[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 **LOGIN.GOV**

Sign in with **ID.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

Forgot Username? Press link to access the following page.

Social Security

Please tell us who you are

Email Address:

```
                    @ssa.gov
```

Social Security Number (SSN):

```
...........
```   SHOW SSN

**Date of Birth:**

Month    Day    Year

[ Next ]   [ Exit ]

Privacy and Security

OMB 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.

ID.me is not a government entity but is federally certified to provide secure digital identity verification to government agencies.

ID.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

@

Password

☑ Remember me
For your security, select only on your devices.

Sign in

Forgot password

OR

f | G | 🍎 | in

View more options

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

**ID**.me  +  (Social Security Administration logo)

## Create an ID.me account

If you already have an ID.me account, do not create a new one. Sign in to your existing account.

* Indicates a required field

**Email ***

Enter your personal email address

**Password ***

Enter password

**Confirm Password ***

Reenter password

☐ **Remember me**
For your security, select only on your devices.

☐ I accept the ID.me Terms of Service and Privacy Policy *

**Create account**

OR

f    G    🍎    in

Verify your email and PW.

ID.me + [SSA logo]

## Sign in to ID.me

New to ID.me?
Create an ID.me account

Email

@ssa.gov

Password

••••••••••••••••••

☑ Remember me
For your security, select only on your devices.

Sign in

Forgot password

—— OR ——

[f]    [G]    [🍎]    [in]

View more options

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.

671456

# Security Steps to Secure your Portal Account

ID.me + [Social Security Administration seal]

## SECURE YOUR ACCOUNT

**1** — 2 — 3

### Choose an MFA option

With multi-factor authentication (MFA), even if someone 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.

**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.

**NFC-Enabled Mobile Security Key**

Tap a YubiKey™ security key to your phone using the **ID.me Authenticator** mobile app.

⌄ English

Security Steps through your personal cell phone



**ID.me** + 

## SECURE YOUR ACCOUNT

① ② ③

### Receive a code by phone

Please use a phone number you can access
whenever you plan to sign in.

**Phone Number**

[🇺🇸 ▾] [_____]

| 📱 | 📞 |
|---|---|
| Text me ✓ | Call me |

THE NUMBER PROVIDED WILL ONLY BE USED FOR ACCOUNT
SECURITY. MESSAGE AND DATA RATES MAY APPLY.

Go back          **Continue**

⌄ English

What is ID.me?  |  Terms of Service  |  Privacy Policy

Confirm Phone Number, with texted verification code.

ID.me + [Social Security Administration logo]

**SECURE YOUR ACCOUNT**

① — ② — ③

## Confirm your phone number

Please pick up the phone and follow the
instructions to receive your 6-digit code.

**Enter the 6-digit code ***

| 437447 |
|---|

Didn't receive it? **Resend my verification code**

Go back                 **Continue**

∨ **English**

What is ID.me?  |  Terms of Service  |  Privacy Policy

Verification of Phone code

**ID.me** + (Social Security Administration)

### YOUR ACCOUNT IS NOW SECURE

Your phone number can now be used for multi-factor authentication.

Visit ID.me My Account to view and manage multi-factor authentication settings.

### Recovery code

A recovery code can be used in the event you lose access to your multi-factor authentication device.

**Generate recovery code**

**Continue**

⌄ English

What is ID.me?  |  Terms of Service  |  Privacy Policy

Submit ID (pictures)

**ID.me  +  [Social Security Administration seal]**

**VERIFYING IS FAST AND EASY**

## Choose how you verify your identity:

⊙ **Self-Service** (Fastest Option)

- Requires Driver's License / State ID, Passport, or Passport Card and a selfie
- Takes 5 - 10 minutes
- Selfie and biometric data will be deleted in accordance with the ID.me Privacy Policy

○ **Video Chat Agent**

- Requires a Driver's License / State ID, Passport, or Passport Card and a 5 minute recorded video chat
- No selfie or biometric data collected
- Video will be deleted in accordance with the ID.me Privacy Policy
- Takes 10 - 15 minutes

**Continue**

**I don't live in the United States**

⌄ **English**

What is ID.me?   |   Terms of Service   |   Privacy Policy

Picture scan on cell phone.



