

SCREEN SHOTS DOCUMENT ISSNRC



Table of Contents

1.	Document Version Information	1
2.	Happy Path Screens	3
	2.1. My SSA Home Page_Happy Path	3
	2.2. My SSA Replacement Documents Page_Happy Path	4
	2.3. Background Information: Happy Path, All Questions Displayed	5
	2.4. Background Information- Radio Button 1	6
	2.5. Background Information: Radio Button 2	7
	2.6. Background Information: State Drop-Down List	8
	2.7. Background Information: Radio Button 4	9
	2.8. Background Information: Radio Button 5	
	2.9. Background Information: Radio Button 6	
	2.10. Background Information: Radio Button 7	12
	2.11. Background Information: Radio Button 8	13
3.	Identity Verification	14
	3.1. Identity Verification Spinner	16
4.	Confirmation Page	17
5.	Background Information Error Messages	18
	5.1. Update Email Address Error	18
	5.2. Driver's License Error	
	5.3. State/Territory Error	20
	5.4. Requesting Card For Someone Else Error	21
	5.5. Name Change Error	22
	5.6. SSA's DOB Doesn't Match DMV	23
	5.7. U.S. Mailing Address Error	24
	5.8. Need to Change Other Information	25
6.	Descriptive My SSA Home Page Teasers for Precondition Check Failures	26
	6.1. Pending Request Teaser	26
	6.2. Request SSNAP Activity Teaser	27
	6.3. Citizenship Teaser	28
	6.4. Lockout Teaser	29
	6.5. Recent Cycle Date Change Teaser	30
	6.6. Annual Card Limit Teaser	31
	6.7. Lifetime Card Limit Teaser	32
	6.8 System Unavailable Teaser	33

7. Descriptive My SSA Replacement Documents Page Teasers for Precondition Check	k Failures 34
7.1. Pending Request Teaser	34
7.2. Recent SSNAP Activity Teaser	34
7.3. Citizenship Teaser	35
7.4. Lockout Teaser	35
7.5. Recent Cycle Date Change Teaser	36
7.6. Annual Card Limit Teaser	36
7.7. Lifetime Card Limit Teaser	37
7.8. System Unavailable Teaser	37
8. Precondition Check Failure Messages	38
8.1. Pending Request Message	38
8.2. Recent SSNAP Activity Message	39
8.3. Citizenship Message	40
8.4. Lockout Message	41
8.5. Recent Cycle Date Change Message	42
8.6. Annual Card Limit Message	43
8.7. Lifetime Card Limit Message	44
9. Strike and Terminal Errors	45
9.1. Name or SSN Doesn't Match SSA, Strikes 1 & 2	45
9.2. Driver's License Info Doesn't Match <mark>Mo</mark> tor Veh <mark>icl</mark> e Records, Strikes 1 & 2	46
9.3. Address Can't Be Verified, Strikes 1 &	47
9.4. Strikeout Message (Terminal)	48
10. Other Errors	49
10.1 Non-Participating State Selected on Identity Verification Screen	49
11. Paperwork Reduction Act Statement	50
12. Privacy Act Statement	51
13. Cannot Process Request Message	52
14. Management Approval Screen Shots iSSNRC Err	or! Bookmark not defined.

1. Document Version Information

Version Number	Date	Content Revisions	Page #	Revise d by
0.1 (Draft)	10/24/2014	Initial Version		Ali Momen
0.2 (Draft)	11/6/2014	Updated My SSA teasers to reflect <h6> on first line of content. Removed Alternate Approach My SSA Pending and Unhappy Path teasers. Added error message for SSA name or DOB does not match motor vehicle records. Added error message for recent cycle date change. Added Privacy Act Statement. Added emails.</h6>		Beth Hanst
0.3 (Draft)	11/17/2014	Added collection of Identification Type to Identity Verification screen (page 15). Enlarged Zip Code field and removed Add Line option from U.S. Mailing Address on the Identity Verification screen. Added System Unavailable teaser (page 32). Updated Pending Request message (page 33). Added Recent SSNAP Activity Request Teaser (page 26) and error message (page 34). Added Cannot Process Request message (page 46). Added RCE7 (page 53).		Beth Hanst
0.4 (Draft)	12/02/2014	Added Paperwork Reduction Act screen shot (page 46). Removed timestamp and changed wording on Recent Cycle Date teaser (page 30) and message (page 38). Removed emails, which will be tracked in separate document.		Beth Hanst
0.5 (Draft)	12/04/2014	Added teaser boxes for My SSA Replacement Documents page.	3, 32-39	Beth Hanst
0.6 (Draft)	12/05/2014	Revised descriptions for Strikeout / Lockout messages and teasers (pages 29, 35, 43) to reflect new requirement that user will be locked out on 6 th strike in 7-day period.		Beth Hanst
0.7 (Draft)	12/15/2014	Updated screen shots to more closely represent the 2/3-1/3 grid layout. Updated email question on Background Info page to bold entire question, rather than only the email address.		Beth Hanst
1.0 (First Release)	12/22/2014	Added EST to timeframes throughout document. Added data to Strike Error pages. Added signature lines to end of document.		Beth Hanst
1.1 (First Revision)	12/31/2014	Removed Signature lines at end of document. Being incorporated with the PSA sign off.		Pat Collins
1.2 (Second Revision)	2/13/2015	Removed time frames from Background Information (pages 4-12, 16-23) and Confirmation (page 15) screens. Modified capitalization throughout the application. Removed terminal error message for SSA name or date of birth does not match motor vehicle records. Corrected description of System Unavailable teaser (page 35). Modified Privacy Act Statement text (page 48).		Beth Hanst
1.3 (Third Revision)	2/20/2015	On Background Information screen, changed "and" to "or" in blue informational message (page 23). On Identity Verification screens, removed required field indicator from the Day field for Issue Date (page 13). On Identity Verification screen shots displaying strike error messages, changed "driver's license" to lower case in name fields' support text (pages 43 and 45). Added a comma after "State" in last paragraph of Privacy Act Statement (page 48).		Beth Hanst
1.4 (Fourth Revision)	3/5/2015	On Identity Verification screen, changed Suffix field from text box to drop-down list (pages 13, 43, and 45). Added a message to be displayed on the Identity Verification screen when the user selects a non-participating state (page 47). Added screen shot of spinner to be displayed when user hits Submit button on Identity Verification screen (page 15).		Beth Hanst
1.5 (Fifth Revision)	3/12/2015	Inserted DRAFT water Mark and place word draft in footer and header		Pat Collins
1.6 (Sixth Revision)	3/13/2015	Added support text to the Issue Date field in the Identity Verification Spinner screen shot (page 15). Updated Paperwork Reduction Act screen shot to include OMB number and burden estimate (page 49).		Beth Hanst
1.7 (7 th Revision)	3/16/2015	Moved changes into document with DRAFT in header and footer.		Beth Hanst
1.8 (8 th Revision)	5/14/2015	Added word "your" to support text for State drop-down list on Background Info (pages 4-12, 17-24). Changed Identity Verification page grid to full width, rather than 2/3 width, and increased size of first name, middle name, and last name		Beth Hanst

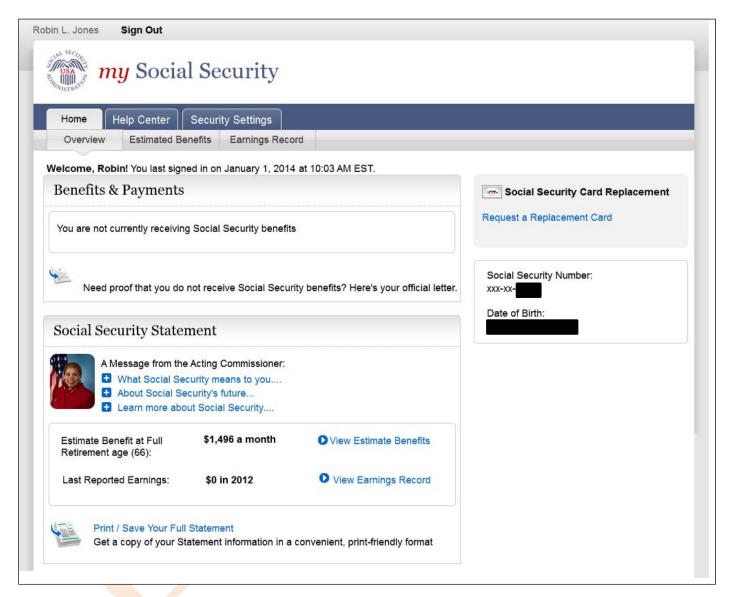
		fields (pages 13-15, 44-47, 49).	
1.9 (9 th Revision)	5/14/2015	Redacted "dummy" PII, with black rectangles, on My SSA home page, Background Information, and Identity Verification screen shots throughout the document.	Beth Hanst



2. Happy Path Screens

2.1. My SSA Home Page_Happy Path

When the user passes all precondition checks outlined in the business process document (BPD), the teaser box on the My SSA Home page will contain a link to the Before You Begin screen in the iSSNRC application.



2.2. My SSA Replacement Documents Page_Happy Path

When the user passes all precondition checks outlined in the business process document (BPD), the teaser box on the My SSA Replacement Documents page will contain a link to the Before You Begin screen in the iSSNRC application.

