Rep Portal (Link)

Sign In Page

Social Security				
Sign In				
Accounts created before September 18, 2021 should enter a Username and Password.				
Username				
Forgot Username?				
Password				
Forgot Password?				
Sign in				
Sign in with I LOGIN.GOV				
Sign in with D.me				
Learn more				
Create an account				
Are you now, or have you ever been a victim of domestic				
violence? Identity theft? Do you have other concerns? You can contact us to block electronic access to your				
information at any time, for any reason.				
Privacy and Security OMB No. 0960-0789 Privacy Policy Privacy Act Statement Accessibility Help	p			

Forgot Username? Press link to access the following page.

😚 Social S	ecurity
Please tell us	s who you are
Email Address:	
	@ssa.gov
Social Security Nu	umber (SSN):
•••••	SHOW SSN
Date of Birth:	
Month	Day Year
Next Exit]
Privacy and Security	
DMB No. 0960-0789	Privacy Policy Privacy Act Statement Accessibility Help

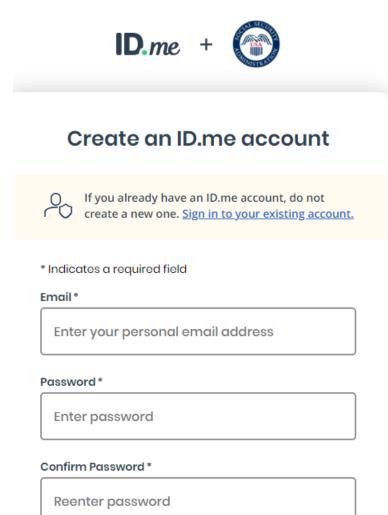
Signing Using ID.me (set up process) ID.me

You are leaving Social Security's website					
If you select the "OK" button below, we will redirect you to ID.me's website.					
D.me is not a government entity but is federally certified to provide secure digital identity verification to government agencies.					
D.me is not under our control and may not follow SSA's privacy, or accessibility policies located on SSA's official website at https://www.ssa.gov/privacy.					
ID.me's identity verification process may include facial recognition to match your face to the photo on your identity document. Collection and storage of personal and biometric information is subject to ID.me's policies that include its terms of service, and biometric privacy policy.					
If you do not wish to agree to these terms, please select the "Cancel" button and choose a different registration option.					
OK Cancel					

Create and ID.me account steps.

	Sign in to ID.me
	•
	New to ID.me? Create an ID.me account
Email	
	Q
Password	
Remen	nbor mo ir socurity, solect only on your devices.
Romen For you	nbor me r socurity, solect only on your devices.
Remen For you	nber me r socurity, solect only on your devices. Sign in
Remen For you	r socurity, soloct only on your devices. Sign in
For you	r socurity, solect only on your devices.
Remen For you	r socurity, solect only on your devices. Sign in Forgot password

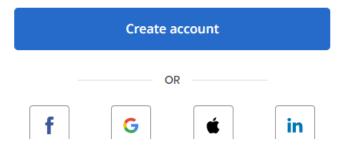
Add email and create a password using at least 1 Upper Case, 1 lower case, 1 number and 1 symbol/special character.



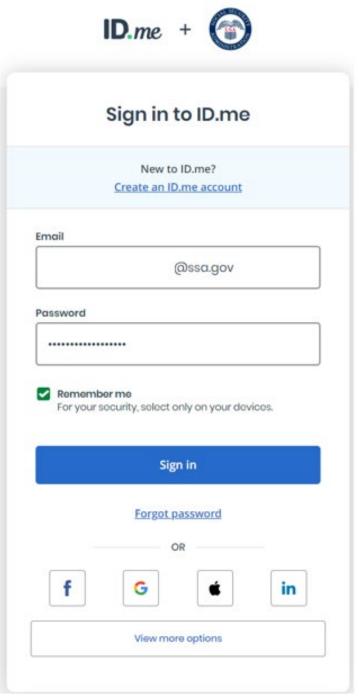
Remember me

For your security, select only on your devices.

I accept the ID.me <u>Terms of Service</u> and <u>Privacy</u> <u>Policy</u>*



Verify your email and PW.



Confirm information steps sent to email address.

ID.me



Welcome!

Thanks for creating an ID.me account!

ID.me simplifies how you verify and share your identity online, while helping keep your information safe.

You can confirm your email address by clicking the link below.

Confirm your

Please note: This link will expire in 15 minutes.

Can't click the button in this email?

Copy this code and enter it in your browser to complete the confirmation.