**ID.me** + [Social Security Administration seal]

## Consent for ID.me to collect Biometric Data and Sensitive Personal Information

**CONSENT FOR ID.ME TO COLLECT BIOMETRIC INFORMATION AND SENSITIVE PERSONAL INFORMATION**

In the event of any discrepancy between a non-English version of this document and the English version of this document, the English version shall prevail in all respects.

**BIOMETRIC INFORMATION PRIVACY STATEMENT**

ID.me will not sell, rent, or trade your Biometric Information, and after verification you may request we delete your Biometric Information. Your Biometric Information will only be used by ID.me to verify your identity in accordance with the guidelines published by the National Institute for Standards and Technology or as required for the prevention of fraud. ID.me will transfer your Biometric Information to our third party partners only when required by a subpoena, warrant, or other court ordered legal action.

**Notice and Consent**

This Notice and Consent for the collection of Biometric Information, Personal Information and Sensitive Personal Information ("Consent") describes how ID.me

☐ I acknowledge that I have received, read, and agreed to these terms

[ Continue ]

**Cancel**

⌄ English

What is ID.me?  |  Terms of Service  |  Privacy Policy

Wait for verification (15 seconds)



ID.me + Social Security Administration

**WAITING FOR YOUR PHOTOS...**

2 — 3 — 4 — 5

Text sent to '387

Please tap the link to upload photos.

**Didn't receive the text message?**

Send it again

∨ English

What is ID.me? | Terms of Service | Privacy Policy

Receive multifactor authentication.

**ID.me**

You have enabled multi-factor authentication

Multi-factor authentication (MFA) is an additional login step which better
protects your account.

Now whenever you sign in, you can authenticate using the following MFA option:

Text Message or Phone Call — (***) ***-*387

If this wasn't you, contact us immediately at account.security@id.me.

Visit ID.me My Account to view and manage multi-factor authentication settings.

**Request Details**

| Device | IP Location |
|---|---|
| Windows 10.0 | Baltimore, MD 21215, United States |
| Microsoft Edge 115 | 137.200.32.6 |

**Questions? We're here to help.**
Visit ID.me Support ›

**Stay in Touch**

**ID.me**

Verify identity with your SSN.

ID.me  +  [Social Security Administration seal]

**VERIFY YOUR IDENTITY**

① — ② — ③ — **④** — ⑤

## Enter your Social Security number

Social Security Number (#########) *

    #########

The Social Security number is used as a unique
identifier to confirm identity. This will not affect
your credit score.

Back                          **Continue**

I don't have a Social Security Number

⌄ English

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 — ⑤

## Is your information displayed correctly?

We will securely use the following information to verify your identity against trusted sources.

What does this mean?                                    ∧

| Personal information |
|---|
| First Name |
| Middle Name |
| Last Name |
| Date of Birth |

| Home address |
|---|
| Street |
| City |
| State |
| Zip Code |

| Phone number |
|---|
| Mobile Phone |

☑ The information I've provided is correct, and I accept the use of Fair Credit Reporting Act data to verify my identity.

What is The Federal Fair Credit Reporting Act?          ∧

| No | Yes |
|---|---|

See our Privacy Policy for how we treat your data.

∨ English

What is ID.me?  |  Terms of Service  |  Privacy Policy

Acknowledge you allow SSA authorization to use your information

**ID.me** + (SSA logo)

## AUTHORIZE SOCIAL SECURITY ADMINISTRATION

Before we send you back to **Social Security Administration**, we need your permission to share your verified identity information.

Please note that only information obtained from the verification process will be shared.

**Social Security Administration** will receive:

- ✓ Email
- ✓ First Name
- ✓ Middle Name
- ✓ Last Name
- ✓ Street
- ✓ City
- ✓ State
- ✓ Country
- ✓ Postal Code
- ✓ SSN
- ✓ Birth Date

You can remove this access at any time by changing your **ID.me** account settings.

**Allow**

**Deny**

⌄ English

What is ID.me?  |  Terms of Service  |  Privacy Policy

Portal Accept obtained, verify terms of service.



## 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 has provided to me or any information 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).



## Solo DSG



Select Region for submission of Availability.

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



Add rep specific time and daily hearing caps.

