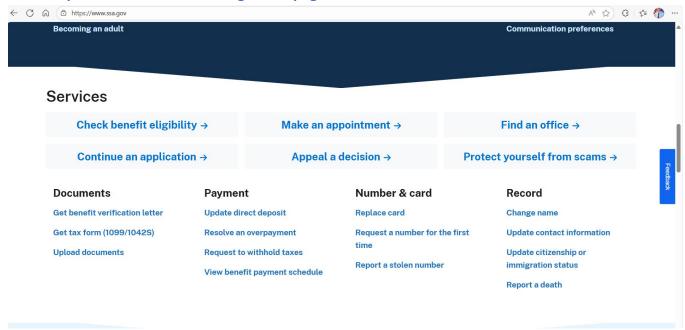
Upload Documents (eSubmit)

Individual Representative Payee Cl Initiated Submissions

MVP SCREEN PACKAGE

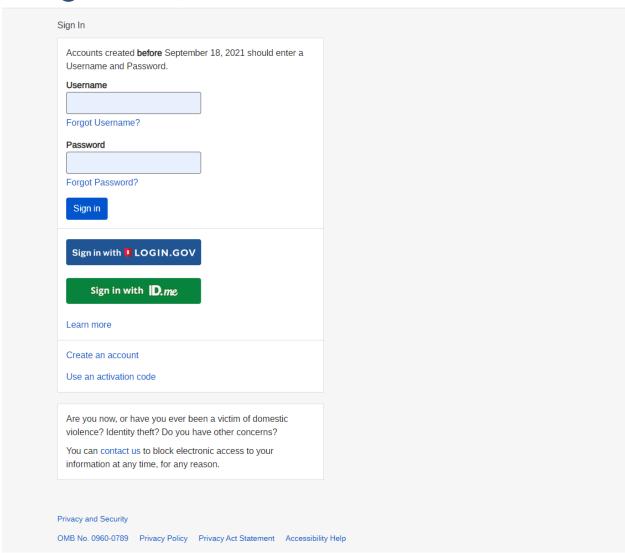
November 17, 2025

Link to Upload Documents on SSA.gov webpage



ROME authentication page





SSA's GToS Page



General 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:

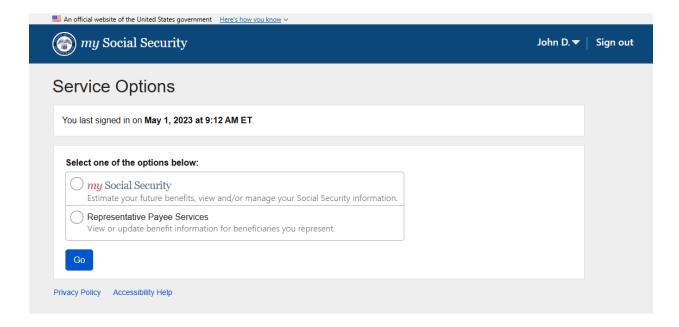
- I understand that I am accessing a U.S. Government system.
- . I understand that my usage of this system may be monitored, recorded, and subject to audit.
- I understand that the unauthorized or improper use of this system is prohibited and may result in administrative, civil, or criminal penalties 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.



Privacy and Security

OMB No. 0960-0789 Privacy Policy Privacy Act Statement Accessibility Help

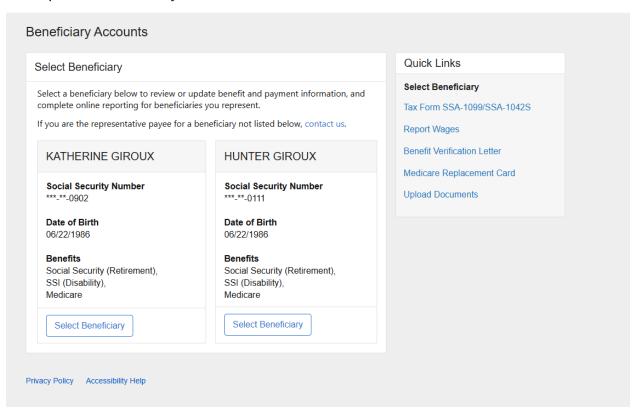
MySSA Services Page



MySSA – Representative Payee Services Page (Beneficiary Accounts) Multiple Beneficiaries