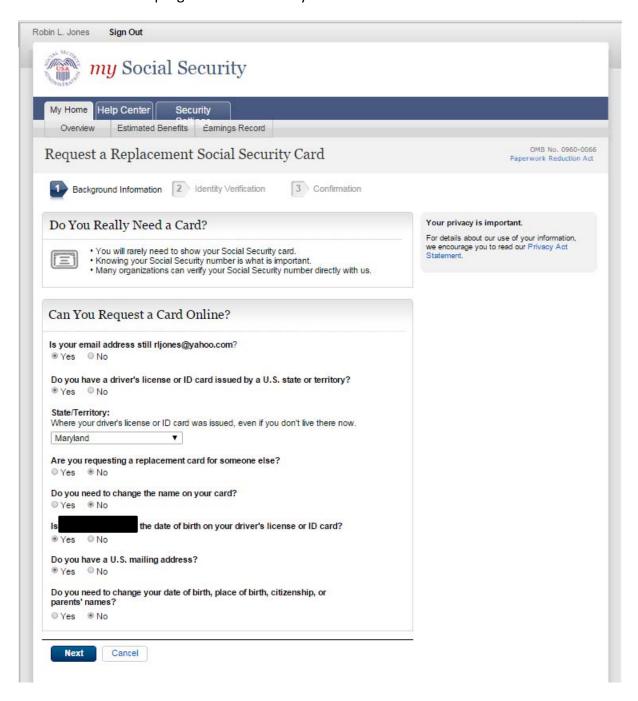


2.3. Background Information: Happy Path, All Questions Displayed

This is the first screen the user will see within the iSSNRC application. It is intended to filter out users who cannot request a replacement Social Security Card online, per the BPD.

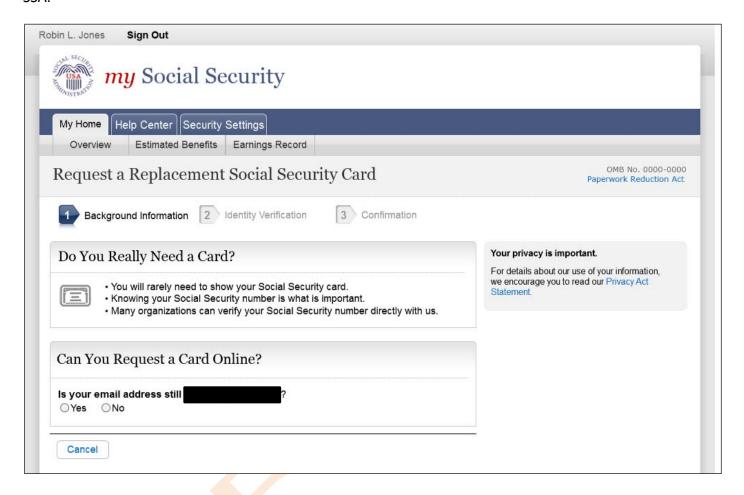
The "Can You Request a Card Online?" section contains a series of questions that are displayed to the user as a "progressive reveal".

The following screenshot shows all of the questions that must be answered as required by the BPD in order for the user to progress to the Identity Verification screen.

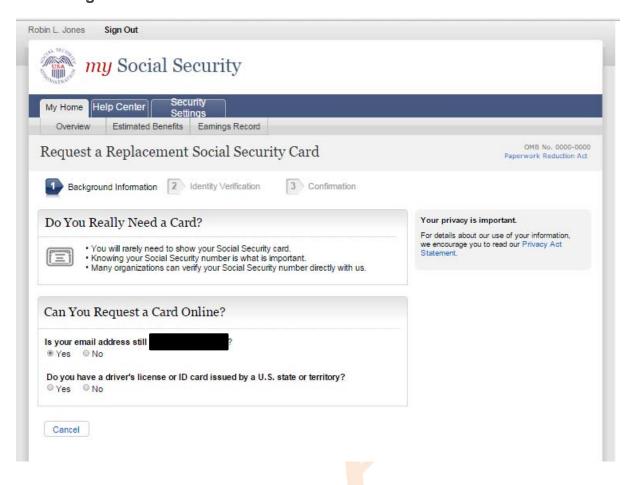


2.4. Background Information- Radio Button 1

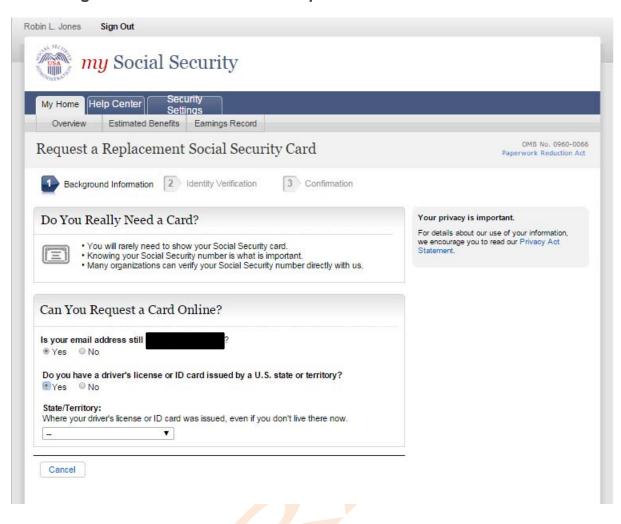
When the page loads, the only radio button question that will be displayed is the "Is your email address still...?" The email address displayed within the question is the email address stored for the user within My SSA.



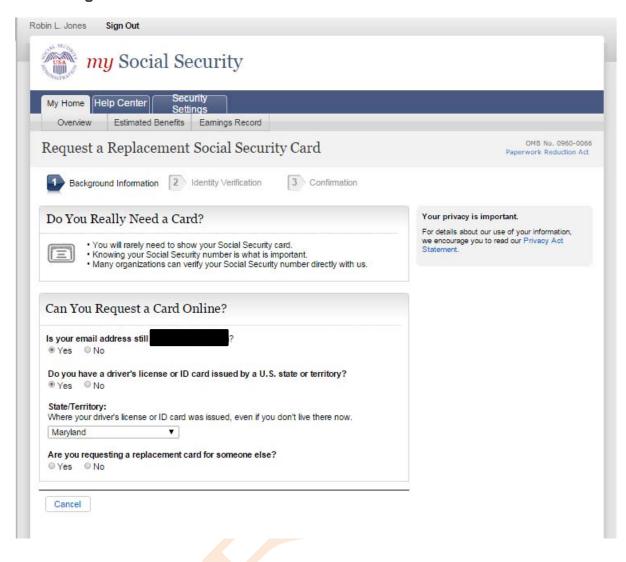
2.5. Background Information: Radio Button 2



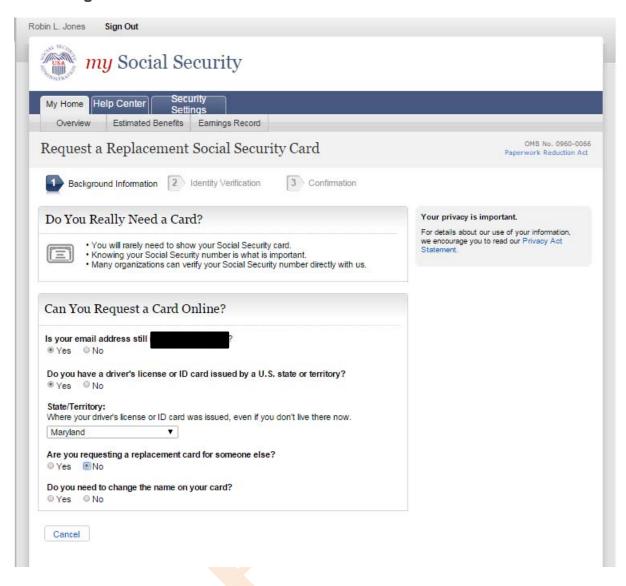
2.6. Background Information: State Drop-Down List



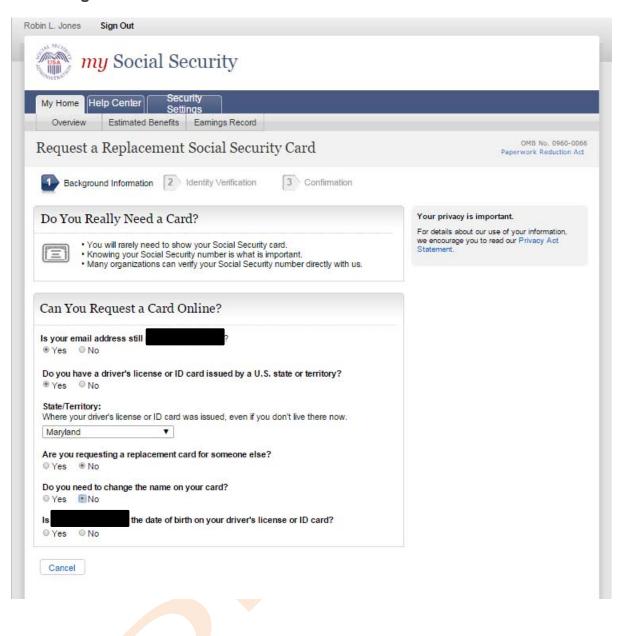
2.7. Background Information: Radio Button 4