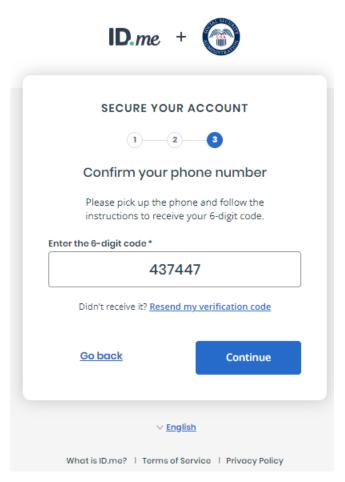
Security Steps to Secure your Portal Account

	ID.me + 💮
	SECURE YOUR ACCOUNT
	multi-factor authentication (MFA), even if one guesses your password, they won't be able to sign in as you.
	Text Message or Phone Call Get a 6-digit code by text message or phone call.
لكي	Push Notification Approve sign-ins via push notifications sent to the ID.me Authenticator mobile app.
	Code Generator Application Generate verification codes via code generator apps like ID.me Authenticator.
	Security Key Use a physical security key (insert or tap) with your device.
L.	NFC-Enabled Mobile Security Key Tap a YubiKey [™] security key to your phone using the ID.me Authenticator mobile app.

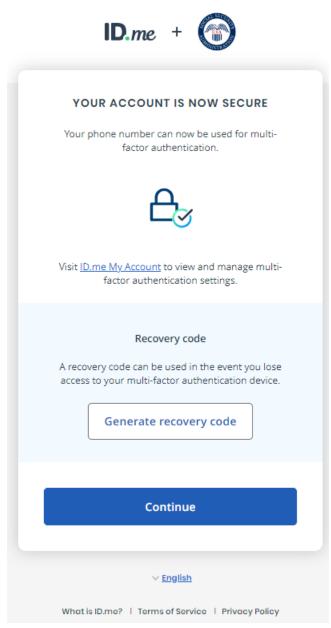
Security Steps through your personal cell phone

	UR ACCOUNT
1-	2 - 3
Receive a co	ode by phone
	number you can access I plan to sign in.
one Number	
•	
	C
Text me	Callme
	L ONLY BE USED FOR ACCOUNT D DATA RATES MAY APPLY.

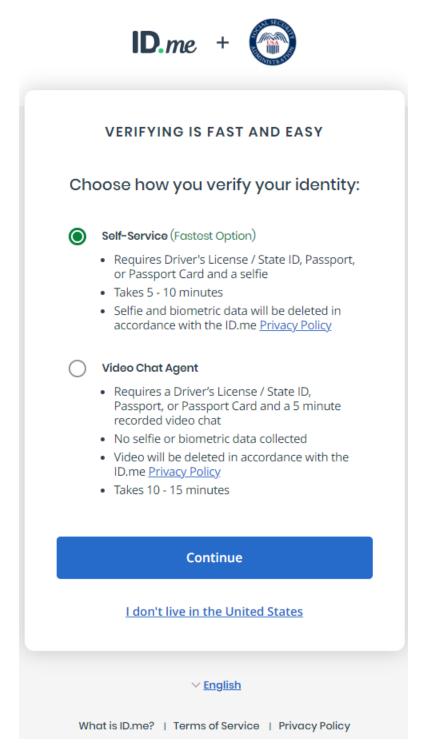
Confirm Phone Number, with texted verification code.



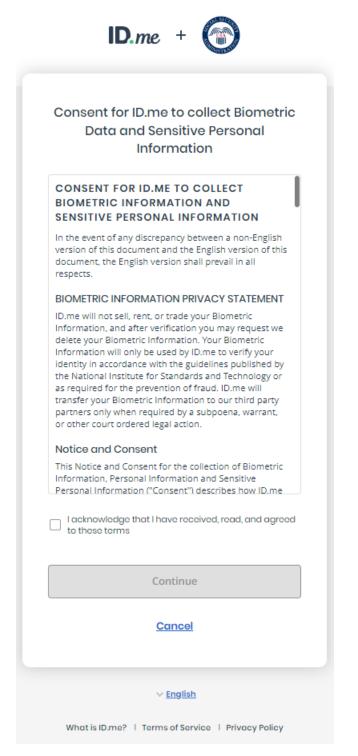
Verification of Phone code



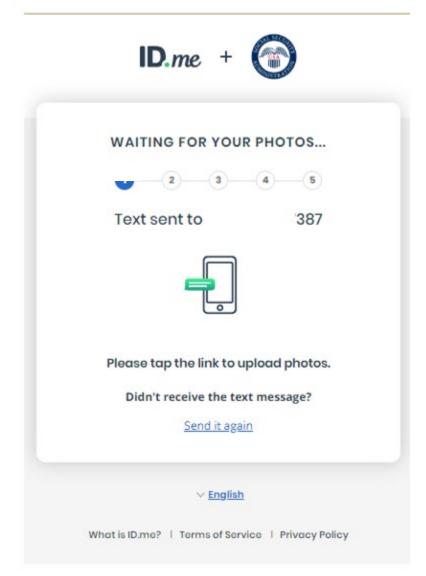
Submit ID (pictures)



