

## How To Create An Online Account

### Step 1

Visit [www.socialsecurity.gov/myaccount](http://www.socialsecurity.gov/myaccount) and select:

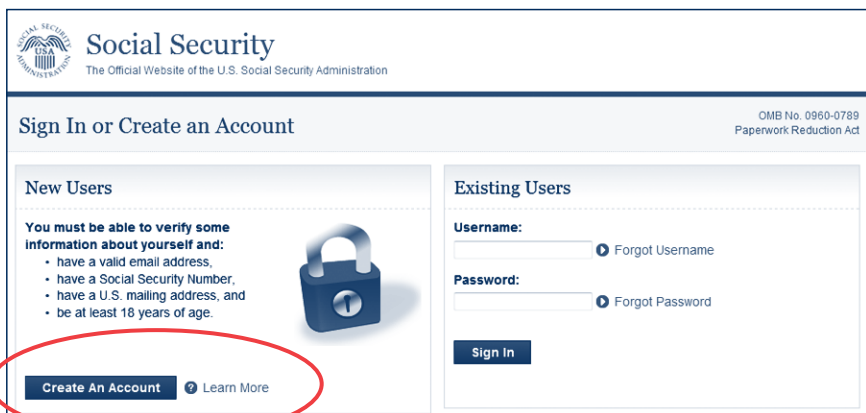


### Step 2

Select "Create An Account."

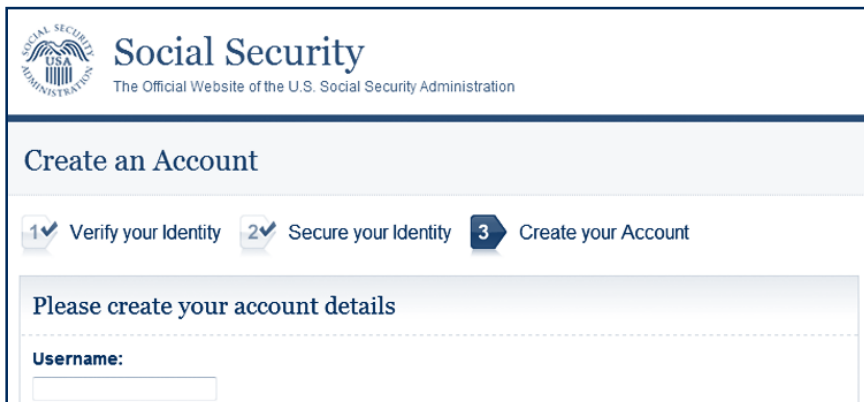
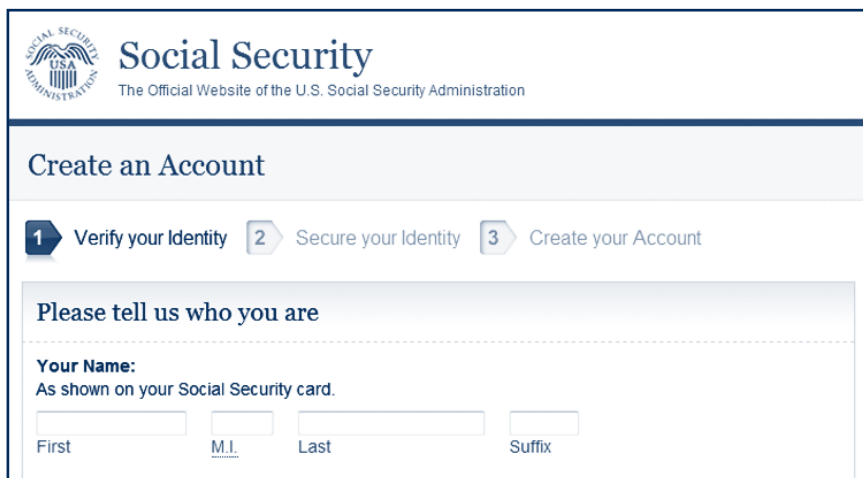
To create a **my Social Security** account, you must be at least 18 years old and have:

- A valid E-mail address;
- A Social Security number; and
- A U.S. mailing address.



### Step 3

Provide some personal information to verify your identity.



### Step 4

Choose a username and password to create your account.

After you create a **my Social Security** account, you can access your *Social Security Statement* to check your earnings and get your benefit estimates.

If you receive benefits, you also can:

- Change your address and phone number;
- Start or change your direct deposit; and
- Get your benefit verification letter.

## How To Get Your Benefit Verification Letter

You can use your benefit verification letter as proof of your:

- Income when you apply for a loan or mortgage, assisted housing or other state or local benefits;
- Current Medicare health insurance coverage;
- Retirement or disability status; and
- Age.

The screenshot shows the 'my Social Security' website. The 'Benefit & Payments' section displays: 'You are receiving: Social Security (Retirement), Medicare' with a 'View Benefit Details' link; 'Your next payment is: \$700.00 on April 4, 2012' with a 'View Payment History' link; and a link to 'Get a Benefit Verification Letter' with the text 'Need proof that you receive Social Security benefits? Here's your official letter.' Below this is the 'Social Security Statement' section, which includes a message from the Commissioner and a link to 'View Earnings Record' showing 'Last reported earnings: \$42,492 in 2010'.

To get your benefit verification letter:

- Sign into your account; and
- Select "Get a Benefit Verification Letter."

Your letter will be displayed and you may print it or save it for later use.

The screenshot shows a printed 'Benefit Verification Letter' from the Social Security Administration. At the top, there are buttons for 'Print Now', 'Save a Copy', and 'Can't print or save this letter?'. The letter is addressed to 'Drew Jenkins, 1234 Sample Street, Sample City, MO 12345'. It includes the SSA logo, the date 'Date: January 1, 2012', and the claim number 'Claim Number: XXXX-XX-1234'. A disclaimer states: 'You asked us for information from your record. The information that you requested is shown below. If you want anyone else to have this information, you may send them this letter.' Below this, it says 'Information About Current Social Security Benefits' and 'Beginning December 2010, the full monthly Social Security benefit before any deductions is \$1,300.00.'



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