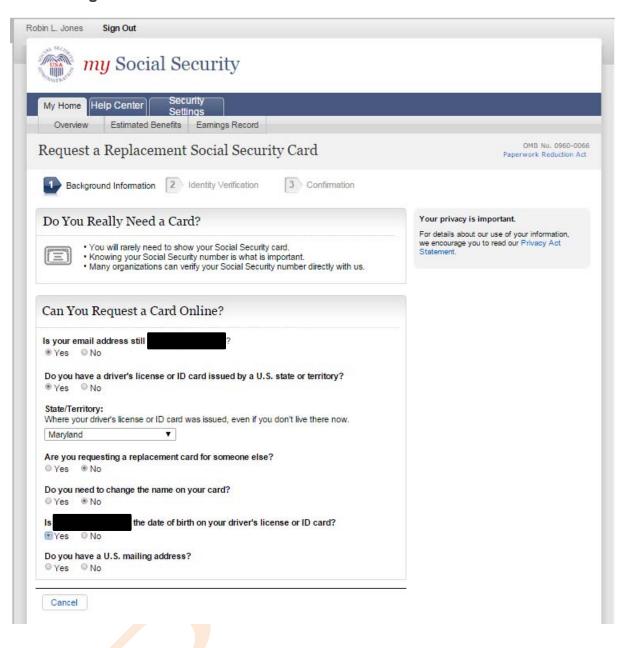
2.8. Background Information: Radio Button 5



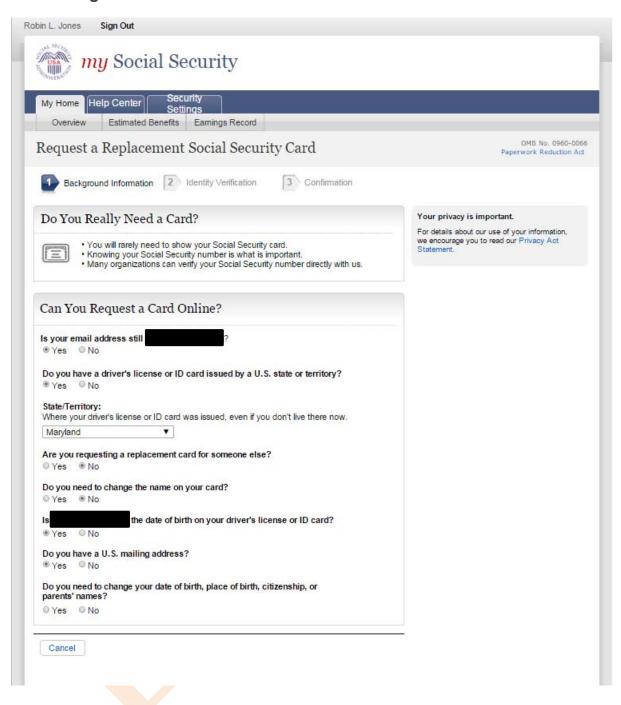
2.9. Background Information: Radio Button 6



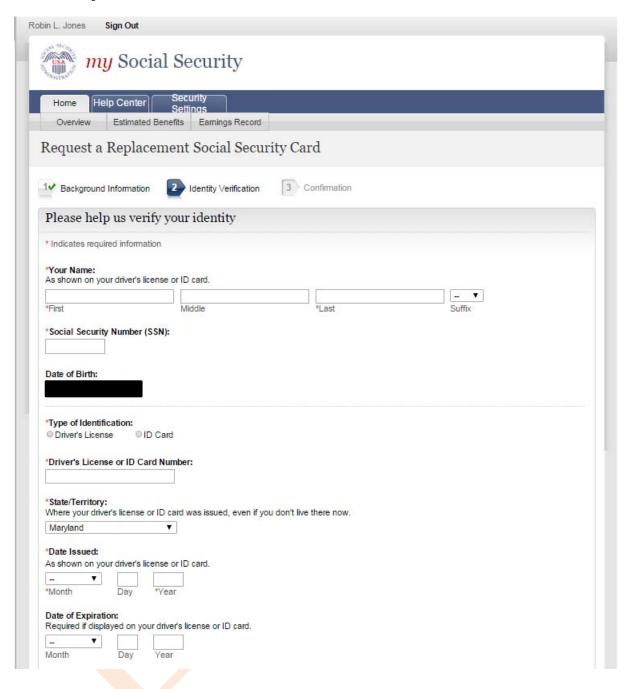
2.10. Background Information: Radio Button 7



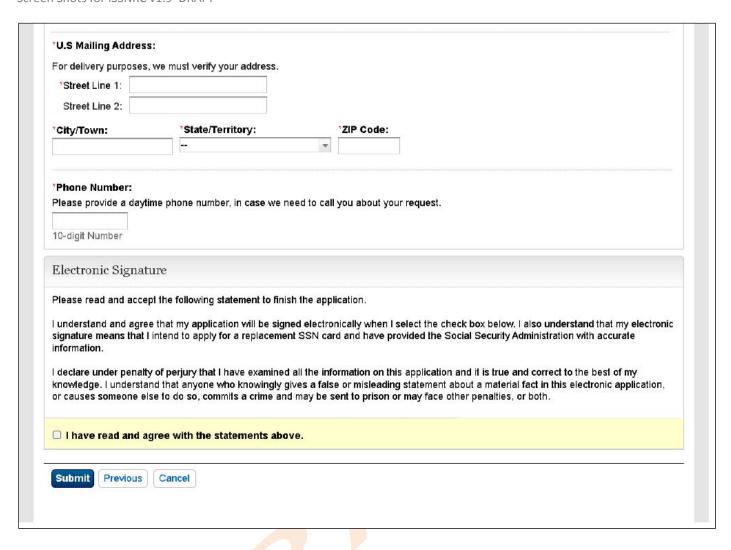
2.11. Background Information: Radio Button 8



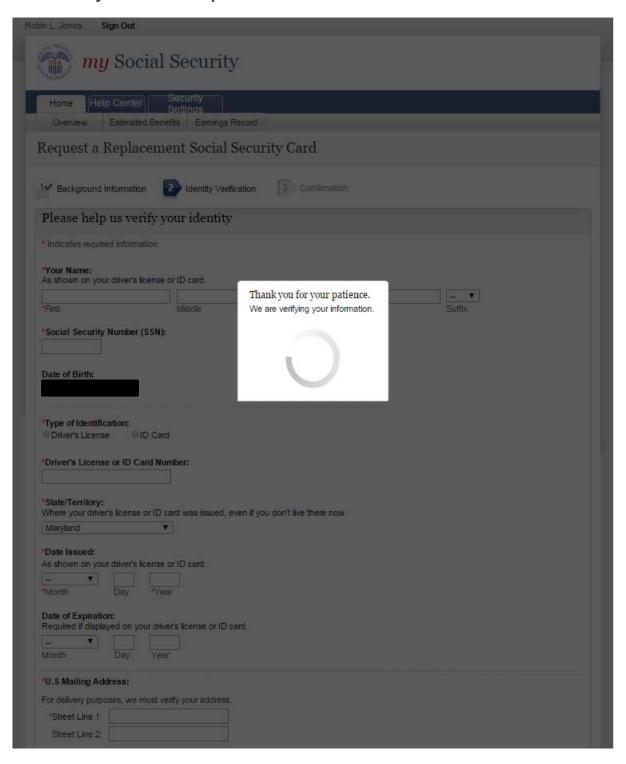
3. Identity Verification



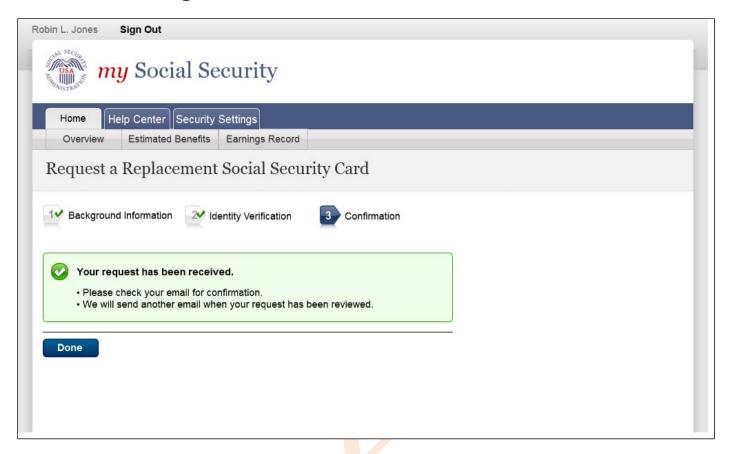
(Continued on next page.)