Solo Copy feature

| 1 - Monday (done) | | | | + Add Rep |
|---|---|---|---|---|
| Rep | Full | Time Range | Cap | Remarks |
| 1 ☑ | ☐ | 08:00-14:00 | 4 | |

Paste

| 3 - Wednesday (paste) | | | | + Add Rep |
|---|---|---|---|---|
| Rep | Full | Time Range | Cap | Remarks |
| 1 ☑ | ☐ | 08:00-14:00 | 4 | |

Done

| 1 - Monday (done) | | | | + Add Rep |
|---|---|---|---|---|
| Rep | Full | Time Range | Cap | Remarks |
| 1 ☑ | ☐ | 08:00-14:00 | 4 | |

Save or submit monthly availability.



Successfully saved notification.

Review/Confirmation screen and saved.

## 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**

**1/1/2024**
Rep 1 - Available 08:00-14:00 (cap: 4)

**1/3/2024**
Rep 1 - Available 08:00-14:00 (cap: 4)

**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 - Available 08:00-14:00 (cap: 4)

[Submit] [Cancel]

✔ Availability has been saved ✖

[Save] [Submit]

Availability successfully submitted.



**Representative Availability Portal**

| Group | Region | Availability Period | Monthly Case Cap (optional) |
| --- | --- | --- | --- |
| SoloTestGroup | Region 2 | 1/2024 | 60 |

*\* Reminder: Submitted available hours must be for the time zone of the regional office of the region for which availability is provided.*

**Monthly Remarks** @
--

| | 1 - Monday | | | | | 2 - Tuesday | | | | | 3 - Wednesday | | | | | 4 - Thursday | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Rep | Full | Time Range | Cap | Remarks | Rep | Full | Time Range | Cap | Remarks | Rep | Full | Time Range | Cap | Remarks | Rep | Full | Time Range | Cap | Remarks |
| 1 ✔ | ⊘ | 08:00-14:00 | 4 | -- | 1 ⊘ | ⊘ | -- | -- | -- | 1 ✔ | ⊘ | 08:00-14:00 | 4 | -- | 1 | ⊘ | -- | -- | -- |

| | 5 - Friday | | | |
| --- | --- | --- | --- | --- |
| Rep | Full | Time Range | Cap | Remarks |
| 1 ✔ | ⊘ | 08:00-14:00 | 4 | -- |

| | 8 - Monday | | | | | 9 - Tuesday | 10 - Wednesday | 11 - Thursday | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Rep | Full | Time Range | Cap | Remarks | Rep | | Time Range | Cap | Remarks |
| 1 | ⊘ | -- | -- | -- | 1 | | 08:00-14:00 | 4 | -- |

✅ Availability successfully submitted. **Enter availability for another region** ✖

Home screen after successful submission.



**Representative Availability Portal**

**Group**
SoloTestGroup

**Region**
Region 2

**Availability Period**
1/2024

| Monday | Tuesday | Wednesday | Thursday | Friday |
| --- | --- | --- | --- | --- |
| 1 ✔ Available | 2 ⊘ Unavailable | 3 ✔ Available | 4 ⊘ Unavailable | 5 ✔ Available |
| 8 ⊘ Unavailable | 9 ✔ Available | 10 ⊘ Unavailable | 11 ✔ Available | 12 ⊘ Unavailable |
| 15 ✔ Available | 16 ⊘ Unavailable | 17 ✔ Available | 18 ⊘ Unavailable | 19 ✔ Available |
| 22 ⊘ Unavailable | 23 ✔ Available | 24 ⊘ Unavailable | 25 ✔ Available | 26 ⊘ Unavailable |
| 29 ✔ Available | 30 ⊘ Unavailable | 31 ✔ Available | | |

