

Representative Guide for Electronic Records Express

Sending Individual Case Responses by Secure Website



Office of Disability Adjudication and Review

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Representative Guide for Electronic Records Express Records

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The Social Security Administration's Electronic Disability System

This guide provides claimants' representatives with detailed instructions for submitting ODAR level appeals materials in electronic format, e.g., briefs and additional disability-related evidence, using the upload feature of SSA's secure website. SSA, including ODAR, is striving to obtain disability records in electronic format whenever feasible.

NOTE: There are now two options to submit evidence. You can upload documents by using the **Send Response for Individual Case** link on the **Electronic Records Express Home** page. The upload function is also available while accessing a claimant's electronic folder through the **Access Claimant's Electronic Folder** link. Selecting the **Upload New File** button on the **Electronic Records Express Access to Electronic Folder** page pre-populates the Claimant Social Security Number (SSN), Site Code, State, Destination, Routing field, and DR. The only information that you must key is the RQID (Request ID) from the ODAR barcode. Please see the User Instructions for the **User Guide for Access to the Electronic Folder** to obtain further details.

If you have questions regarding these instructions or the process for submitting electronic evidence, please email: odar.hq.rep.mail@ssa.gov

Submitting Electronic Evidence Using the Electronic Records Express Website

The Social Security Administration (SSA) has developed a free, easy-to-use website called Electronic Records Express (ERE) for representatives who can create an electronic record (either by scanning paper records or receiving electronic claimant records from medical providers). Representatives can use the ERE website to securely send evidence direct to their client's electronic folder. Representatives will receive a tracking information page acknowledging that SSA received their transmission.

How Do I Get Started?

When an electronic claim file meets all the technical prerequisites for receiving electronic evidence submissions, ODAR will forward to the representative a bar code. You will need to have the ODAR barcode when you are ready to upload documents because you will need to enter information such as the claimant's social security number and the Request ID. This information ensures that the claimant's records are properly transmitted to the appropriate electronic disability claim file.

Before using this functionality, you should have existing electronic records and you should know where they are stored on your computer system (i.e., which drive, which folders, etc.). The ERE website accepts the following types of electronic files: .doc, .docx .wpd, .jpg, .bmp, .txt, .mdi, .rtf, .xls, .xlsx, .pdf, .tiff, and .tif. **Please use only the following types of characters when naming your electronic claimant files: numbers, letters, hyphens/dashes, underscores, backslashes, and spaces.** Please refer to the section **Special Considerations** beginning on page 12 for additional information.

The following pages contain instructions and screenshots to illustrate the user-friendly design and functionality of the ERE website. To use ERE, simply follow the instructions on the next page to get started.

How to Use Send Response for Individual Case

On the ERE Home page, under **Evidence Submission Services**, select **Send Response for Individual Case**.



The screenshot shows the Electronic Records Express Home page. The user is logged in as KENNETH MOORE (RepID: PC7438RVB9). The page features a navigation menu with links for 'Frequently Asked Questions' and 'User Instructions'. The main content area is titled 'Appointed Representative Services' and lists several options: 'Access Claimant's Electronic Folder' (with a sub-link for 'Pickup Files'), 'Send Response for Individual Case', 'Track Status of Submissions', 'Communication Utility', and 'Get Hearing Office Status Report'. A red arrow points to the 'Send Response for Individual Case' link. On the right, there is a 'Bulletin Board' section with a 'What's New?' notification and contact information for more information.

NOTE: You will need to have the ODAR barcode to enter information in the next few steps. The following illustration will help you find the necessary information on the ODAR barcode.



Step 1: Enter the Site Code in the **SITE CODE** field. It is important that you select the **SITE** code from the barcode sheet provided by ODAR. **DO NOT USE A BARCODE PROVIDED FROM ANOTHER SOURCE WHEN YOU ARE SENDING INFORMATION TO AN ODAR OFFICE (i.e. Disability Determination Services).**

NOTE: When the **SITE** code is entered the appropriate ODAR office and state will be shown in the **DESTINATION** and **STATE** field. The **DESTINATION** field has both ODAR and Disability Determination Service offices listed. Be sure that an **ODAR office** is shown in the Destination field.