3.1. Identity Verification Spinner



4. Confirmation Page

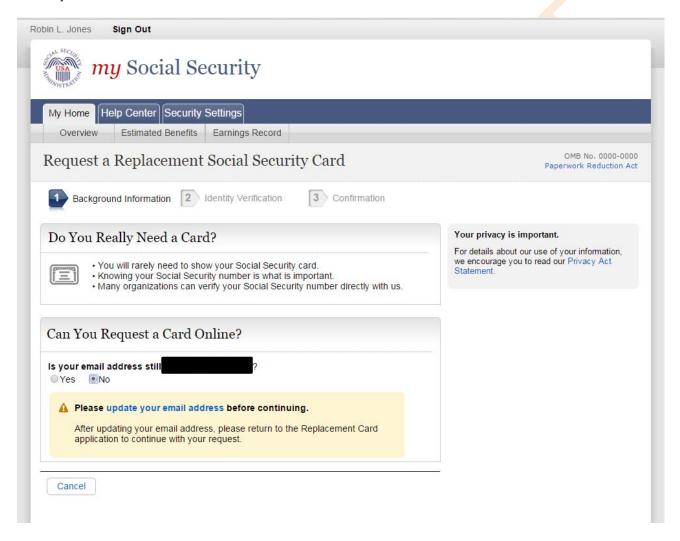


5. Background Information Error Messages

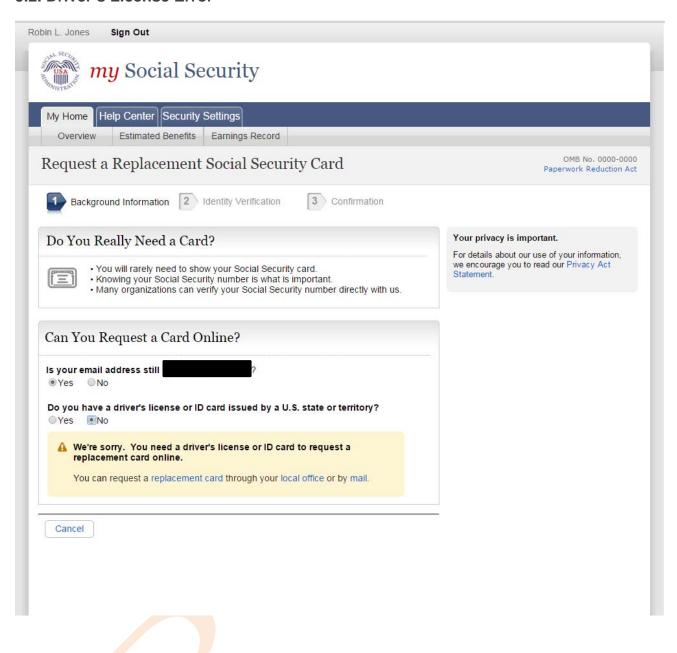
If the user's answer to any question in the "Can You Request a Card Online?" section indicates that he cannot request a replacement card online, per the BPD, a related error message will be displayed. The user will not be presented with any additional questions, and will not be able to progress to the Personal Information screen. He will be able to return to the My SSA Home screen by selecting the Cancel button.

However, if the user changes his answer to the question, he will be able to continue along the Happy Path.

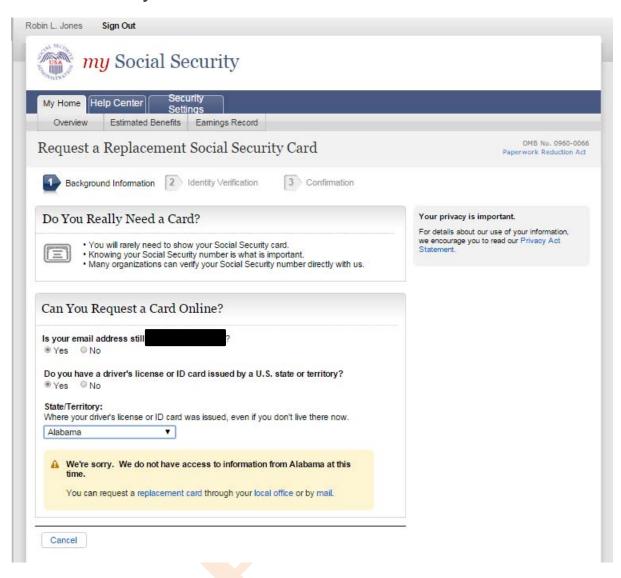
5.1. Update Email Address Error



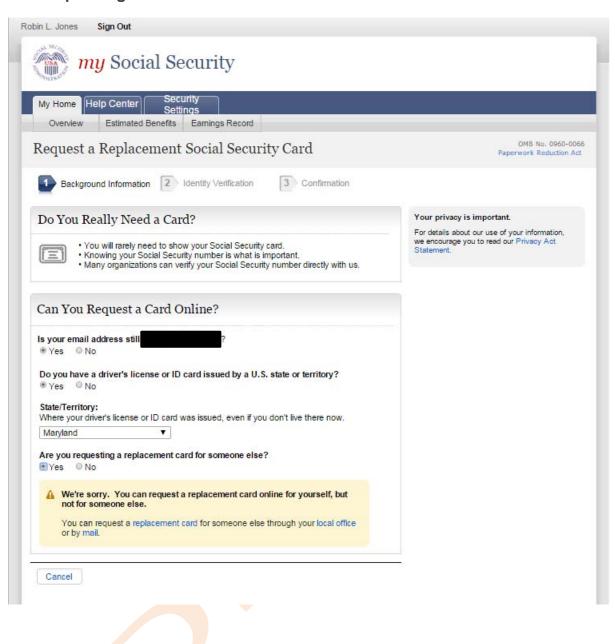
5.2. Driver's License Error



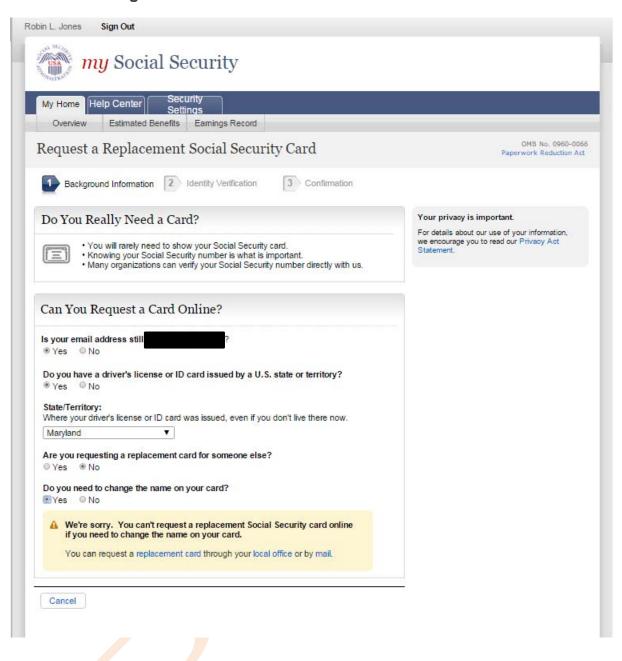
5.3. State/Territory Error



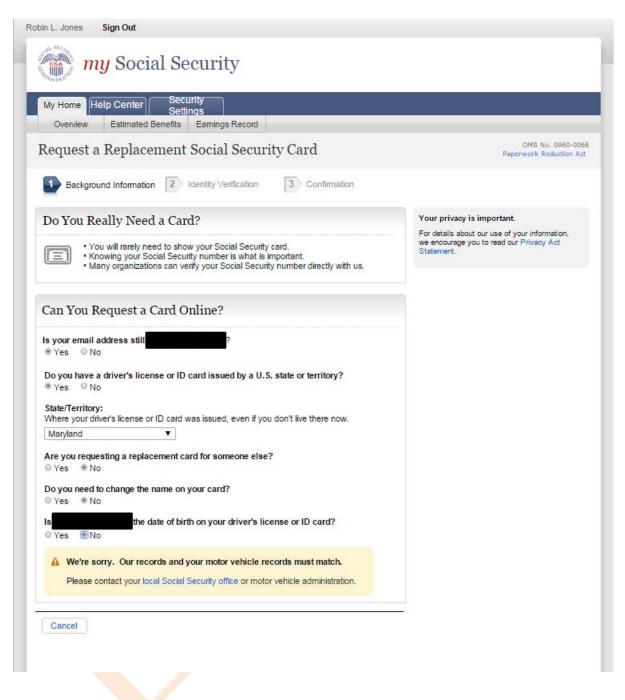
5.4. Requesting Card For Someone Else Error



