registration information or change your password at any time.
	I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files.
	User Certification for SSA Business Services Online
	I certify that:
	 I understand that SSA may prevent me from using these services if SSA determines or suspects there has been misuse of these services.
	I understand that I may be subject to penalties if I submit fraudulent information.
	 I am aware that any person who knowingly and willingly makes any representation to falsely obtain information from Social Security records and/or intends to deceive the Social Security Administration as to the true identity of an individual could be punished by a fine or imprisonment, or both.
	By selecting the "I Accept" button, you certify that you have read, understand and agree to the user certification of Business Services Online.

www.socialsecurity.gov

3. Add user information

Social Security Online	Appointed F	Represent	ative Services
vww.socialsecurity.gov	BSO Welcome 🗗 BSO Info		
Inline Services Availability	Create a Login Account		
 Monday-Friday: 5 AM - 1 AM ET 	Greate a L		
Saturday: 5 AM - 11 PM ET	Step 1: Provi	de Information	
 Sunday: 8 AM - 11:30 PM ET 			
reate an Account	Privacy Act Statement		
. Provide Information	identity.		pared against our records in order to verify your
 Review and Submit 	* Indicates required info		0.00.0045
I. Print User ID	Form Approved: OMB No. 0960		9/30/2015
	Personal Information		
	*Name:		
	*First Mi	ddle	*Last
	Suffix		
	*Date of Birth:		
	mmddyyyy		
	*Social Security Nur	nber (SSN):	
	NAAAAAAA		
	More Information Personal Contact Info *Country:	ormation	
	United States		▼
	*Home Street Addr	ress:	
	*City:	*State:	*Zip Code:
	City.		Zip Code.
			Ext.:
	*Daytime Phone N	Number: xtension:	
	Fax Number:		
	*Email Address:		
	Why do you need an e	email address?	
	Cancel & Exit		Next

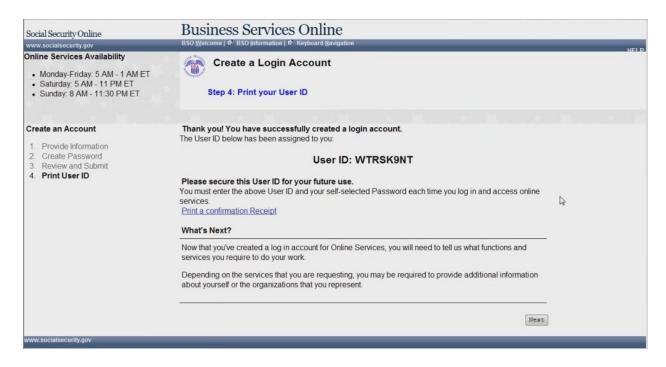
4. Enter password and KBA questions and answers

Social Security Online	Business Services Online	
www.socialsecurity.gov	BSO Welcome BSO Information Keyboard Navigation	HELP
Online Services Availability • Monday-Friday: 5 AM - 1 AM ET • Saturday: 5 AM - 11 PM ET • Sunday: 8 AM - 11:30 PM ET	Create a Login Account Step 2: Create Your Password	NELP
Create an Account 1. Provide Information 2. Create Password 3. Review and Submit 4. Print User ID	Your password will be used to log in to online services; your User ID will be provided to you. Indicates required information Enter Password: The security Questions and Answers Security Questions and Answers The security questions and answers you select will be used to validate your identity in case you forget your password. Question 1: WHAT IS THE NAME OF YOUR FIRST NIECE? A Question 3: WHAT IS THE MIDDLE NAME OF YOUR MOTHER? Answer 1: A Question 3: WHAT IS THE MIDDLE NAME OF YOUR FATHER? Answer 3: A Question 4: WHAT IS THE MIDDLE NAME OF YOUR FATHER? Answer 4: A Question 5:	Your Password: • Must contain exactly 8 • Just contain only numbers and • Must contain at least 1 number and 1 letter • Is not case sensitive
	IF YOU COULD PLAY ANY INSTRUMENT WHAT WOULD IT BE? A Back Cancel & Exit Next	
www.socialsecurity.gov		