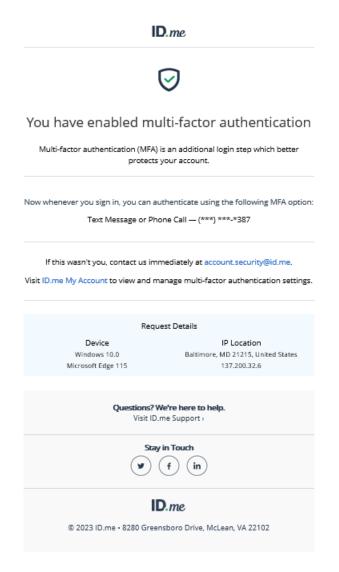
Picture scan on cell phone.



Wait for verification (15 seconds)



Receive multifactor authentication.



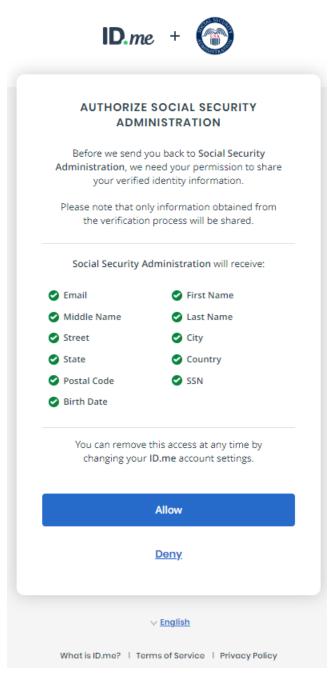
Verify identity with your SSN.

	ID .me +
	VERIFY YOUR IDENTITY
	1 2 3 6
	Enter your Social Security number
s	ocial Security Number (##########) *
	##########
	The Social Security number is used as a unique identifier to confirm identity. This will not affect your credit score.
	Back Continue
	<u>l don't have a Social Security Number</u>
	√ <u>English</u>
	What is ID.me? Terms of Service Privacy Policy

Review your identification information captured from picture ID

	ID.me + 🍘
	VERIFY YOUR IDENTITY
	1-2-3-4-0
	Is your information displayed correctly?
	We will securely use the following information to verify your identity against trusted sources.
W	/hat does this mean?
	Personal information
	First Name
	Middle Name
	Last Name
	Date of Birth
	Home address
	Street
	City
	State
	Zip Code
100	Phone number
	Mobile Phone
	The information five provided is correct, and I accept the use of <u>Fair Credit Reporting Act</u> data to verify my identity.
w	/hat is The Federal Fair Credit Reporting Act?
_	No
	See our <u>Privacy Policy</u> for how we treat your data.
	√ <u>English</u>

Acknowledge you allow SSA authorization to use your information



Portal Accept obtained, verify terms of service.

🐨 Social Security					
Terms of Service					
The terms of service in this section apply to all Social Security online services. Depending on the specific Social Security online service you access, you may be asked to agree to added terms to use that service.					
By checking I agree to the Terms of Service, I acknowledge the following conditions:					
 I understand that I am accessing a U.S. Government system. I understand that my usage of this system may be monitored, recorded, and subject to audit. I understand that unauthorized or improper use of this system is prohibited and may result in administrative, civil, or criminal penalties and/or other actions. I understand that it is a federal crime to: 					
 Give false or misleading statements to obtain information in Social Security records; Give false or misleading information to obtain or alter Social Security benefits; or Deceive the Social Security Administration about an individual's identity. 					
 I understand that the Social Security Administration may stop me from using Social Security online services if it finds or suspects fraud or misuse. I accept that I am responsible for properly protecting any information provided to me by the Social Security Administration. I agree that the Social Security Administration is not responsible for the improper disclosure of any information that the Social Security Administration that is on or from my computer or other device, whether due to my negligence or the wrongful acts of others. 					
I agree to the Terms of Service.					
Next Exit					
Privacy and Security					
OMB No. 0960-0789 Privacy Policy Privacy Act Statement Accessibility Help					

Portal Home Page

(Representative Availability Portal		
	Group Region	Availability Period	
			Monthly Case Cap (optional) @
			* Max Reps Per Day @
			Next

Review DSG associated with your identification (only one should be associated with your ID).