Social Security Online **Electronic Records Express** [User Instructions](#)

[www.socialsecurity.gov](#) [Electronic Records Express Home](#)

BILL APPERSAND
 ReplD: 7TXSSH8JTV
 Bill.Appersand@ssa.gov

[< Back to Appointed Representative Services Main Menu](#)

Send Response for Individual Case
Destination and Request Information (Step 1 of 3)

Enter 3 character site code or select state and destination:

Site code: OR State:
 Destination:

Enter the following information from the request letter or barcode:

SSN:
 RQID (Request ID):
 RF (Routing Field): P D or blank No RF or No Barcode
 DR: F S No DR or No Barcode
 CS:
(enter only if applicable)

Step 2: From the barcode provided by ODAR, enter the following information in the appropriate fields. (See the figure shown below).

- Enter the claimant's Social Security Number.
- Enter the Request ID information. The Request ID is the document number or serial number which is usually located on the barcode. Be sure to enter the Request ID beginning with the first non-zero number. For example, if the request letter shows RQID as 00000001102400, enter 1102400.
- Enter the RF (Routing Field) information shown on the barcode.
- Enter the DR code information shown on the barcode.
- Do NOT enter the CS code.
- Select **Continue** to go to the next page.

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Log Out

[< Back to Appointed Representative Services Main Menu](#)



Send Response for Individual Case Destination and Request Information (Step 1 of 3)

Enter 3 character site code or select state and destination:

Site code: OR State: [Select]

Destination: [Select Destination]

Enter the following information from the request letter or barcode:

SSN:

RQID (Request ID):

RF (Routing Field): P D or blank No RF or No Barcode

DR: F S No DR or No Barcode

CS:

(enter only if applicable)

Cancel

Continue

Do not Enter the CS code



RQID: 00000000000000000000000013385 SITE: T23 DR: F
SSN: DOCTYPE: 0001 RF: D CS: 5b83

Step 3: Send Files from your computer

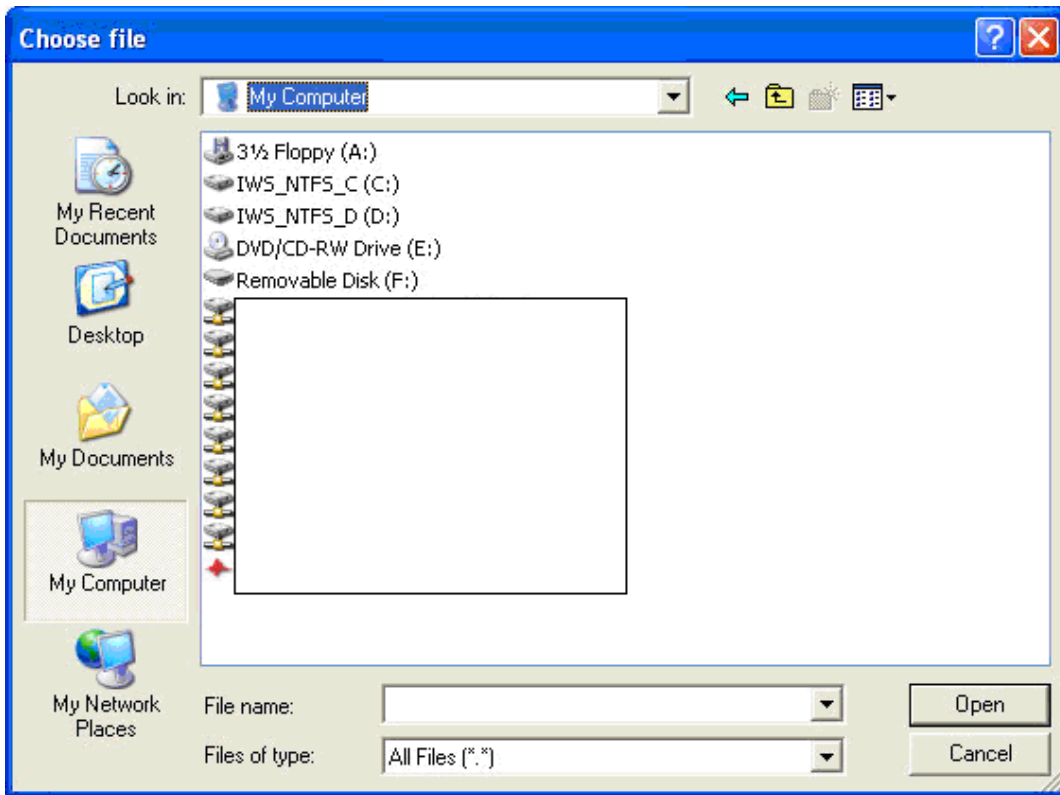
If you have records for the requested claimant in an electronic format, you can send existing files from your computer to ODAR.