**Monthly Case Cap (optional)** @
60

**Max Reps Per Day** @
1

Next

# CONSOLIDATED DSG

**Representative Availability Portal**

| Group | Region | Availability Period |
|---|---|---|
| ConTestGroup | Region 1 | 1/2024 |

| Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|---|---|---|
| 1 ☑ Available | 2 ☐ Unavailable | 3 ☑ Available | 4 ☐ Unavailable | 5 ☑ Available |
| 8 ☐ Unavailable | 9 ☑ Available | 10 ☐ Unavailable | 11 ☑ Available | 12 ☐ Unavailable |
| 15 ☑ Available | 16 ☐ Unavailable | 17 ☑ Available | 18 ☐ Unavailable | 19 ☑ Available |
| 22 ☐ Unavailable | 23 ☑ Available | 24 ☐ Unavailable | 25 ☑ Available | 26 ☐ Unavailable |
| 29 ☑ Available | 30 ☐ Unavailable | 31 ☑ Available | | |

**Monthly Case Cap (optional)** ❓
200 ✖

**\* Max Reps Per Day** ❓
4 ✖

Next

Copy

| 1 - Monday (copy) | | | | + Add Rep |
|---|---|---|---|---|
| Rep | Full | Time Range | Cap | Remarks |
| 1 ☑ | ☐ | 09:00-14:00 | 4 | |
| 2 ☑ | ☐ | 08:00-13:00 | 5 | |
| 3 ☑ | ☑ | | | |
| 4 ☑ | ☐ | 08:30-14:00 | 5 | |

Paste

| 3 - Wednesday (paste) | | | | + Add Rep |
|---|---|---|---|---|
| Rep | Full | Time Range | Cap | Remarks |
| 1 ☑ | ☐ | 09:00-14:00 | 4 | |
| 2 ☑ | ☐ | 08:00-13:00 | 5 | |
| 3 ☑ | ☑ | | | |
| 4 ☑ | ☐ | 08:30-14:00 | 5 | |

Done

| 1 - Monday (done) | | | | + Add Rep |
|---|---|---|---|---|
| Rep | Full | Time Range | Cap | Remarks |
| 1 ☑ | ☐ | 09:00-14:00 | 4 | |
| 2 ☑ | ☐ | 08:00-13:00 | 5 | |
| 3 ☑ | ☑ | | | |
| 4 ☑ | ☐ | 08:30-14:00 | 5 | |

+Add Rep

| 11 - Thursday (paste) | | | | + Add Rep |
|---|---|---|---|---|
| **Rep** | **Full** | **Time Range** | **Cap** | **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 External Liaison Unit at 866-964-1714.

Are you sure you want to submit your response?

**Summary of Availability**

**1/1/2024**
Rep 1 - Available 09:00-14:00 (cap: 4)
Rep 2 - Available 08:00-13:00 (cap: 5)
Rep 3 - Available full day
Rep 4 - Available 08:30-14:00 (cap: 5)

**1/3/2024**
Rep 1 - Available 09:00-14:00 (cap: 4)
Rep 2 - Available 08:00-13:00 (cap: 5)
Rep 3 - Available full day
Rep 4 - Available 08:30-14:00 (cap: 5)

**1/5/2024**
Rep 1 - Available 09:00-14:00 (cap: 4)
Rep 2 - Available 08:00-13:00 (cap: 5)
Rep 3 - Available full day
Rep 4 - Available 08:30-14:00 (cap: 5)

**1/9/2024**
Rep 1 - Available 09:00-14:00 (cap: 4)
Rep 2 - Available 08:00-13:00 (cap: 5)
Rep 3 - Available full day
Rep 4 - Available 08:30-14:00 (cap: 5)

**1/11/2024**
Rep 1 - Available 09:00-14:00 (cap: 4)
Rep 2 - Available 08:00-13:00 (cap: 5)
Rep 3 - Available full day
Rep 4 - Available 08:30-14:00 (cap: 5)

[Submit] [Cancel]

Confirmation of submission through portal

**Representative Availability Portal**

| Group | Region | Availability Period | Monthly Case Cap (optional) ❓ |
|---|---|---|---|
| ConTestGroup | Region 1 | 1/2024 | 200 |

*\* Reminder: Submitted available hours must be for the time zone of the regional office of the region for which availability is provided.*