	presentative ailability rtal			
Group SoloTest GeoTest Harriet GeoTest HybridTe	Group Group Group	Availability Period		Monthly Case Cap (optional) @

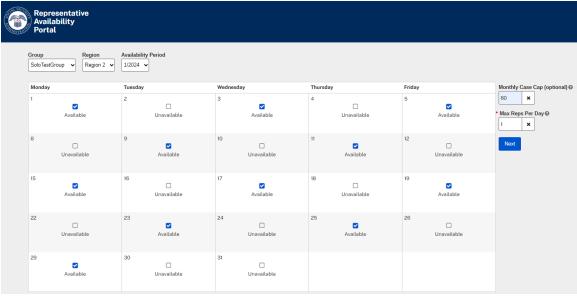
Solo DSG

Representat Availability Portal	tive	
SoloTestGroup 🗸	Region Availability Period	Monthly Case Cap (optional) @ Max Reps Per Day @ Next

Select Region for submission of Availability.

Representative Availability Portal		
Group Region 1 € SoloTestGroup ♥	Availability Period 	Monthly Case Cap (optional) @ X * Max Reps Per Day @ 1 X Next

Select the Availability Period for the TSM (Targeted Scheduling Month for submitting availability)



Add rep specific time and daily hearing caps.

1 1	Month	ıly R		able hou	rs must be for t														
600 characters maximum) Characters remaining: 500 1 - Monday (copy) + Add Rep 2 - Tuesday 3 - Wednesday (copy) + Add Rep 4 - Thursday Rep Full Time Range Cap 2 - Tuesday 3 - Wednesday (copy) + Add Rep 3 - Wednesday (copy) + Add Rep 4 - Thursday 1 2 - Tuesday 2 3 - Friday (copy) + Add Rep 4 - Thursday 2 2 - Tuesday 2 2 - Tuesday 2 2 - Tuesday 2 3 - Friday (copy) + Add Rep 8 - Friday (copy) + Add Rep 1 - Tursday (copy) + Add Rep 2						tne time z	one of	the regional of	fice of the	region for which	availability	is provided.							
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	2 2				Remarks		Full									Full			+ A

Solo Copy feature

	. ,	1 - Monday <mark>(done</mark>)	+ Add Rep
	Rep Ful	l Time Range	Сар	Remarks
	1	08:00-14:00	4	
Paste				
	3	- Wednesday (pas	te)	+ Add Rep
	Rep Full	Time Range	Сар	Remarks
	1 🗆	08:00-14:00	4	

Done

		1 - Monday <mark>(done</mark>))	+ Add Rep
Rep	Full	Time Range	Сар	Remarks
1 🔽		08:00-14:00	4	

Save or submit monthly availability.

	Representative Availability Portal													
	restGr		1/2024	6	0	×	Cap (optional)		ragion for which a	voilobi	lity io	provided		
Mont (500	* Reminder: Submitted available hours must be for the time zone of the regional office of the region for which availability is provided. Monthly Remarks (500 characters maximum) Characters remaining: 500													
		1 - Monday <mark>(don</mark> e	e)	+ Add Rep			2 - Tue	sday			3	- Wednesday <mark>(pa</mark> s	ste)	+ Add Rep
Rep	Full	Time Range	Сар	Remarks	Rep	Full	Time Range	Cap	Remarks	Rep	Full	Time Range	Сар	Remarks
1		08:00-14:00	4		1					1		08:00-14:00	4	
		4 - Thu	ırsday				5 - Friday (paste))	+ Add Rep					
Rep	Full	Time Range	Cap	Remarks	Rep	Full	Time Range	Сар	Remarks					
Sav	/e	Submit			1		08:00-14:00	4						

Successfully saved notification.

	Representative Availability Portal													
Group SoloTe		Region up Region 2	Availa 1/2024	bility Period	Monthl	y Case	e Cap (optional)	0						
* Rem	inder:	Submitted avail	able hou	rs must be for	the time	zone c	of the regional of	fice of the	region for which a	vailab	ility is	provided.		
	-	narks 🕑 ers maximum)												
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Rep	Full 1	ime Range	Cap	Remarks	Re	p Full	Time Range	Cap	Remarks	Rep	Full	Time Range	Cap	Remarks
1		08:00-14:00	4							1 🗹		08:00-14:00	4	
		4 - Thu	ırsday				5 - Friday (pas	te)	+ Add Rep					
Rep	Full 1	ime Range	Cap	Remarks	Re	p Full	Time Range	Сар	Remarks					
Save		Submit			Availab	lity ha	s been saved	×						

Review/Confirmation screen and saved.