NOTES:

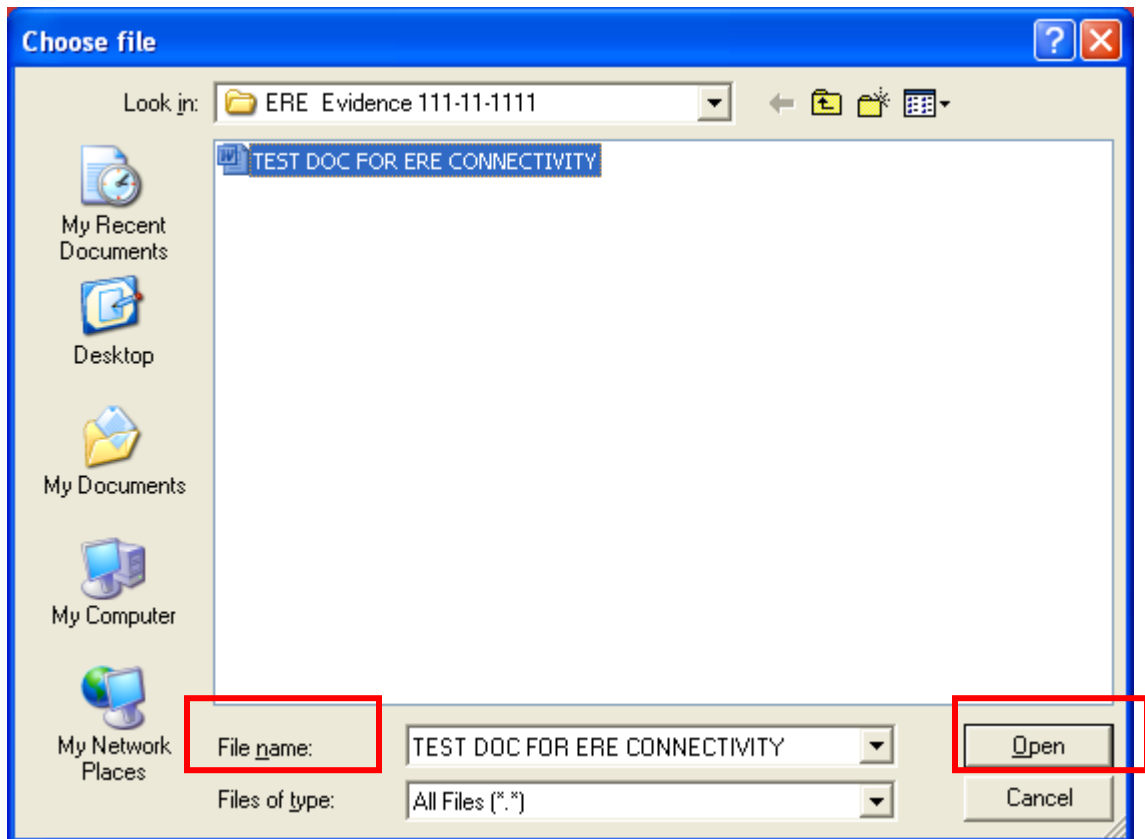
- File types accepted are: .wpd, .doc, .docx, .jpg, .bmp, .mdi, .txt, .rtf, .xls, .xlsx, .pdf, .tiff, and .tif.
- Please refer to the section entitled **Naming Your Electronic Claimant Records** on page 12, for more information on acceptable file names.
- Do not upload documents containing macros (i.e., a set of instructions or scripts that automates tasks). They may cause system problems, which will require you to resubmit your documents without macros.