**Monthly Remarks** ❓
--

|  | 1 - Monday | | | | | 2 - Tuesday | | | | | 3 - Wednesday | | | | | 4 - Thursday | | | | | 5 - Friday | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Rep | Full | Time Range | Cap | Remarks | Rep | Full | Time Range | Cap | Remarks | Rep | Full | Time Range | Cap | Remarks | Rep | Full | Time Range | Cap | Remarks | Rep | Full | Time Range | Cap | Remarks |
| 1 ✔ | ⊘ | 09:00-14:00 | 4 | -- | 1 | ⊘ | -- | -- | -- | 1 ✔ | ⊘ | 09:00-14:00 | 4 | -- | 1 | ⊘ | -- | -- | -- | 1 ✔ | ⊘ | 09:00-14:00 | 4 | -- |
| 2 ✔ | ⊘ | 08:00-13:00 | 5 | -- | 2 | ⊘ | -- | -- | -- | 2 ✔ | ⊘ | 08:00-13:00 | 5 | -- | 2 | ⊘ | -- | -- | -- | 2 ✔ | ⊘ | 08:00-13:00 | 5 | -- |
| 3 ✔ | ✔ | -- | -- | -- | 3 | ⊘ | -- | -- | -- | 3 ✔ | ✔ | -- | -- | -- | 3 | ⊘ | -- | -- | -- | 3 ✔ | ✔ | -- | -- | -- |
| 4 ✔ | ⊘ | 08:30-14:00 | 5 | -- | 4 | ⊘ | -- | -- | -- | 4 ✔ | ⊘ | 08:30-14:00 | 5 | -- | 4 | ⊘ | -- | -- | -- | 4 ✔ | ⊘ | 08:30-14:00 | 5 | -- |

|  | 8 - Monday | | | | | 9 - Tuesday | | | | | 10 - Wednesday | | | | | 11 - Thursday | | | | | 12 - Friday | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Rep | Full | Time Range | Cap | Remarks | Rep | Full | Time Range | Cap | Remarks | Rep | Full | Time Range | Cap | Remarks | Rep | Full | Time Range | Cap | Remarks | Rep | Full | Time Range | Cap | Remarks |
| 1 | ⊘ | -- | -- | -- | 1 ✔ | ⊘ | 09:00-14:00 | 4 | -- | 1 | ⊘ | -- | -- | -- | 1 ✔ | ⊘ | 09:00-14:00 | 4 | -- | 1 | ⊘ | -- | -- | -- |
| 2 | ⊘ | -- | -- | -- | 2 ✔ | ⊘ | 08:00-13:00 | 5 | -- | 2 | ⊘ | -- | -- | -- | 2 ✔ | ⊘ | 08:00-13:00 | 5 | -- | 2 | ⊘ | -- | -- | -- |
| 3 | ⊘ | -- | -- | -- | 3 ✔ | ✔ | -- | -- | -- | 3 | ⊘ | -- | -- | -- | 3 ✔ | ✔ | -- | -- | -- | 3 | ⊘ | -- | -- | -- |
| 4 | ⊘ | -- | -- | -- | 4 ✔ | ⊘ | 08:30-14:00 | 5 | -- | 4 | ⊘ | -- | -- | -- | 4 ✔ | ⊘ | 08:30-14:00 | 5 | -- | 4 | ⊘ | -- | -- | -- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 5 ✔ | ⊘ | 09:00-13:30 | 3 | -- |  |  |  |  |  |

|  | 15 - Monday | | | | | 16 - Tuesday | | | | | 17 - Wednesday | | | | | 18 - Thursday | | | | | 19 - Friday | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Rep | Full | Time Range | Cap | Remarks | Rep | Full | Time Range | Cap | Remarks | Rep | Full | Time Range | Cap | Remarks | Rep | Full | Time Range | Cap | Remarks | Rep | Full | Time Range | Cap | Remarks |
| 1 ✔ | ⊘ | 09:00-14:00 | 4 | -- | 1 | ⊘ | -- | -- | -- | 1 ✔ | ⊘ | 09:00-14:00 | 4 | -- | 1 | ⊘ | -- | -- | -- | 1 ✔ | ⊘ | 09:00-14:00 | 4 | -- |
| 2 ✔ | ⊘ | 08:00-13:00 | 5 | -- | 2 | ⊘ | -- | -- | -- | 2 | ⊘ | 08:00-13:00 | 5 |  | 2 | ⊘ |  |  |  | 2 | ⊘ | 08:00-13:00 | 5 | -- |
| 3 | ✔ | -- | -- | -- | 3 | ⊘ | -- | -- | -- |  |  |  |  |  |  |  |  |  |  | 3 ✔ | ✔ | -- | -- | -- |

✅ Availability successfully submitted. **Enter availability for another region** ✖

Home screen after successful submission.