5. Review your information and accept the certification

Social Security Online	Business Services Online
www.socialsecurity.gov	BSO Welcome BSO Information Keyboard Navigation
Online Services Availability	HELP
Monday-Friday: 5 AM - 1 AM ET Saturday: 5 AM - 11 PM ET Sunday: 8 AM - 11:30 PM ET	Create a Login Account Step 3: Review & Submit
Create an Account	Please verify that the information you provided is correct.
Provide Information Create Password Review and Submit Print User ID	Personal & Contact Information Edit Personal Information Name: JASON CORTEZZO Date of Dim: 10/12/1981
	SNI 522-12-3456 Country United States
	Home Street Address: 6401 SECURITY BLVD
	City, State, Zip: WOODLAWN , MD 21235 Daytime Phone (222) 222-2222 Number:
	Fax Number: Email: asdf@asdf.com
	Security Questions and Answers Edit Security Information
	Question 1: WHAT IS THE NAME OF YOUR FIRST NEPHEW?
	Answer 1: A
	Question 2: WHAT IS THE NAME OF YOUR FIRST NIECE? Answer 2: A
	Question 3: WHAT IS THE MIDDLE NAME OF YOUR MOTHER?
	Answer 3: A Question 4: WHAT IS THE MIDDLE NAME OF YOUR EATHER?
	Answer 4: A Question 5: IF YOU COULD PLAY ANY INSTRUMENT WHAT
	Answer 5: A
	User Certification for Online Services
	I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files.
	l certify that:
	I understand that I may be subject to penalties if I submit fraudulent information.
	 I understand that SSA may prevent me from using these services if SSA determines or suspects there has been misuse of the services.
	 I are availed that any person who knowingly and willingly makes any representation to failsely obtain information from Social Security records and/or intends to deceive the Social Security Administration as to the true identity of an individual could be punished by a fine or imprisonment, or both.
	 I am authorized to do business under this User ID. By checking the box below you certify that you have read, understand and agree to the
	user certification of Business Services Online.
	< Back Cancel 6 Exit Submit

6. Note down your new user id, you can print a receipt if desired



7. Appointed Rep MENU - No services

Social Security Online	Appointed Representative Services	*
www.socialsecurity.gov	Main Menu Contact Us BSO Information Keyboard Navigation	HELP
JOHN PUBLIC Rep ID: ABCD9REPID Log Out	No Services Available There are no services available for the option you selected.	
Main Menu	If you require additional assistance, please call 1-800-772-6270. For TDD/TTY call 1-800-325-	
Manage Account	0778 Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel.	
<u>View/Edit Account Info</u> <u>Change Password</u> Disable Account	Main Menu	
Manage Services		
View/Edit Services Request New Services View Pending Services Enter Activation Codes		
www.socialsecurity.gov		

9. Appointed Rep MENU - Electronic Folder Request

	Text Size 💌 Accessibility Help
Social Security The Official Website of the U.S. Social Security Administration	
Appointed Representative Services	
Electronic Records Express (ERE)	Manage Account
Electronic Records Express will provide you access to your authorized services, such as: Access Claimant's Electronic Folder Send Individual Response Contact ODAR Office Get Status Reports Enter ERE	 View / Edit Account Info Change Password Disable Account
Registration	
Internet Registration for Appointed Representative Services is currently unavailable while we improve the online registration process. Please complete the paper form SSA-1699 to register for Direct Pay or to update your information, and fax it to 1-877-268-3827.	
Log Out	_

10. Enter a Text-Enabled Phone Number

Social Security Online	Appointed Representative Services	
www.socialsecurity.gov	Main Menu Contact Us 🖉 BSO Information 🖉 Keyboard <u>H</u> avigation	HELP 🖄
JOHN PUBLIC Rep ID: ABCD9REPID Log Out	Enter Text-Enabled Cell Phone Number	
Main Menu	Indicates Required Information	
Manage Account	The following services you are activating require an increased level of security due to the sensitive information they may contain:	
<u>View/Edit Account Info</u> Change Password Disable Account	Access Claimant's Electronic Folder Provide a Cell Phone Number	
Manage Services		
View/Edit Services Request New Services View Pending Services Enter Activation Codes	A text-enabled cell phone number must be provided so that SSA can send a one-time password to you by text message whenever you access specific serv This text-enabled cell phone number will also be used for services you request in the future. *Text-enabled Cell Phone Number: *Text-enabled Cell Phone Number: • Text-enabled Cel	ices.
	Make sure your cell phone number is available before you continue! Please allow up to two minutes for the text message to arrive. The one-time password will be valid for a total of 10 minutes from the time of your required < Back	iest.
www.socialsecurity.gov		

11. Enter code activation

Social Security Online	Appointed Representative Services
www.socialsecurity.gov JOHN PUBLIC Log Out	Main Menu Contact Us BSO Information Keyboard Navigation HELP Image: Second Se
Main Menu Manage Account • View/Edit Account Info	Enter the activation code for any service(s) for which you have requested access and have received an activation code. Enter Activation Code:
Change Password Disable Account Manage Services	Cancel Activate Service(s)
<u>View/Edit Services</u> <u>Request New Services</u> <u>View Pending Services</u> Enter Activation Codes	
www.socialsecurity.gov	