Representative Payee Services

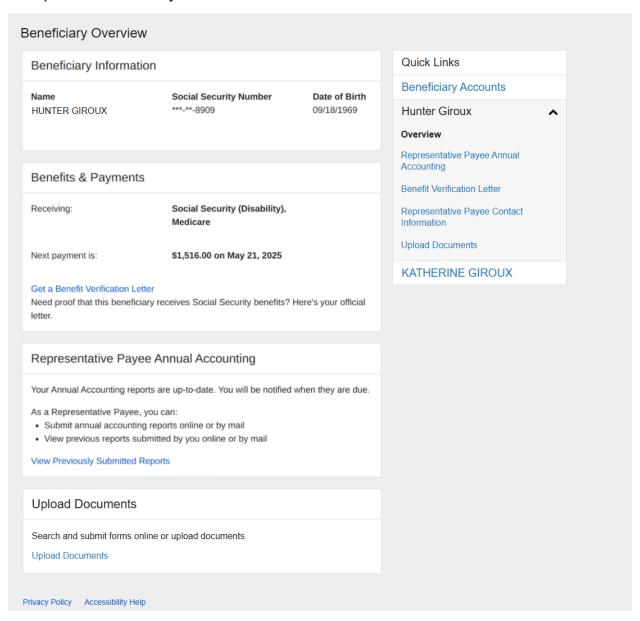


"Select Beneficiary" Btn clicked

MySSA – Representative Payee Services Page (Beneficiary's Details Page)



Representative Payee Services



"Upload Documents" link clicked.

Upload documents (UD) - PRA



Upload Documents

Privacy Act Statement

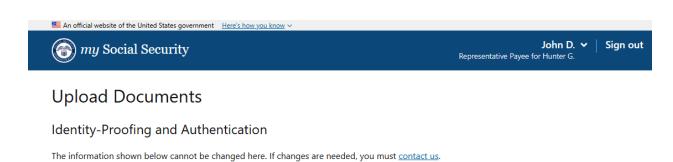
Collection and Use of Personal Information



Section 205(a) of the Social Security Act, as amended, and Executive Order 14058, allow us to collect this information, which we will use to process the forms and/or evidence submitted. Providing this information is voluntary, but not providing all or part of the information may prevent us from assisting you with the request. As law permits, we may use and share the information you submit including with other Federal agencies, our contractors, and others, as outlined in the routine uses within System of Records Notices 60-0089, 60-0320, and 60-0373, available at www.ssa.gov/privacy. The information you submit may also be used in computer matching programs for Federal benefits eligibility and to recoup debts under these programs.

Next

Identity Proofing Page



First Name

JOHN

Last Name

DOE

Date of Birth

05/22/1965

Social Security Number (SSN)

***-**-9999

Mailing Address

626 HICKORY DRIVE BALTIMORE, MD 21211

Email Address

jdoe1965@email.com

Phone Number

410-332-0041

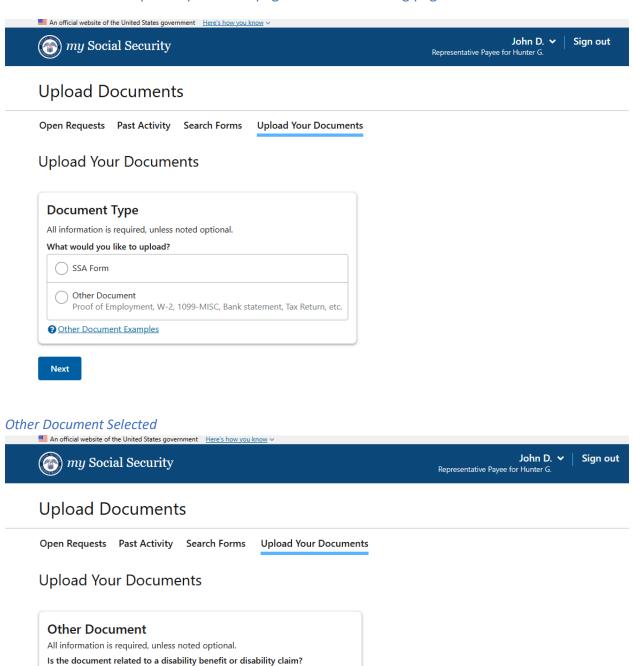
Next

Previous

Subject for removal decision is pending.