**Representative Availability Portal**

| Group | Region | Availability Period |
|---|---|---|
| ConTestGroup ▾ | Region 1 ▾ | 1/2024 ▾ |

**Monthly Case Cap (optional)** ❓
200

**Max Reps Per Day** ❓
4

[Next]

| Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|---|---|---|
| 1 ✔ Available | 2 ⊘ Unavailable | 3 ✔ Available | 4 ⊘ Unavailable | 5 ✔ Available |
| 8 ⊘ Unavailable | 9 ✔ Available | 10 ⊘ Unavailable | 11 ✔ Available | 12 ⊘ Unavailable |
| 15 ✔ Available | 16 ⊘ Unavailable | 17 ✔ Available | 18 ⊘ Unavailable | 19 ✔ Available |
| 22 ⊘ Unavailable | 23 ✔ Available | 24 ⊘ Unavailable | 25 ✔ Available | 26 ⊘ Unavailable |
| 29 ✔ Available | 30 ⊘ Unavailable | 31 ✔ Available |  |  |

# GEOGRAPHIC DSG



Copy



Paste

Done

| 2 - Tuesday (done) | | | | | + Add Rep |
|---|---|---|---|---|---|
| Rep | Full | Time Range | Cap | Locations | Remarks |
| 1 ☑ | ☑ | | 5 | CT ˅ HARTFORD ˅ <br> -- ˅ -- ˅ | |
| 2 ☑ | ☑ | | 4 | MA ˅ BOSTON ˅ <br> -- ˅ -- ˅ | |
| 3 ☑ | ☑ | | 5 | ME ˅ PORTLAND ME ˅ <br> -- ˅ -- ˅ | |

+Add Rep

| 8 - Monday (copy) | | | | | + Add Rep |
|---|---|---|---|---|---|
| Rep | Full | Time Range | Cap | Locations | Remarks |
| 1 ☑ | ☑ | | 5 | RI ˅ PROVIDENCE ˅ <br> -- ˅ -- ˅ | |
| 2 ☑ | ☑ | | 4 | NH ˅ MANCHESTER ˅ <br> -- ˅ -- ˅ | |
| 3 ☑ | ☑ | | 5 | MA ˅ SPRINGFIELD ˅ <br> -- ˅ -- ˅ | |
| 4 ☑ | ☑ | | 3 | CT ˅ NEW HAVEN ˅ <br> -- ˅ -- ˅ | |

Successfully saved information.



**Representative Availability Portal**

| Group | Region | Availability Period | Monthly Case Cap (optional) ❓ |
|---|---|---|---|
| GeoTestGroup | Region 1 | 1/2024 | 200 ✖ |

*\* 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

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**
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)

**1/8/2024**
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)

**1/10/2024**
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)

**1/12/2024**
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.



Home screen after successful submission.

# HYBRID DSG



## Copy



## Paste

Done

| | 2 - Tuesday (done) | | | | + Add Rep |
|---|---|---|---|---|---|
| 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 - Tuesday (paste) | | | | + 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 | |
| 4 ☑ | ☐ | 09:30-15:00 | 5 | Rep 4 | |

Saved availability.

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 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: 4)
Rep 2 - Available 09:00-14:00 (cap: 5)
Rep 3 - Available full day (cap: 4)

**1/5/2024**
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

Submit    Cancel

After submission

Home screen after successful submission.



**Representative Availability Portal**

| Group | Region | Availability Period |
|---|---|---|
| HybridTestGroup | Region 1 | 1/2024 |

| Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|---|---|---|
| 1 ⊘ Unavailable | 2 ✓ Available | 3 ⊘ Unavailable | 4 ⊘ Unavailable | 5 ✓ Available |
| 8 ✓ Available | 9 ⊘ Unavailable | 10 ✓ Available | 11 ⊘ Unavailable | 12 ⊘ Unavailable |
| 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 | | |

Monthly Case Cap (optional) ❓
150

Max Reps Per Day ❓
3

Next