The screenshot shows a web interface for uploading files. On the left, a grey box contains the text "Attach and upload files to this response:". To the right, a light blue box contains the following elements: a "File 1:" label above an empty text input field, a "Browse..." button to the right of the input field (highlighted with a blue rectangle), a "Document Type:" label above a dropdown menu with "[Select Document Type]" selected, a "Document Date:" label above a text input field with "mm/dd/yyyy" as a placeholder, a "Notes:" label above a text input field with "(40 characters)" below it, and a "Clear File 1" button to the right of the Notes field. Below the blue box is an "Add Another File" button. At the bottom of the interface are three buttons: "Cancel", "Prior Page", and "Submit".

- Select the **Browse** button to find the file you wish to send to the electronic folder;
- The **Choose file** window appears



- Locate the file you wish to send and select the file name. This inserts the document's file name into the **File name** box at the bottom of the **Choose file** window.



- Next, select the **Open** button. The **Choose File** window will close and the ERE website will show the file name displayed in the box to the left of the **Browse** button. You have successfully attached the named file to the website.

Attach and upload files to this response:

A maximum of 8 files can be added and all files must total less than 50MB.
File types accepted: .wpd, .doc, .docx, .jpg, .bmp, .mdi, .txt, .rtf, .xls, .xlsx, .pdf, .tiff, .tif.
Please do not upload password-protected files because they cannot be processed.

File 1:

Document Type:

Document Date:

Notes:

(40 characters)

- Document Type:** Select from the drop down list a document type for the document you are sending.

Attach and upload files to this response:

A maximum of 8 files can be added and all files must total less than 50MB.
File types accepted: .wpd, .doc, .docx, .jpg, .bmp, .mdi, .txt, .rtf, .xls, .xlsx, .pdf, .tiff, .tif.
Please do not upload password-protected files because they cannot be processed.

File 1:

Document Type:

Document Date:

Notes:

(40 characters)

Medical Evidence of Record (MER)
Recent Medical Treatment (Form 4631)
Medications (Form 4632)
Work Background (Form 4633)
Critical/Dire Need Request (CRTRQST)
On the Record Request (OTRRQST)
Representative Brief (REPBRIEF)
Amended Alleged Onset Date (AMNDAOD)
Attorney/Representative-Supplied Evidence (REPEVID)
Appointment of Representative (Form 1696)
Disability Report-Appeals (Form 3441)
Activities of Daily Living (ADL)
Acknowledge Notice of Hearing (Form 504)
Request for Change in Time/Place of Disability Hearing (Form 769)
Response to Show Cause Notice (RSPSCN)
Representative Correspondence (REPLTR)
Representative Fee Agreement (FEEAGRMT)
Misc Disability Development and Documentation (MDFE)
Claimant's Change of Address Notification (CHNGADD)

- Depending on the document type you select, additional fields may appear which require completion.

Attach and upload files to this response:

A maximum of 8 files can be added and all files must total less than 50MB.
File types accepted: .wpd, .doc, .docx, .jpg, .bmp, .mdi, .txt, .rtf, .xls, .xlsx, .pdf, .tiff, .tif.
Please do not upload password-protected files because they cannot be processed.

File 1:

Document Type:

Treatment Source:

(57 characters)

From Date: To Date:

Notes:

(40 characters)

- You may send additional files (maximum of 8 files for one claimant) by selecting the **Add Another File** button and repeating the previous steps.
- If you select **Prior Page**, you will return to the **Destination** page.

NOTE: You will lose all information entered on the page and any file selected.

Step 4: Verify the **Destination** and information.

Compare the information in the **Destination** and request summary box to the ODAR barcode before submitting a response. If the information does not match, then re-enter the correct information at Step 1. If the information matches, select the **Submit** button.

Social Security Online
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RepID:71XSSH&JTV
Bill.Appersand@ssa.gov
Log Out
< Back to Appointed Representative
Services Main Menu

Electronic Records Express Home
User Instructions

Send Response for Individual Case
Attach and Upload Files (Step 2 of 3)

Destination and request summary:

Destination:	MD - Baltimore ODAR [T21]	SSN:	078-06-1201
RQID:	13385	RF:	D
DR:	F	CS:	

Edit Summary

Attach and upload files to this response:

A maximum of 8 files can be added and all files must total less than 50MB.
File types accepted: .wpd, .doc, .docx, .jpg, .bmp, .mdl, .bt, .rtf, .xls, .xlsx, .pdf, .tiff, .tif.
Please do not upload password-protected files because they cannot be processed.