1	Confirmation ×
	Choosing "Submit" will lock the availability submission for the month selected and you will be unable to make changes to your monthly availability selections. If you require modifications after submitting your response, please contact SSA's External Liaison Unit at 866-964-1714. Are you sure you want to submit your response?
Rep 1 1	Summary of Availability 1/1/2024 Rep 1 - Available 08:00-14:00 (cap: 4)
Rep	1/3/2024 Rep 1 - Available 08:00-14:00 (cap: 4)
1 •	1/5/2024 Rep 1 - Available 08:00-14:00 (cap: 4)
	1/9/2024 Rep 1 - Available 08:00-14:00 (cap: 4) 1/11/2024
Rep 1	Rep 1 - Available 08:00-14:00 (cap: 4)
	Submit Cancel
Save	Submit Availability has been saved

Availability successfully submitted.

A LAL	Representative Availability Portal																		
Grou SoloT	estGr		n 2	Availabilit 1/2024			Monthly Cas				of the	ragion for whi	ch ov	oilobility io	provid	dod			
		emarks 🛛	wana	ole nours n	iust De	e IOF L	në umë zonë	or the	e regional c	onice (or the	region for whi	cn av	anabinty is	provid	uea.			
		1 - Mond	ay				2 - Tuesd	ay				3 - Wedneso	day				4 - Thursd	ay	
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1 ✓	0	08:00-14:00	4		1 Ø	0				1 ✓	0	08:00-14:00	4		1 Ø	0			
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Rep	Full	Time Range	Сар	Remarks															
1 ✓	0	08:00-14:00	4																
		8 - Monda	IV				9 - Tuesda	v				10 - Wednesd	lav				11 - Thursd	av	
Rep	Full	Time Range	·	Remarks	Rep		0 700300	.,				10					Time Range	·	Remarks
1	0					S 4	Availability s	ucces	ssfully sul	omitte	d. Er	nter availabilit	y for	another r	egion	×	08:00-14:00		

Home screen after successful submission.

	Representative Availability Portal	3				
Group SoloTe	estGroup					
Mond	lay	Tuesday	Wednesday	Thursday	Friday	Monthly Case Cap (optional) 😡
1	Available	2 Ø Unavailable	3 Available	4 Ø Unavailable	5 Available	60 Max Reps Per Day @ 1 Next
8	Ø Unavailable	9 Available	10 Ø Unavailable	11 Available	12 Ø Unavailable	
15	✓ Available	16 ⊘ Unavailable	17 Available	18 🥏 Unavailable	19 Available	
22	Ø Unavailable	23 Available	24 Ø Unavailable	25 Available	26 ⊘ Unavailable	
29	Available	30 Ø Unavailable	31 Available			

CONSOLIDATED DSG

MondayTuesdayWednesdayThursdayFriday123452Available232452891011121516171819	Monthly Case Cap (optiona 200 ×	Friday					
Image: AvailableImage: AvailableImage: AvailableImage: AvailableImage: AvailableImage: Available89Image: Available10Image: Available11Image: Available1215Image: Available17Image: Available19Image: Available	200 ×		Thursday	Wednesday	Tuesday	day	Mond
UnavailableImage: Constraint of the sector of t	* Max Reps Per Day @						1
	Next						8
							15
22 23 24 25 26 26 Unavailable Unavailable Unavailable Unavailable							22

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			1 - Monday (copy)		+ Add Rep
	Rep	Full	Time Range	Сар	Remarks
	1		09:00-14:00	4	
	2 🔽		08:00-13:00	5	
	3 🔽				
	4		08:30-14:00	5	
Paste					
		3 -	Wednesday (paste	e)	+ Add Rep
	Rep	Full	Time Range	Сар	Remarks
	1 🔽		09:00-14:00	4	
	2 🗹		08:00-13:00	5	
	3 🗹				
	4 🗹		08:30-14:00	5	
Done					

Do

		1 - Monday <mark>(done)</mark>		+ Add Rep
Rep	Full	Time Range	Сар	Remarks
1		09:00-14:00	4	
2 🔽		08:00-13:00	5	
3 🗹				
4 🔽		08:30-14:00	5	

+Add Rep

	1	1 - Thursday <mark>(past</mark>	e)	+ Add Rep
Rep	Full	Time Range	Сар	Remarks
1 🔽		09:00-14:00	4	
2 🔽		8:00-13:00	5	
3 🔽		09:00-14:00	3	
4 🔽		08:30-14:00	5	
5 🗹		09:00-13:30	3	

Confirmation review page.