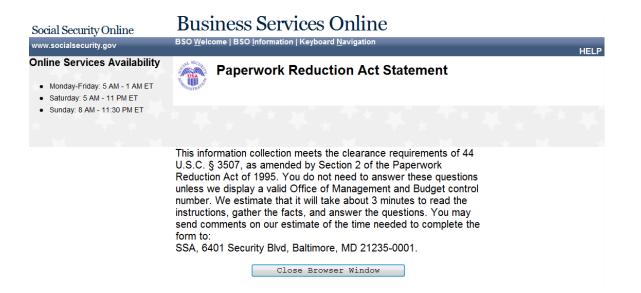
12. Enter activation confirmation

Social Security Online	Appointed Representative Services	
www.socialsecurity.gov	Main Menu Contact Us 🖻 BSO Information Keyboard Navigation	HELP 🖻
JOHN PUBLIC Log Out	Enter Activation Code(s) - Confirmation	
Main Menu	You have successfully activated Appointed Representative Registration.	
Manage Account	The service(s) listed are now available from the Main Menu.	
<u>View/Edit Account Info</u> <u>Change Password</u> <u>Disable Account</u>	Go to the Main Menu	
Manage Services		
View/Edit Services Request New Services View Pending Services Enter Activation Codes		
www.socialsecurity.gov		

13. No service available

Social Security Online	Appointed Representative Services
www.socialsecurity.gov JOHN PUBLIC Rep ID: ABCD9REPID Log Out	Main Menu Contact Us BSD Information Keyboard Havigation HELP No Services Available There are no services available for the option you selected.
Main Menu Manage Account • <u>View/Edit Account Info</u> • <u>Change Password</u> • <u>Disable Account</u> Manage Services	If you require additional assistance, please call 1-800-772-6270. For TDD/TTY call 1-800-325- 0778 Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel.
<u>View/Edit Services</u> <u>Request New Services</u> <u>View Pending Services</u> <u>Enter Activation Codes</u> www.socialsecurity.gov	

14. Paperwork Reduction Act Statement



15. Privacy Act Statement

See revised Privacy Act Statement Attached

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 thisinformation to allow you access to our online applications. We will use the information youprovide to register you, your company, or authorized employee(s) to use our Business Services-Online (BSO).

Furnishing us this information is voluntary. However, failing to provide us with all or part of the information could prevent us offering you access to our BSO suite of services.

We rarely use the information you supply for any purpose other than for registration and granting access to our BSO suite of services. However, we may use the information for the administration of our programs including sharing information:

- 1. To comply with Federal laws requiring the release of information from our records (e.g., to the Government Accountability Office and Department of Veterans Affairs); and,
- 2. To facilitate statistical research, audit, or investigative activities necessary to ensure the integrity and improvement of our programs (e.g., to the Bureau of the Census and to private entities under contract with us).

A list of when we may share your information with others, called routine uses, is available in our Systems of Records Notice entitled, <u>Master Files of Social Security Number (SSN) Holders and SSN Applications</u> (60-0058). Additional information about the BSO suite of services, routine-uses of information, programs, and systems are available online at <u>www.socialsecurity.gov</u> or atyour local Social Security office.

We may share the information you provide to other agencies through computer matchingprograms. Matching programs compare our records with records kept by other Federal, State, orlocal government agencies. We can use the information from these matching programs toestablish or verify a person's eligibility for federally funded or administered benefit programsand for repayment of payments or delinquent debts under these programs.

SSA will insert the following revised Privacy Act Statement into the form as soon as possible:

Privacy Act Statement Collection and Use of Personal Information

Sections 205 and 1106 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 us from offering you access to our telephone and online services.

We will use the information you provide us to verify your identity and register you, your company, or authorized employee(s) to use our telephone or online services. We may also share this information for the following purposes, called routine uses:

- 1. To contractors and other Federal agencies, as necessary, to assist us in efficiently administering our programs;
- 2. To Federal, State, and local entities to assist them with administering income maintenance and health maintenance programs, when a Federal statute authorizes them to use the SSN;
- 3. To a congressional office in response to a request from that office made at the request of the subject of the record or a third party acting on the subject's behalf; and
- 4. To appropriate Federal, State, and local agencies, entities, and persons when: (a) We suspect or confirm a compromise of security or confidentiality of information; (b) We determine that as a result of the suspected or confirmed compromise there is a risk of harm to economic or property interests, risk of identity theft or fraud, or harm to the security or integrity of this system or other systems or programs that rely upon the compromised information; and (c) We determine that disclosing the information to such agencies, entities, and persons will assist us in our efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm.

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) 60-0058, entitled <u>Master Files of Social Security Number (SSN) Holders and SSN</u> <u>Applications</u>, as published in the Federal Register (FR) on December 29, 2010, at 75 FR 82121, and 60-0373, entitled <u>Repository of Electronic Authentication Data Master File</u>, as published in the FR on December 17, 2010, at 75 FR 79065. Additional information, and a full listing of all of our SORNs, is available on our website at <u>www.ssa.gov/privacy</u>