File 1: Browse...

Document Type: [Select Document Type]

Document Date: mm/dd/yyyy

Notes: Clear File 1
(40 characters)

Add Another File

Cancel Prior Page Submit

If an invalid document was attached you will receive an alert message similar to the message shown below.

Select **Try Again** to re-enter the correct information and resolve edit.

Social Security Online **Electronic Records Express** [User Instructions](#)

[www.socialsecurity.gov](#) [Electronic Records Express Home](#)

Send Response for Individual Case
Submission Failure (Step 3 of 3)

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 RepID: 7TXSSH8JTV
 Bill.Appersand@ssa.gov
 Log Out
[< Back to Appointed Representative Services Main Menu](#)

Your report was NOT successfully transmitted. NO files were sent.

The following problem(s) occurred with the file submission:

- text.txt is an empty file.

Destination: XX - DEMO/TEST ODAR [S99]	SSN: 123-45-6789
RQID: 121345465	RF: D or blank
DR: F	CS:

File Name	Document Type	File Size
text.txt	Medical Evidence of Record (MER)	0.0 KB
Total file size:		0.0 KB

Thank you for using Electronic Records Express.

While your submission is in progress, you may see the indicator shown on the page below.

Social Security Online **Electronic Records Express** [User Instructions](#)

[www.socialsecurity.gov](#) [Electronic Records Express Home](#)

Send Response for Individual Case
Attach and Upload Files (Step 2 of 3)

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 Log Out
[< Back to Appointed Representative Services Main Menu](#)

Uploading your files

Please wait ...

Destination and request summary:

Destination: MD - Baltimore ODAR [T21]	SSN: 078-06-1201
RQID: 13385	RF: D
DR: F	CS:

Attach and upload files to this response:

A maximum of 8 files can be added and all files must total less than 50MB.
 File types accepted: .wpd, .doc, .docx, .jpg, .bmp, .mdi, .txt, .rtf, .xls, .xlsx, .pdf, .tiff, .tif.
 Please do not upload password-protected files because they cannot be processed.

File 1:

Document Type:

Document Date:

Notes:

After your submission has been processed, you should receive a **Tracking Information** page acknowledging that SSA has received your transmission. The **Tracking Information** page indicates the specific file name and document type of each file that was transmitted.

The **Tracking Information** page only acknowledges that the transmission has been received. The transmission must still go through a SSA systems check before being sent to the electronic folder. You will be notified by email if there are any errors or problems that prevent SSA from processing your submission.

NOTE: In the unlikely event that you do not receive the **Tracking Information** page, you should resubmit the materials.

Social Security Online
Electronic Records Express
User Instructions

www.socialsecurity.gov
Electronic Records Express Home

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[Log Out](#)
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Send Response for Individual Case
Tracking Information (Step 3 of 3)

Thank you for your submission.

Please retain your tracking number in case there are errors or problems that prevent us from processing your submission.

Tracking Number:	13147E9E14B0F24C
Date and Timestamp:	07/20/2011 at 10:18 AM EDT

Destination: XX - DEMO/TEST ODAR [S99]	SSN: 123-45-6789
RQID: 121345465	RF: D or blank
DR: F	CS:

File Name	Document Type	File Size
Test.doc	Medical Evidence of Record (MER)	26.0 KB
Total file size:		26.0 KB

NOTE: We recommend that you print or take a screenshot of the **Tracking Information** page for documentation. You will not be able to retrieve this information from SSA (including ODAR) after you exit this page.

If you have evidence to send for another individual, you can select the **Send Another Response** link toward the bottom of the **Tracking Information** page. This will bring you to the webpage to enter information to send medical records for another claimant. Please be sure to have the ODAR request letter available.