Confirmation

Choosing 'Submit' will lock the availability submission for the month selected and you will be unable to make changes to your monthly availability selections. If you require modifications after submitting your response, please contact SSA's Externa 866-964-1714.	al Liaison Unit at
Are you sure you want to submit your response?	I
Summary of Availability 11/12024 Reg 1 - Available (09.00-14.00 (cap. 4) Reg 3 - Available (09.00-13.00 (cap. 5) Reg 3 - Available (03.00-14.00 (cap. 5)	
13/2024 Rep 1 - Available (9:00-14:00 (cap. 4) Rep 2 - Available (9:00-13:00 (cap. 5) Rep 4 - Available (9:3:0-14:00 (cap. 5)	
1552024 Reg 1 - Available 09:00-14:00 (cap: 4) Reg 2 - Available 08:00-13:00 (cap: 5) Reg 4 - Available full day Reg 4 - Available 08:30-14:00 (cap: 5)	
19/2024 Rep 1 - Available 09:00-14:00 (cap. 4) Rep 2 - Available 08:00-13:00 (cap. 5) Rep 4 - Available 08:30-14:00 (cap. 5)	
11112024 Rep 1 - Available 08:00-14:00 (cap: 4) Rep 2 - Available 08:00-13:00 (cap: 5) Rep 4 - Available 08:30-14:00 (cap: 5)	
Submt Cancel	

×

Confirmation of submission through portal

		: Submitted a					200			I) 😡														
		emarks 🛛	vailat	ole hours m	ust be	e for	the time zone	of the	e regional o	office	of the	region for wh	ich av	ailability is	prov	ided.								
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Home screen after successful submission.

ConTestGroup V Region 1	Availability Period				
Monday	Tuesday	Wednesday	Thursday	Friday	Monthly Case Cap (option
1 Available	2 Ø Unavailable	3 Available	4 Ø Unavailable	5 Available	200 Max Reps Per Day @ 4
8 ⊘ Unavailable	9 Available	10 Ø Unavailable	11 Available	12 Ø Unavailable	Next
15 Available	16 Ø Unavailable	17 Available	18 Ø Unavailable	19 Available	
22 Ø Unavailable	23 Available	24 Ø Unavailable	25 Available	26 Ø Unavailable	
29	30 Ø Unavailable	31			

GEOGRAPHIC DSG

Repres Availab Portal	entative vility									
Group GeoTestGr	roup V Region 1 V	Availability Pe	riod							
Monday		Tuesday 2		Wednesd 3	ay	Thursda 4	у	Friday 5		Monthly Case Cap (optional)
	Unavailable	2	∨ Available	3	 Unavailable	4	∨ Available	5	Unavailable	* Max Reps Per Day @
8	⊘ Available	9	Unavailable	10	⊘ Available	11	Unavailable	12	♂ Available	Next
15	Unavailable	16	☑ Available	17	Unavailable	18	⊘ Available	19	Unavailable	
22	☑ Available	23	Unavailable	24	∨ Available	25	Unavailable	26	∨ Available	
29	Unavailable	30	∠ Available	31	Unavailable					

Сору

		2 - 1	Fuesday	r (copy)	+ Add Rep
Rep	Full	Time Range	Сар	Locations	Remarks
1			5	CT • HARTFORD •	
2 🗹			4	MA • BOSTON •	
3 🔽			5	ME • PORTLAND ME • • •	

Paste

			4 - Thursday	/ (paste)	+ Add Rep
Rep	Full	Time Range	Cap	Locations	Remarks
1			5	CT • HARTFORD •	
2 🗹			4	MA - BOSTON -	
3 🗹			5	ME PORTLAND ME	

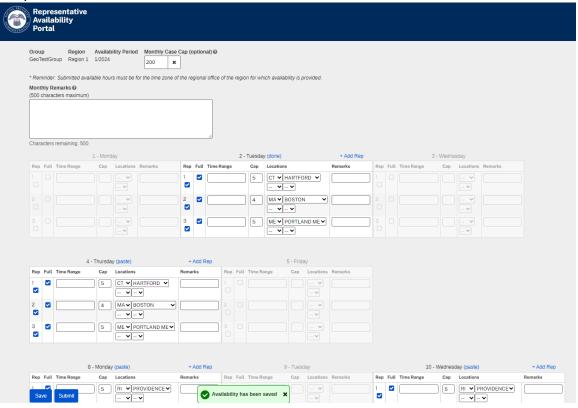
Done

		2 - 1	Tuesday	(done)	+ Add Rep
Rep	Full	Time Range	Сар	Locations	Remarks
1			5	CT • HARTFORD •	
2 🗹			4	MA SOSTON S	
3 🔽			5	ME • PORTLAND ME •	

+Add Rep

		8 -	Monday	(copy)	+ Add Rep
Rep	Full	Time Range	Cap	Locations	Remarks
1			5	RI V PROVIDENCE V	
2 🗹			4	NH V MANCHESTER V	
3 🗹			5	MA SPRINGFIELD V	
4			3	CT • NEW HAVEN •	

Successfully saved information.