UD – Landing Page

When there are no open requests this page will be the landing page.

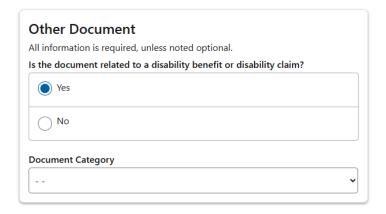


9

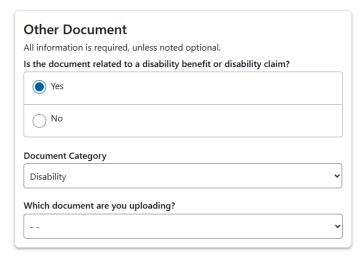
Yes

Previous

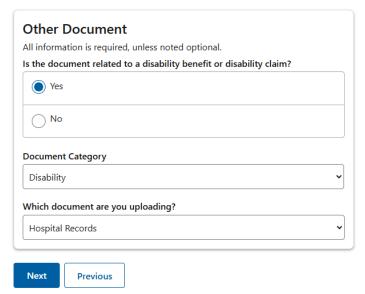
Disability claims related? - Yes



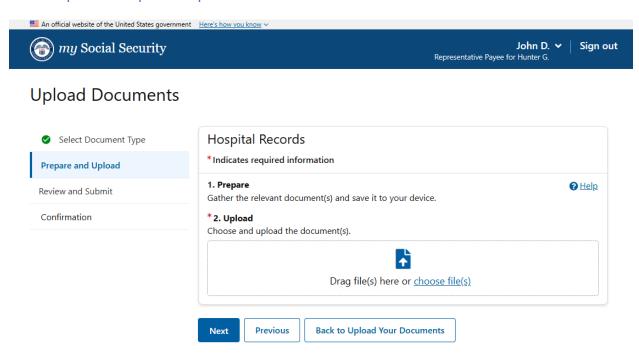
Document Category - Disability



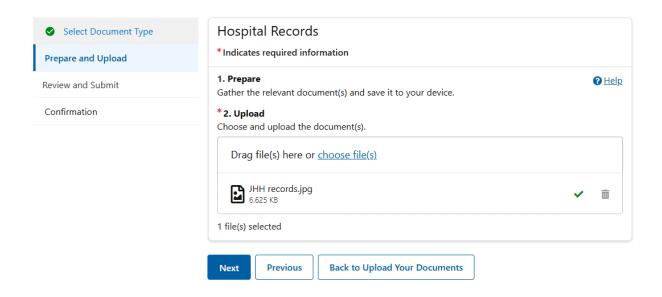
Document uploading - Hospital Records



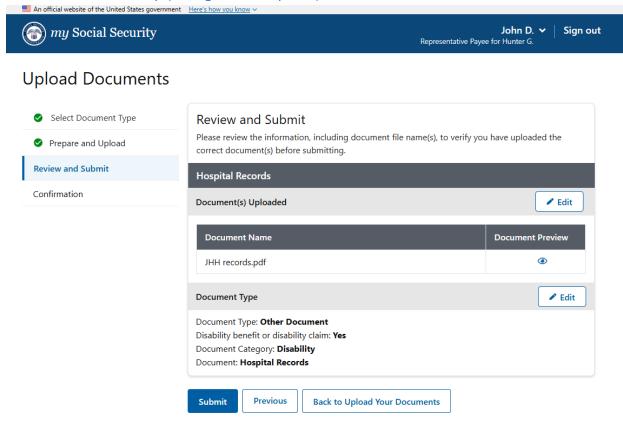
UD – Prepare and Upload step



Document Attached



Review and Submit Step (No Signature required)

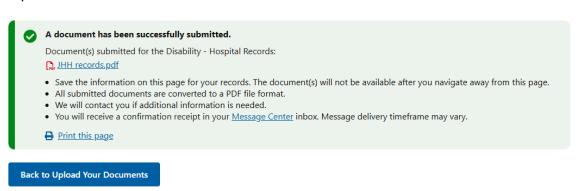


UD - Confirmation Page

Document has been submitted.