Naming Your Electronic Claimant Records

The ERE website will accept electronic filenames that contain the following characters:

- Numbers
- Letters (uppercase and lowercase)
- Backslashes “\”
- Underscores “_”
- Hyphens or Dashes “-”
- Spaces

Other special characters may make your electronic filename invalid, such as:

- Certain Punctuation Marks (commas, semicolons, parentheses, etc.)
- Symbols (*, %, <, >, |, etc.)

Please be sure that your electronic records include the acceptable character types shown above.

NOTE: Please be sure to upload **only** non-password protected documents.

Timing Out

The website will time out after 30 minutes of inactivity, so you should be ready to enter information from the records request letter and have files ready to upload. After 2 hours, the website will log you out and you must re-enter your User ID and Password to continue.

Avoiding User Errors

Errors can occur for many reasons. The following list briefly explains some common ERE website user “errors”:

- Bookmarking the tracking information page – **Never** bookmark pages within the ERE website.
- Leaving the ERE session unattended for 30 minutes will cause a session timeout. If you need to do something else please log out and exit your session.
- Once you have submitted documents by selecting the **Submit** button, you should not use the **Back** button, **Stop** button, or close your Internet browser file until you receive the **Tracking Information** page.
- Typing in an incorrect file path for a file saved on your local system. This can occur if you type in a file name rather than using the **Browse** button to navigate

to where files are stored on your system and then selecting the files you wish to attach. You may not receive notification if this type of error occurs. The best way to avoid this type of error is to use the **Browse** button to attach your files and then wait for the **Tracking Information** page to appear after you have successfully transmitted your electronic files.

Saving ERE Tracking Information Pages

- You cannot bookmark and save a **Tracking Information** page. You cannot retrieve tracking information after exiting the page. If you wish to have a record of the ERE transaction, we suggest you save your **Tracking Information** page.

How SSA Communicates Information to ERE Users

SSA will use the **Bulletin Board** section of the ERE website to alert registered users of new information, such as any scheduled maintenance or new functionality. You can also be notified by email prior to any scheduled maintenance by selecting the red envelope link, **Get important information about Electronic Records Express availability**. Select the link and follow the instructions.

The screenshot displays the Electronic Records Express website. At the top, there is a red header with the text "Social Security Online" and "Electronic Records Express". Below the header, the page is divided into several sections. On the left, there is a user profile for "KENNETH MOORE" with a "Log Out" button. In the center, there is a section titled "Appointed Representative Services" with a list of links: "Access Claimant's Electronic Folder" (which includes a sub-link "Pickup Files"), "Send Response for Individual Case", "Track Status of Submissions", "Communication Utility", and "Get Hearing Office Status Report". On the right, there is a "Bulletin Board" section with a "What's New?" link and a red envelope icon next to the text "Get important information about Electronic Records Express availability". Below this text, it says "Email for more information or call toll free: 1-866-691-3061". A large red arrow points from the "Pickup Files" link in the "Appointed Representative Services" section to the "Get important information about Electronic Records Express availability" link in the "Bulletin Board" section.

ERE Electronic File Format Options:

SSA's ERE website currently supports the following file formats:

.wpd	.doc	.txt
.pdf	.xls	.jpg
.bmp	.tiff	.tif
.docx	.rtf	.mdi
	.xlsx	

Access Keys:

This application contains access keys to improve navigation and provide information. You will find a list of these keys in the table below:

Button	Access Key
Add Another File	2 – 8 (number corresponds to the file to be added)
Cancel	n
Continue	c
Edit Summary	w
ERE Home	h
ERE Print	p
Log Out	l
Prior Page	p
Return to the eFolder	r
Send Another Response	r
Submit	s
Submit Additional Files	s

Other keyboard commands, hotkeys or access keys will vary based upon the browser and the version of the browser that you are using. A list of these commands can be found in the Help section of your browser. The Help feature can be located on the Menu bar of your browser. Any assistive devices that you may be using will also have a list of these shortcut keys in their Help section.

Note:

1. To use these keys on Windows-based browsers select the **Alt** button on your keyboard and the access key simultaneously. On the Mac, use the **Ctrl** key.
2. **Internet Explorer Browser Users Only:** In order to trigger the **Browse** button on the Electronic Records Express Submission pages you will need to use the space bar if you are using keyboard access.