Confirmation review page.

Confirmation

Choosing "Submit" will lock the availability submission for the month selected and you will be unable to make changes to your monthly availability selections. If you require modifications after submitting your response, please contact SSA's External Liaison Unit at 866-964-1714. Are you sure you want to submit your response? Summary of Availability 1/2/2024 Rep 1 - Available full day (cap: 5) in CT(HARTFORD) Rep 2 - Available full day (cap: 4) in MA(BOSTON) Rep 3 - Available full day (cap: 5) in ME(PORTLAND ME) 1/4/2024

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Juli2024 Rep 1 - Available full day (cap: 5) in CT(HARTFORD) Rep 2 - Available full day (cap: 4) in MA(BOSTON) Rep 3 - Available full day (cap: 5) in ME(PORTLAND ME)

18/2024 Rep 1 - Available full day (cap. 5) in RI(PROVIDENCE) Rep 2 - Available full day (cap. 4) in NH(MANCHESTER) Rep 3 - Available full day (cap. 3) in A(SPRINGFIELD) Rep 4 - Available full day (cap. 3) in CT(NEW HAVEN)

1/10/2024 110/02024 Rep 1 - Available full day (cap: 5) in RI(PROVIDENCE) Rep 2 - Available full day (cap: 4) in NH(MANCHESTER) Rep 3 - Available full day (cap: 5) in MA(SPRINGFIELD) Rep 4 - Available full day (cap: 3) in CT(NEW HAVEN)

1/12/2024

11/2/2024 Rep 1 - Available full day (cap: 5) in RI(PROVIDENCE) Rep 2 - Available full day (cap: 4) in NH(MANCHESTER) Rep 3 - Available full day (cap: 5) in MA(SPRINGFIELD) Rep 4 - Available full day (cap: 3) in CT(NEW HAVEN)

1/16/2024

Submit Cancel

Successful submission through portal.

	n		Region	A1	vailabili	ty Period	Mo	othly i		an (onti	anal) @																					
Grou Geo1		iroup	Region			sy Period	200		mae of	w tohu	/ind) U																					
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Mont	hly i	Rema	ks 😡																													
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Home screen after successful submission.

Representative Availability Portal		d				
GeoTestGroup V Re	jion 1 V 1/2024 V	Wa	ednesday	Thursday	Friday	Monthly Case Cap (optiona
1 Unavailable	2	Available 3	-	4 Available	5 Ø Unavailable	200 Max Reps Per Day @ 3
8 Available	9	Ø Unavailable		11 Ø Unavailable	12 Available	Next
15 ⊘ Unavailable	16	Available	Ø Unavailable	18 Available	19 Ø Unavailable	
22 Available	23	Ø Unavailable	Available	25 Ø Unavailable	26 Available	
29 Ø Unavailable	30	Available 31	Ø Unavailable			

HYBRID DSG

Portal Group Region HybridTestGroup V Region 1	Availability Period				
Monday	Tuesday	Wednesday	Thursday	Friday	Monthly Case Cap (optional) @
1 Unavailable	2 Available	3 🗌 Unavailable	4 Unavailable	5 Available	150 X • Max Reps Per Day @ 3 X
8 Available	9	10 Available	11 Dravailable	12	Next
15	16 Available	17	18 Available	19	
22 Available	23	24 Available	25 🗌 Unavailable	26 Available	
29	30 Available	31			

Сору

		2 - Tueso	lay <mark>(co</mark> p	y)	+ Add Rep
Rep	Full	Time Range	Cap	Name	Remarks
1 🔽			4	Rep 1	
2 🔽		09:00-14:00	5	Rep 2	
3 🔽			4	Rep3	

Paste

		5 - Frida	ay (past	e)	+ Add Rep
Rep	Full	Time Range	Cap	Name	Remarks
1 🔽			4	Rep 1	
2 🗹		09:00-14:00	5	Rep 2	
3 🗹			4	Rep 3	

Done

		2 - Tueso	2 - Tuesday (done) + Add Rep Time Range Cap Name Remarks (1) 4 Rep 1 (1) (09:00-14:00) 5 Rep 2 (1) (1) 4 Rep3 (1)		
Rep	Full	Time Range	Cap	Name	Remarks
1 🔽			4	Rep 1	
2 🗹		09:00-14:00	5	Rep 2	
3 🔽			4	Rep3	

+Add Rep

		16 - Tueso	day <mark>(pa</mark>	ste)	+ Add Rep
Rep	Full	Time Range	Cap	Name	Remarks
1			4	Rep 1	
2	0	09:00-14:00	5	Rep 2	
3 🔽			4	Rep 3	
4 🔽		09:30-15:00	5	Rep 4	

Saved availability.