Upload Documents



UD – Past Activity Page



Upload Documents

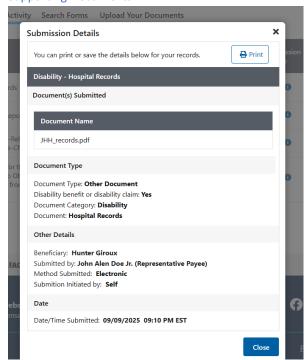
Open Requests Past Activity Search Forms Upload Your Documents

Submission \$	Request Date	Submission Date and Time	Submission \$	Submission Details
Disability - Hospital Records	09/09/2025	09/09/2025 09:10 PM EST	Completed	•
SSA-3369 Work History Report	07/24/2025	07/24/2025 10:40 AM EST		•
SSA-44 Medicare Income-Related Monthly Adjustment Amount - Life-Changing Event	07/24/2025	07/24/2025 09:10 AM EST		•
SSA-8240 Authorization for the Social Security Administration to Obtain Wage and Employment Information from Payroll Data Providers	07/24/2025	07/24/2025 11:41 AM EST	⊘ Completed	6

▼ *Status Definitions

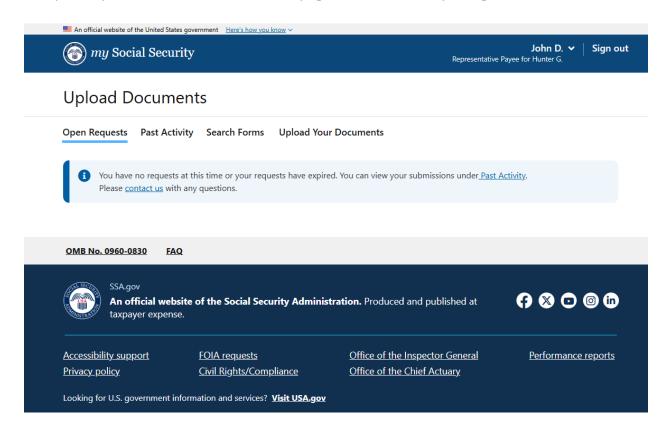
Submission Details (Dialog)

Supporting Documents



UD – Open Requests page

No open requests shown if this scenario if page selected from top navigation.

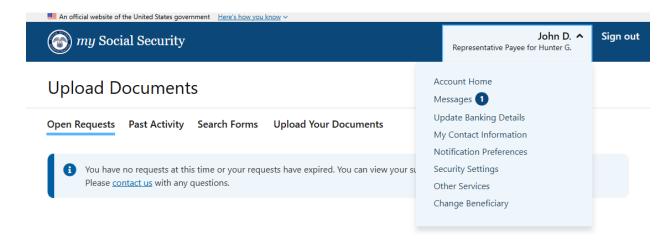


UD - MySSA navigation dropdown

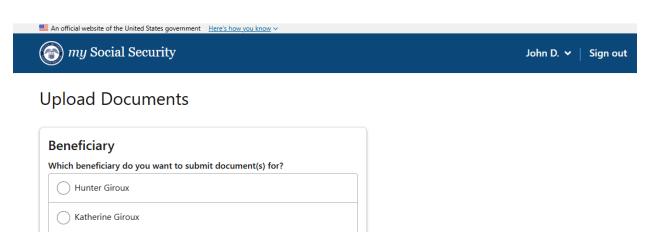
"Other Services" \rightarrow MySSA Services Page

"Change Beneficiary" → UD Beneficiary page (see second screenshot below)

This option will be available if RapPayee represents more than one Beneficiary.



Beneficiary page



Next