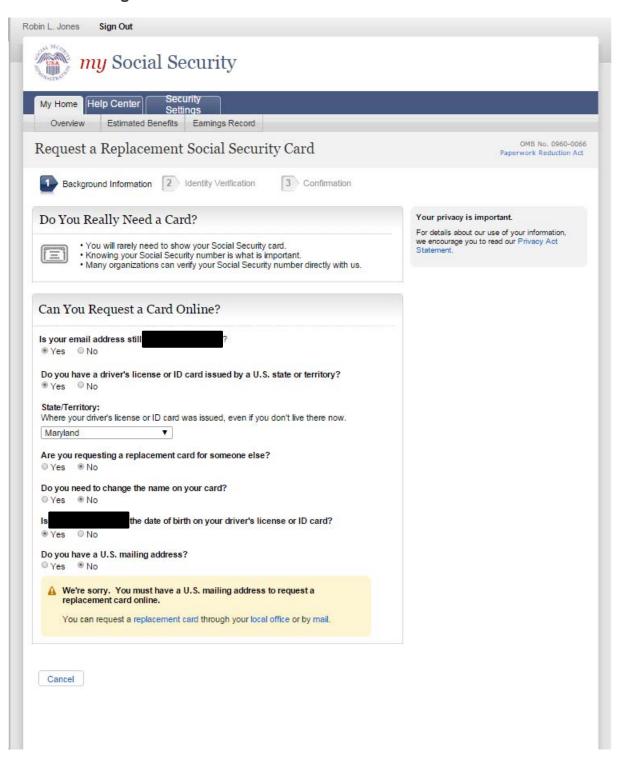
5.5. Name Change Error



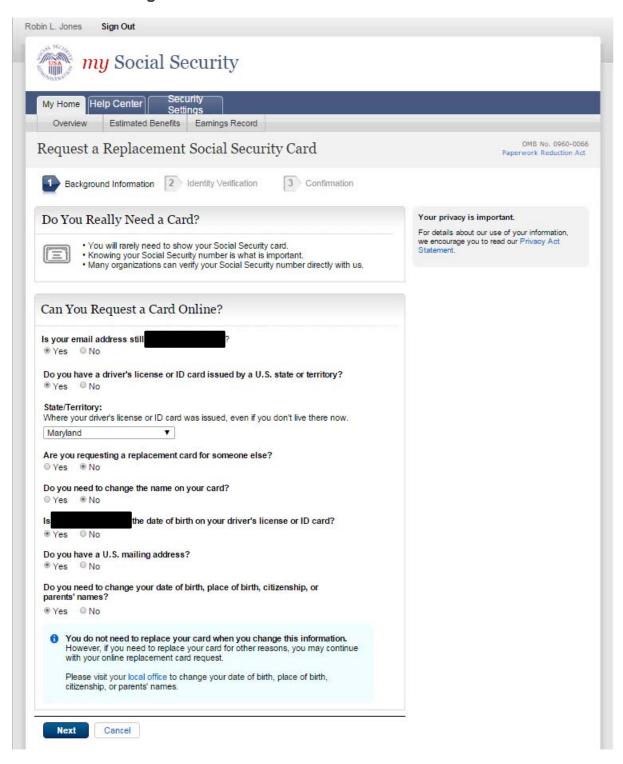
5.6. SSA's DOB Doesn't Match DMV



5.7. U.S. Mailing Address Error



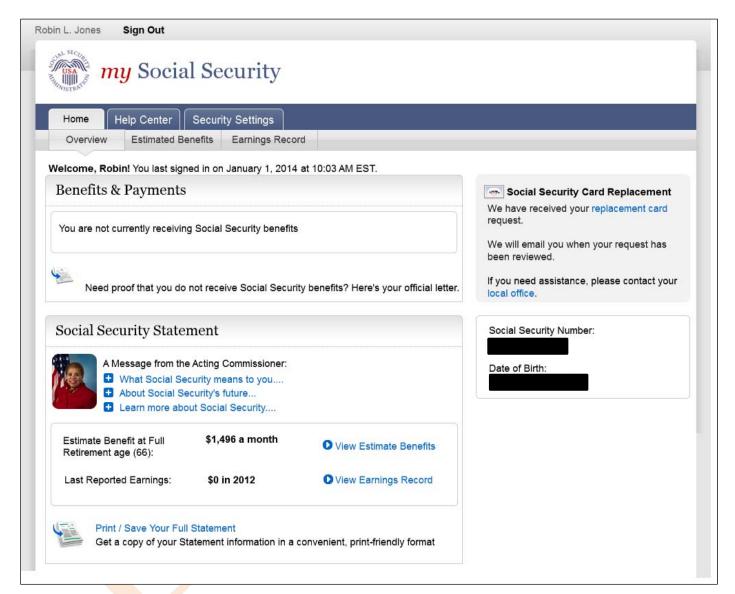
5.8. Need to Change Other Information



6. Descriptive My SSA Home Page Teasers for Precondition Check Failures

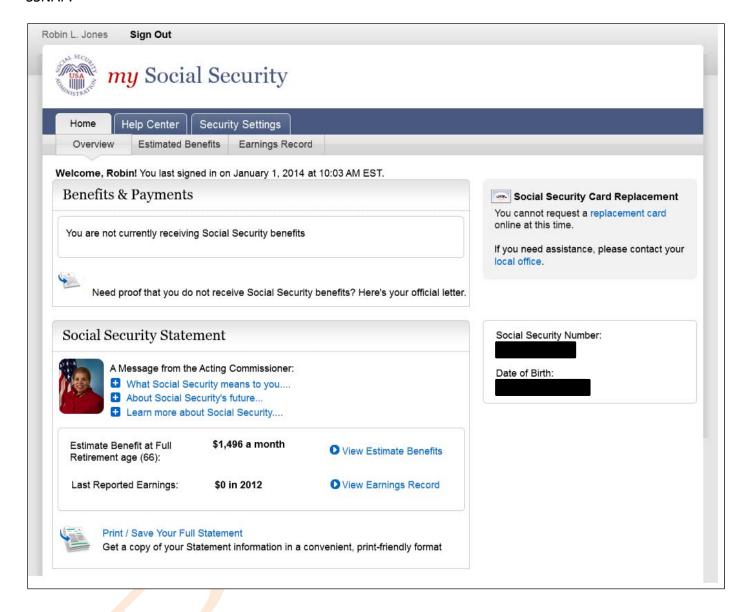
6.1. Pending Request Teaser

The teaser box shown below is displayed when the user fails the precondition check for Pending Request (i.e. the user has a replacement card request pending).



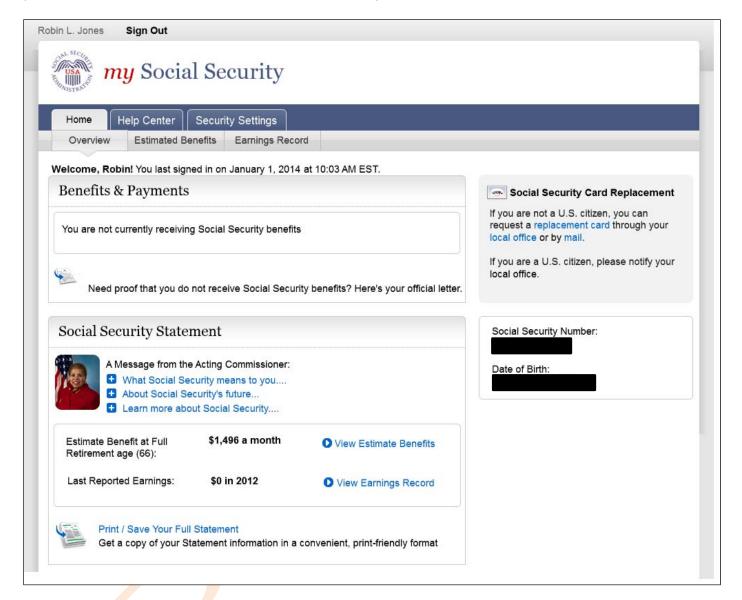
6.2. Request SSNAP Activity Teaser

The teaser box shown below is displayed when the user fails the precondition check for recent activity in SSNAP.



6.3. Citizenship Teaser

The teaser box shown below is displayed when the user fails the precondition check for U.S. Citizenship (i.e. SSA's records indicate the user is not a U.S. citizen).

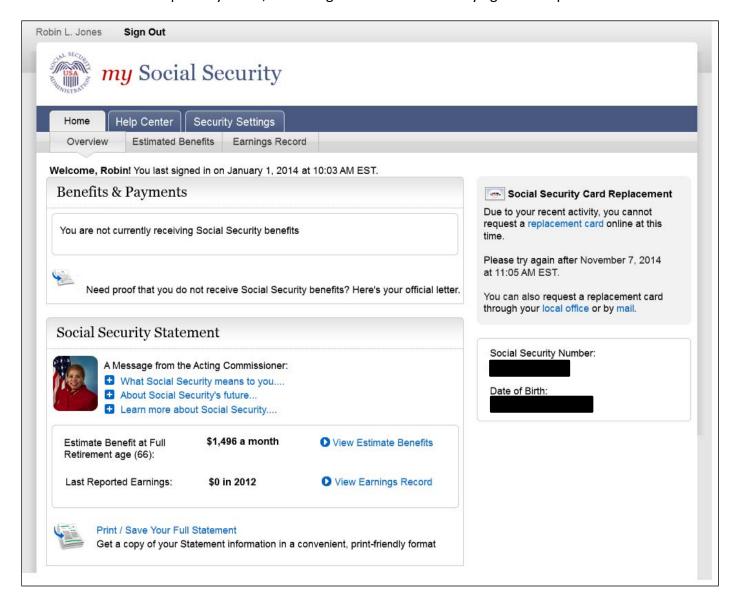


6.4. Lockout Teaser

The teaser box shown below is displayed when the user fails either of the following precondition checks:

- User has incurred a strikeout within the last 24 hours
- User has incurred two strikeouts within the last 7 days
- User has incurred six strikes (not strikeouts) within the last 7 days

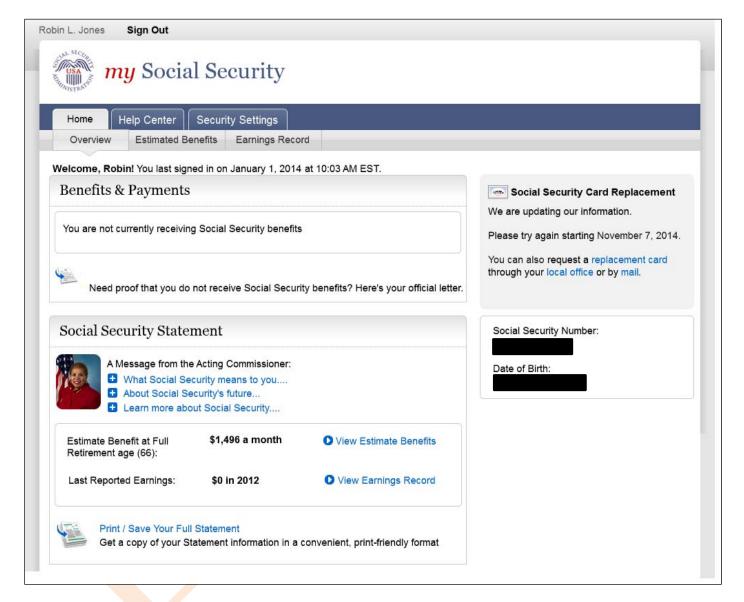
The date and timestamp are dynamic, indicating when the user can try again to request a card online.



6.5. Recent Cycle Date Change Teaser

The teaser box shown below is displayed when the user fails the precondition check for a recent cycle date change.