Re	epre vaila	esentative ability															
PC	orta	l															
Grou		Region			Monthly Case Cap	(option	al) 🛛										
-					150 ×												
		r: Submitted availi temarks 🛛	able hou	rs must be for t	he time zone of the reg	gional o	ffice o	of the region for whi	ch avai	ilability is provided	d.						
(500	chara	cters maximum)					1										
Char	acter	s remaining: 500					3										
			1 - 1	Aonday				2 - Tues	day <mark>(d</mark> o	one)	+ Add Rep				3 - V	/ednesday	
	Full	Time Range	Cap	Name	Remarks	Rep		Time Range	Cap	Name	Remarks	Rep	Full	Time Range	Cap	Name	Remarks
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						3			4	Rep 3	-) (3					
Dan		Time Range	4 - T Cap	hursday Name	Remarks	Dan	5.0	5 - Frid Time Range	ay (pas Cap	Name	+ Add Rep Remarks						
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						2		09:00-14:00	5	Rep 2		J					
						3			4	Rep 3)					
Rep	Full	8 - Mor Time Range	nday (pa Cap	Ste) Name	+ Add Rep Remarks	Rep	Full	Time Range	9 - 1 Cap	uesday Name	Remarks	Ren	Full	10 - Wedr	Cap		+ Add F Remarks
1] [4	Rep 1] 1						1			4	Rep 1	
	-												-	[
Sa	ave	Submit :00	5	Rep 2		0	Avail	lability has been s	aved	×		2		09:00-14:00	5	Rep 2	

Review/Confirmation screen.

Confirmation	×
Choosing "Submit" will lock the availability submission for the month selected and you will be unable to make changes to your monthly availability selections. If you require modifications after submitting your response, please contact SSAs External Liaison 866-964-1714.	Unit at
Are you sure you want to submit your response?	
Summary of Availability	
1/2/2024	
Rep 1 - Available full day (cap: 4)	
Rep 2 - Available 09:00-14:00 (cap: 5)	
Rep 3 - Available full day (cap: 4)	
15/2024	
Rep 1 - Available full day (cap: 4)	
Rep 2 - Available 09:00-14:00 (cap: 5)	
Rep 3 - Available full day (cap: 4)	
1/8/2024	
Rep 1 - Available full day (cap: 4)	
Rep 2 - Available 09:00-14:00 (cap: 5)	
Rep 3 - Available full day (cap: 4)	
1/10/2024	
Rep 1 - Available full day (cap: 4)	
Rep 2 - Available 09:00-14:00 (cap: 5)	
Rep 3 - Available full day (cap: 4)	
1/16/2024	
Rep 1 - Available full day (cap: 4)	
Rep 2 - Available 09:00-14:00 (cap: 5)	
Rep 3 - Available full day (cap: 4)	
Rep 4 - Available 09.30-15.00 (cap: 5)	
1/18/2024	
Rep 1 - Available full day	
Rep 2 - Available full day	Ψ.
Saduriti Cancel	

After submission

Grou Hybri		Reg Group Reg				riod	Mon 150	thly Case Ca	p (op	tional) (0																		
		r: Submitted a temarks @	availat	ble hour.	s must be	for th	e time	zone of the r	region	al office	of the reg	ion foi	r whic	ch availability	is pro	vided.													
		1 - Mo	onday					2 - Tue	esday					3 - Wec	nesd	ay				4 - Th	ursday					5 - 1	riday		
Rep	Full	Time Range	Cap	Name	Remarks	Rep	Full	Time Range	Cap	Name	Remarks	Rep	Full	Time Range	Cap	Name	Remarks	Rep	Full	Time Range	Cap	Name	Remarks	Rep	Full	Time Range	Cap	Name	Re
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Home screen after successful submission.

Repres Availat Portal	sentative bility					
Group HybridTest		1/2024 ✔				
Monday		Tuesday	Wednesday	Thursday	Friday	Monthly Case Cap (optional
1	Ø Unavailable	2 Available	3 Ø Unavailable	4 Ø Unavailable	5 Available	150 Max Reps Per Day @ 3
8	Available	9 Ø Unavailable	10 Available	11 Ø Unavailable	12 ⊘ Unavailable	Next
15	Ø Unavailable	16 Available	17 Ø Unavailable	18 Available	19 ⊘ Unavailable	
22	Available	23 Ø Unavailable	24 Available	25 Ø Unavailable	26 Available	
29	Ø Unavailable	30 Available	31 Ø Unavailable			