Contacts for Additional Assistance

If you need additional assistance, you should contact:

Email: odar.hq.rep.mail@ssa.gov

Glossary

Acceptable File Type	Types of files that are compatible with a given computer program or website. The ERE website currently supports the following type of files: .bmp, .doc, .docx, .jpg, .mdi, .pdf, .tif, .tiff, .txt, .rtf, .wpd, .xls, and .xlsx.
Barcode	A 2-D barcode determines the ultimate destination (paper folder and/or electronic folder) for the evidence submitted (uploaded). The 2-D barcode acts as a portable database to store the following information: SSN, request ID number, site number (Disability Determination Service or ODAR), and document type (e.g., MER, CE). The request ID number (also known as the turnaround document number or contract number) is SSA's/ODAR's unique transaction tracking number, and when received, can be used to generate a follow-up in the case processing system. If a Representative fails to submit the bar-coded information, the document must be manually indexed at the ODAR.
.bmp	The filename extension for a bitmap file. Bitmap is a common graphic format used by computers. A graphic or picture is made up of a number of individual dots (bits) to form an image. A bitmap is essentially a map of bits (hence the name). Bitmap files can get very large in size and if storage space is a factor then it is best to convert the image into a more compressed format such as .jpg.
.doc	The filename extension for a Microsoft Word document file.
Download	The process of transferring a file from a remote computer, server, or webpage to your own computer. Download is the opposite of upload.
ERE	Electronic Records Express, SSA's secure website to be used primarily for uploading (sending) electronic medical and other evidence to be considered in determining disability eligibility.

eDib	Electronic Disability (eDib) is SSA's endeavor for enhancing the disability claims process. It is a major Agency initiative comprised of interdependent projects that are designed to move all components involved in claims adjudication/review to an electronic business process through the use of an electronic disability folder. It expands Internet use, it automates disability intake, provides electronic access to disability-related information, and will improve overall efficiency of the disability claims process.
e-folder	The electronic disability folder (e-folder or EF) is SSA's electronic disability repository of data that will, when eDib is fully implemented, be accessible by all components involved in the processing of disability claims. Data that is housed in the e-folder will come from many different SSA and ODAR systems as well as from external sources (e.g., medical Representatives). The e-folder is not a case processing system. The e-folder will allow components to share disability case information without having to move a paper folder between components.
Extract	To obtain selected information from a source; an excerpt of a record.
.jpg	.jpg or .jpeg (pronounced "jay-peg") is a standardized image compression format named after its developers (the Joint Photographic Experts Group) that can compress images to very small file sizes, commonly used on the Internet due to faster image transfer rates. JPEG images can contain thousands of colors which make for the format ideal for compressing images such as photographs. The JPEG format can compress images up to around 10% of their original file size without losing too much quality (depending on the image used) although the image will lose its sharpness. JPEG files use both the .jpg and .jpeg file extensions and can be created in most popular graphics applications.
MER	Medical evidence of record (MER) is collected from sources identified by the claimant.

.pdf	The filename extension for a Portable Document Format (PDF) file. PDF is a universal file format developed by Adobe® that preserves all the fonts, formatting, graphics, and color of any source document, regardless of the application and platform used to create it. PDF is a reliable format for electronic document exchange. To view PDF files you need Adobe Reader® which you can download free at http://www.adobe.com/products/acrobat/readstep2.html .
Secure Website	A website that uses encryption and access controls so that personal information sent via the website is not susceptible to interception, loss, or alteration.
.tif or .tiff	TIF or TIFF is short for “Tagged Image File Format” and refers to a type of image format developed by Aldus and Microsoft that is commonly used within computing. It was designed primarily for faster data interchange. TIFF files are basically Bitmap images; they are not restricted in resolution and can be black and white, grey scale or full color. Most (if not all) image editing software can support the TIFF format and TIFF files typically have the .tif or .tiff file extension.
.txt	The filename extension for a text file.
Upload	The process of transferring a file from a personal computer to a server. This process makes the file available to others. Upload is the opposite of download.
.wpd	The filename extension for a Word Perfect Document.
.xls	The filename extension for a Microsoft Excel file.