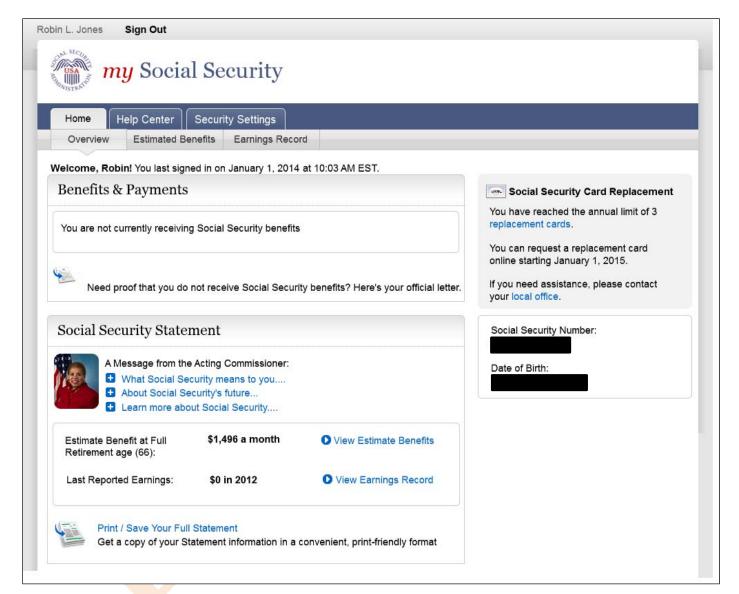
The date and timestamp are dynamic, indicating when the user can try again to request a card online.



6.6. Annual Card Limit Teaser

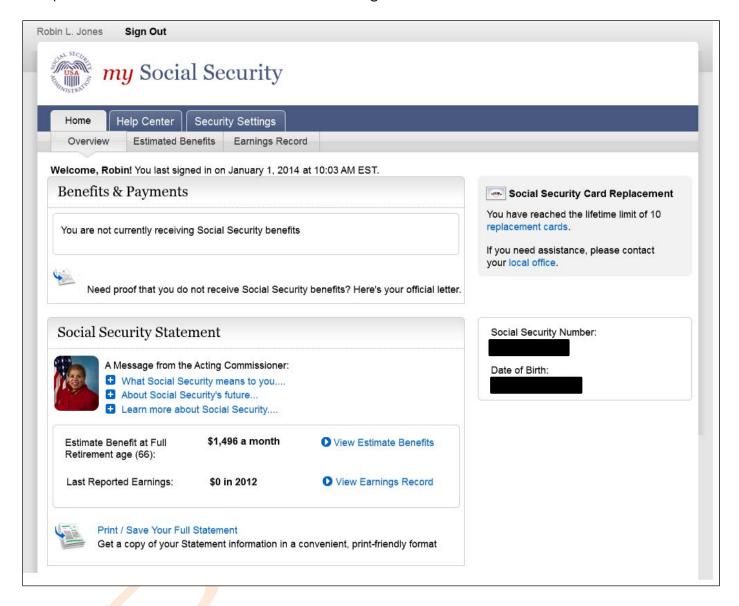
The teaser box shown below is displayed when the user fails the precondition check for Annual Card Limit Met (i.e. the user has been issued 3 cards since January 1 of the current year.)

According to business rules, the date displayed in the teaser box will be January 1 of the following year. (This is NOT a rolling 12-month period.)



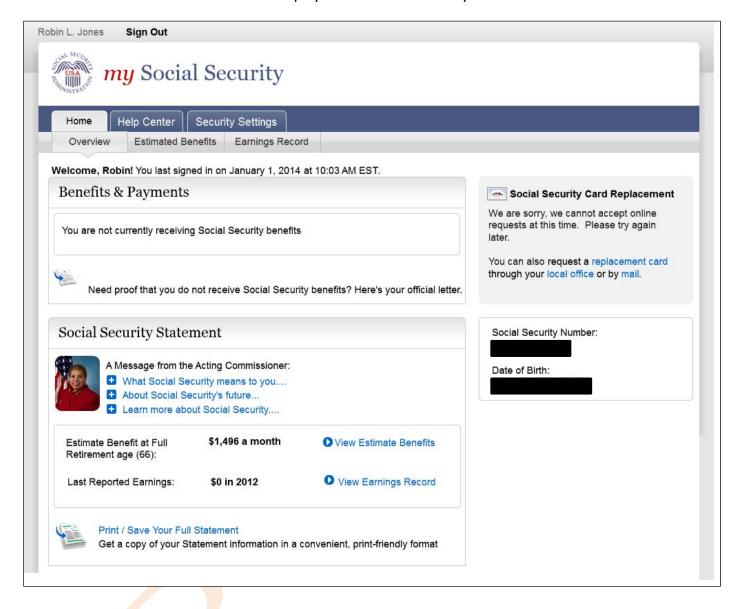
6.7. Lifetime Card Limit Teaser

The teaser box shown below is displayed when the user fails the precondition check for Lifetime Card Limit Met (i.e. the user has been issued 10 cards total during the course of his life.



6.8 System Unavailable Teaser

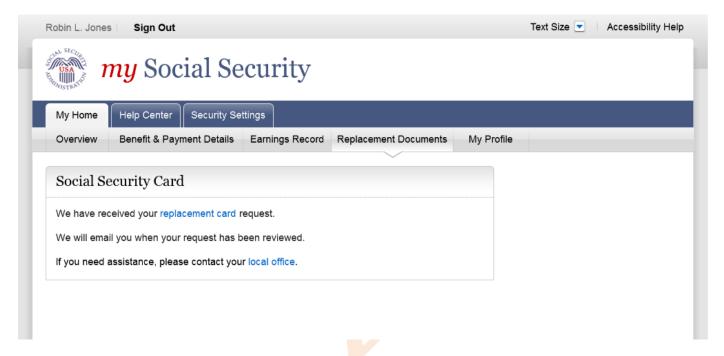
The teaser box shown below would be displayed when the iSSRNC system is not available.



7. Descriptive My SSA Replacement Documents Page Teasers for Precondition Check Failures

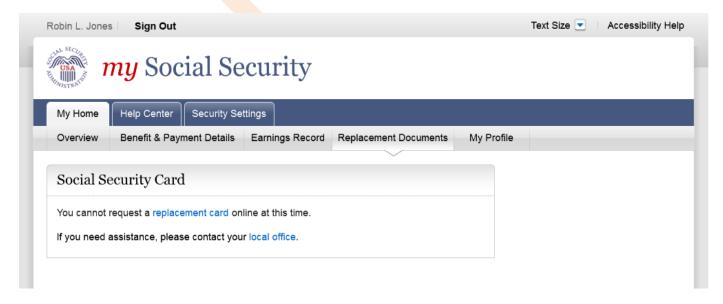
7.1. Pending Request Teaser

The teaser box shown below is displayed when the user fails the precondition check for Pending Request (i.e. the user has a replacement card request pending).



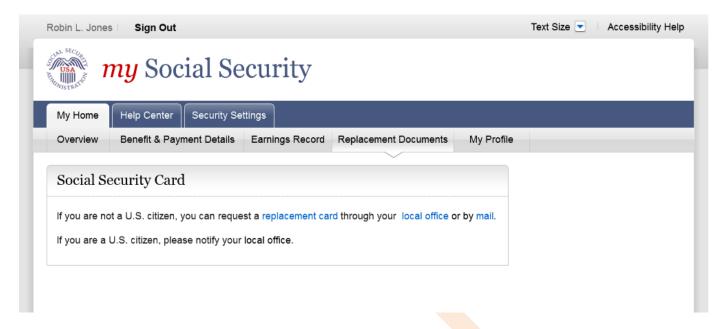
7.2. Recent SSNAP Activity Teaser

The teaser box shown below is displayed when the user fails the precondition check for recent activity in SSNAP.



7.3. Citizenship Teaser

The teaser box shown below is displayed when the user fails the precondition check for U.S. Citizenship (i.e. SSA's records indicate the user is not a U.S. citizen).

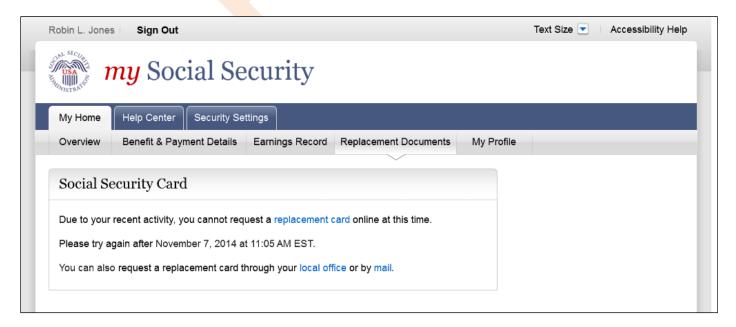


7.4. Lockout Teaser

The teaser box shown below is displayed when the user fails either of the following precondition checks:

- User has incurred a strikeout within the last 24 hours
- User has incurred two strikeouts within the last 7 days
- User has incurred six strikes (not strikeouts) within the last 7 days

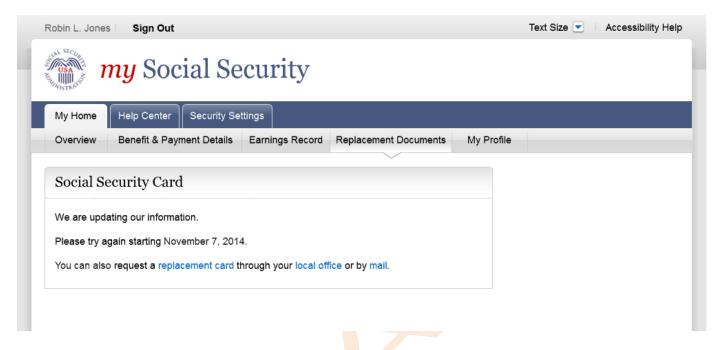
The date and timestamp are dynamic, indicating when the user can try again to request a card online.



7.5. Recent Cycle Date Change Teaser

The teaser box shown below is displayed when the user fails the precondition check for a recent cycle date change.

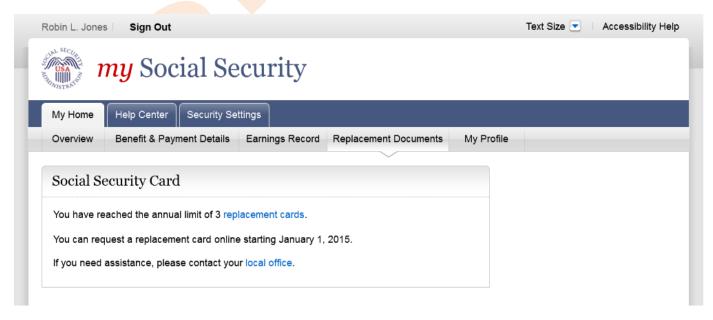
The date and timestamp are dynamic, indicating when the user can try again to request a card online.



7.6. Annual Card Limit Teaser

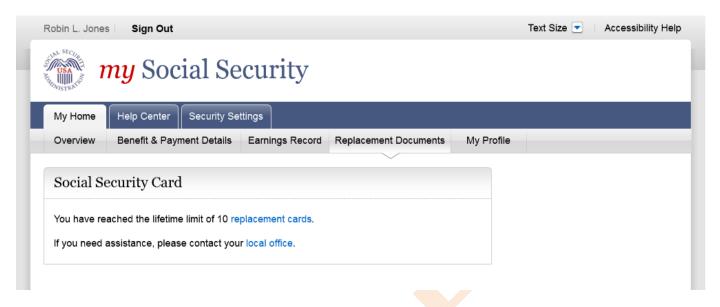
The teaser box shown below is displayed when the user fails the precondition check for Annual Card Limit Met (i.e. the user has been issued 3 cards since January 1 of the current year.)

According to business rules, the date displayed in the teaser box will be January 1 of the following year. (This is NOT a rolling 12-month period.)



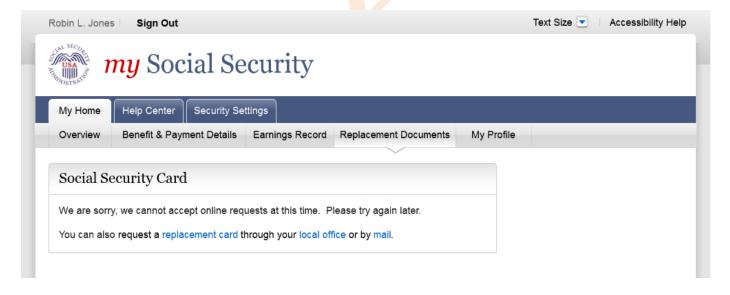
7.7. Lifetime Card Limit Teaser

The teaser box shown below is displayed when the user fails the precondition check for Lifetime Card Limit Met (i.e. the user has been issued 10 cards total during the course of his life.



7.8. System Unavailable Teaser

The teaser box shown below is displayed when the iSSNRC system is not available.

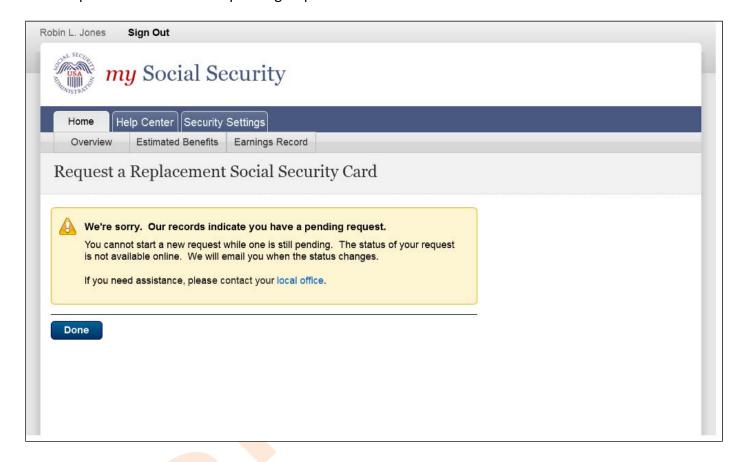


8. Precondition Check Failure Messages

The following screens are displayed when the user tries to access the iSSNRC application directly (e.g. bookmark), rather than via the My SSA Home page, and a precondition check fails.

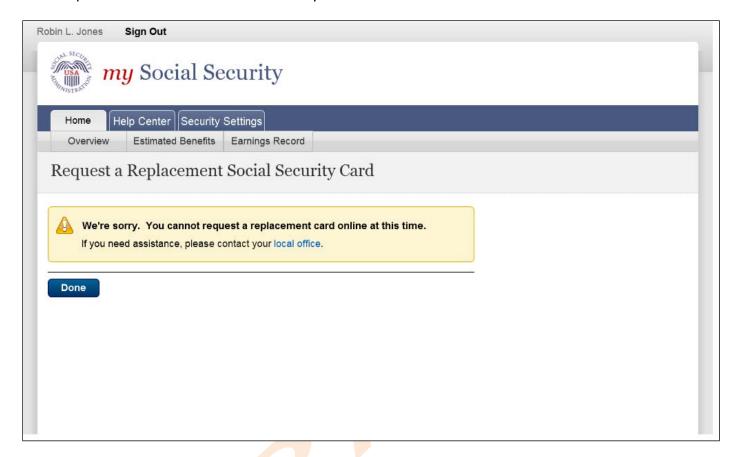
8.1. Pending Request Message

The screen shown below is displayed when the user attempts to access the iSSNRC application directly and fails the precondition check for pending request.



8.2. Recent SSNAP Activity Message

The screen shown below is displayed when the user attempts to access the iSSNRC application directly and fails the precondition check for recent activity in SSNAP.



8.3. Citizenship Message

The screen shown below is displayed when the user attempts to access the iSSNRC application directly and fails the precondition check for U.S. Citizenship (i.e. SSA's records indicate the user is not a U.S. citizen).

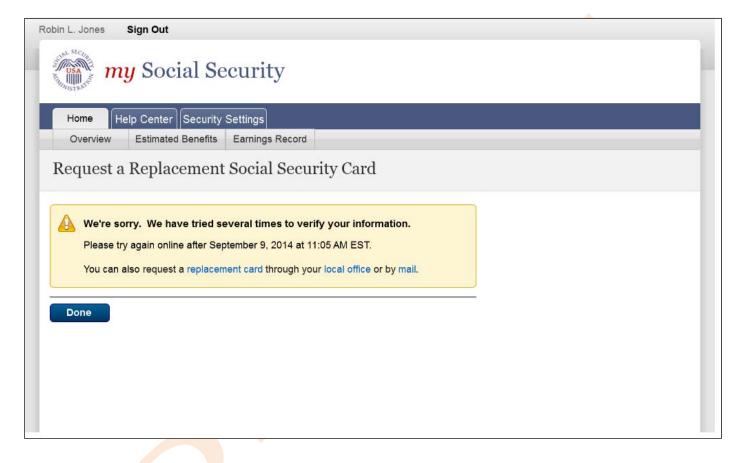


8.4. Lockout Message

This screen show below is displayed when the user tries to access the iSSNRC application directly and fails one of the following precondition checks:

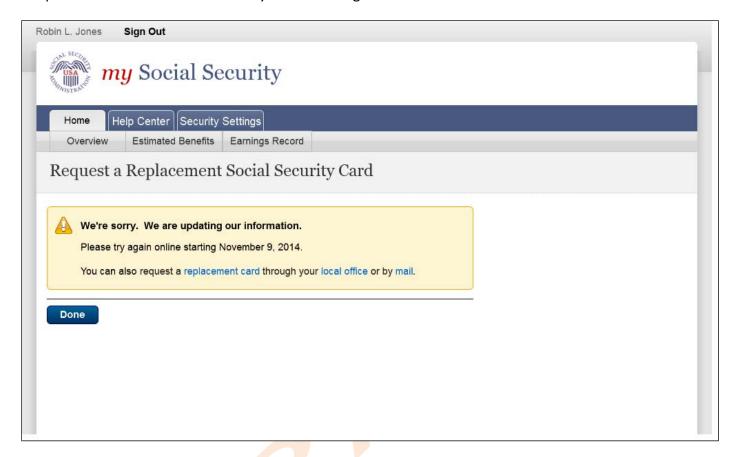
- User has incurred a 3rd strike (i.e. strikeout) within the last 24 hours
- User has incurred two strikeouts within the last 7 days
- User has incurred six strikes (not strikeouts) within the last 7 days

The date and timestamp are dynamic, indicating when the user can try again to request a card online.



8.5. Recent Cycle Date Change Message

This screen shown below is displayed when the user tries to access the iSSNRC application directly and fails the precondition check for a recent cycle date change.



8.6. Annual Card Limit Message

This screen shown below is displayed when the user tries to access the iSSNRC application directly and fails the precondition check for Annual Card Limit Met (i.e. the user has been issued 3 cards since January 1 of the current year.)

According to business rules, the date displayed in the message will be January 1 of the following year. (This is NOT a rolling 12-month period.)



8.7. Lifetime Card Limit Message

The screen shown below is displayed when the user tries to access the iSSNRC application directly and fails the precondition check for Lifetime Card Limit Met (i.e. the user has been issued 10 cards total during the course of his life).

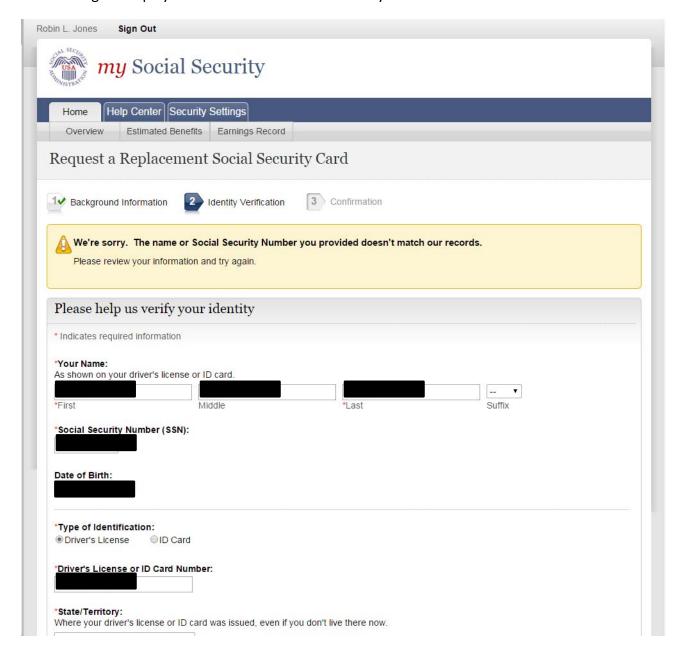


9. Strike and Terminal Errors

First and second strike errors are displayed above the data entry form on the Identity Verification screen.

9.1. Name or SSN Doesn't Match SSA, Strikes 1 & 2

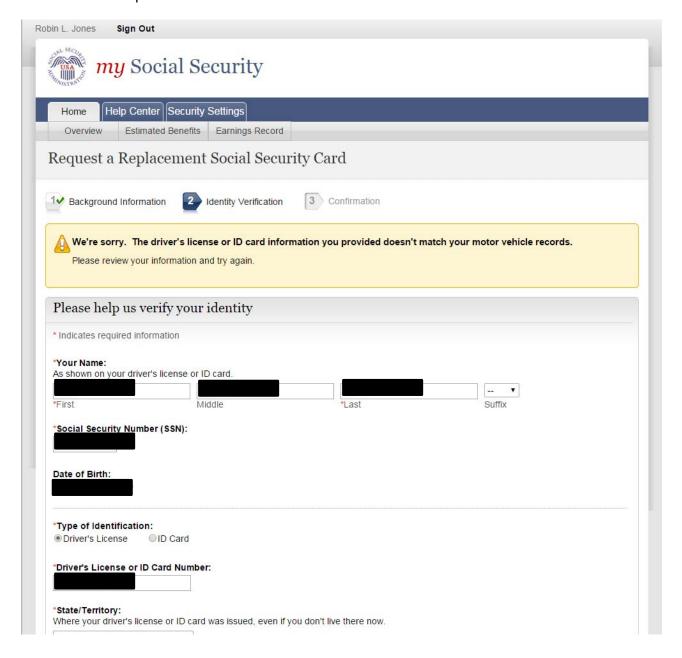
This message is displayed if the name or SSN entered by the user does not match SSA's records.



9.2. Driver's License Info Doesn't Match Motor Vehicle Records, Strikes 1 & 2

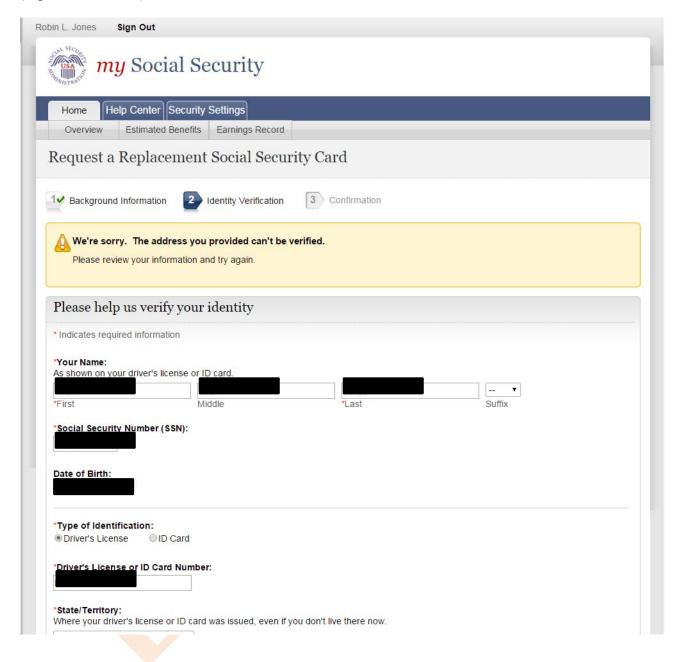
This message is displayed if one or more of the following fields do not match the user's state DMV records.

- Driver's License or ID Card Number
- State/Territory (where Driver's License or ID Card was issued)
- Date Issued
- Date of Expiration



9.3. Address Can't Be Verified, Strikes 1 &

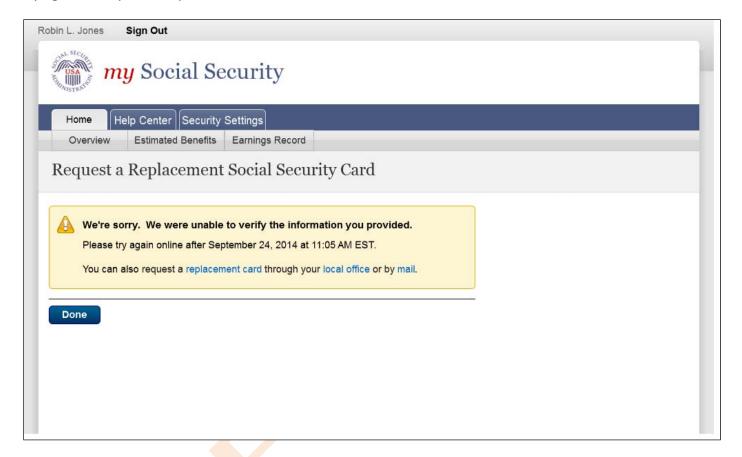
This message is displayed if the address the user entered cannot be verified with DMV, SSA, or 3rd party (e.g. credit bureau) records.



9.4. Strikeout Message (Terminal)

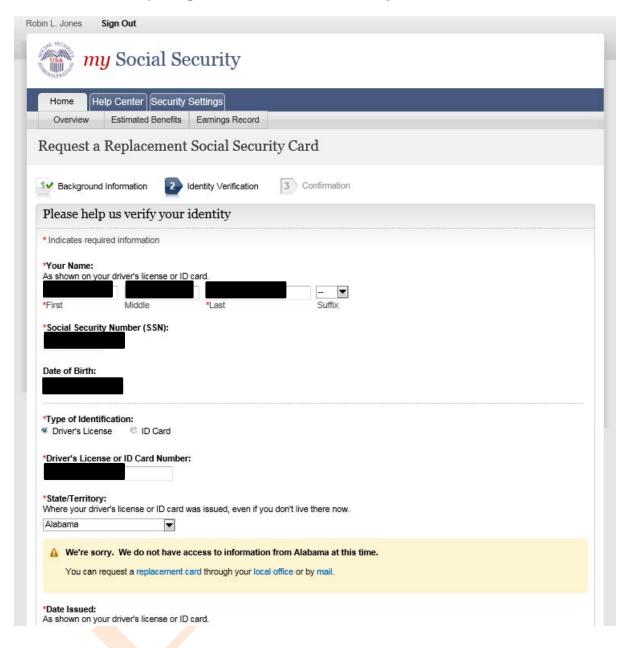
The following message screen is displayed when the user incurs his third strike in a 24-hour period or sixth strike in a 7-day period.

The date and time included in the message represent the 24-hour lockout period, after which the user can try again to request a replacement card online.



10. Other Errors

10.1 Non-Participating State Selected on Identity Verification Screen



11. Paperwork Reduction Act Statement

The pop-up window shown below is displayed when the user selects the Paperwork Reduction Act link on the Background Information page.

Paperwork Reduction Act

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 0960-0066; expiration date XX/XX/XXXX. We estimate that it will take about 5 minutes to read the instructions, gather the facts, and answer the questions.

You may send comments on our time estimate to: Social Security Administration, 6401 Security Blvd, Baltimore, MD 21235-6401. **Send only comments on our time estimate to this address.**

Close

12. Privacy Act Statement

The pop-up window shown below is displayed when the user selects the Privacy Act Statement link on the Background Information page.

Privacy Act Statement

Collection and Use of Personal Information

Sections 205(c) and 702 of the Social Security Act, as amended, authorize us to collect this information. We will use the information to attempt to issue you a replacement Social Security card. As part of this process, we may share your information with external data sources, such as the American Association of Motor Vehicle Administrators and other consumer data sources, which will aid us in verifying your identity.

Furnishing us this information is voluntary. However, failing to provide the requested information may prevent us from issuing you a replacement Social Security card.

We rarely use the information you supply us for any purpose other than what we say above. However, we may use the information for the administration of our programs including sharing information:

- 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); and,
- 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 complete list of when we may share your information with others, called routine uses, is available in our Privacy Act System of Records Notice 60-0058, entitled, Master Files of Social Security Number (SSN) Holders and SSN Applications and, 60-0373, entitled, Central Repository of Electronic Authentication Data Master File. Additional information about these and other system of records notices and our programs is available online at www.socialsecurity.gov or at your local Social Security office.

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

Close

13. Cannot Process Request Message

This message is displayed if the user's request cannot be processed. For example, if a state's motor vehicle records system is temporarily unavailable.

