

## How To Create An Online Account

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

If you receive benefits, you can also:

- get your benefit verification letter;
- change your address and phone number;
- start or change your direct deposit;
- request a replacement Medicare card; and
- get a replacement SSA-1099 or SSA-1042S for tax season.

Even if you do not currently receive benefits, you can get a benefit verification letter stating that you:

- never received Social Security benefits, Supplemental Security Income (SSI) or Medicare; or
- received benefits in the past, but do not currently receive them (The letter will include the date your benefits stopped and how much you received that year.); or
- applied for benefits but haven't received an answer yet.

There is no fee to create a **my Social Security** account, but you must have an email address. See the following section, if you do not have a personal email account.

### Email account set up

There are many options available to set up an email address and it can be done in as little as five minutes. Each email provider has its own criteria for setting up an account and you must accept the provider's terms of use agreement. Some examples of free email providers include:

**AOL:** [aolmail.com](http://aolmail.com)

**Gmail:** [gmail.com](http://gmail.com)

**iCloud Mail (Apple):** [icloud.com](http://icloud.com)

**Outlook:** [outlook.com](http://outlook.com)

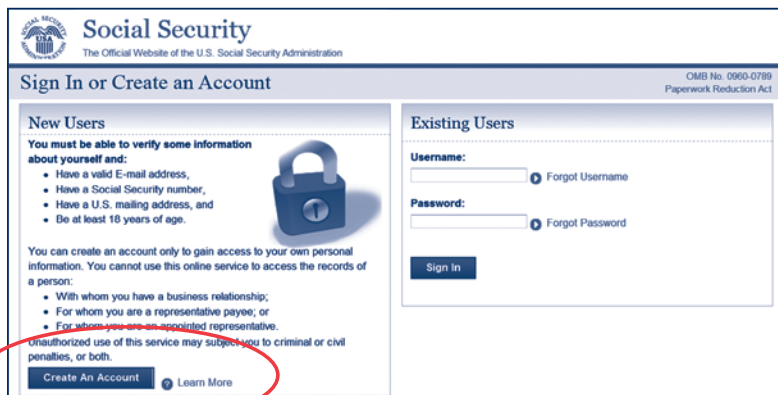
**Yahoo:** [yahoo.com](http://yahoo.com)

*\*This is not a complete list of email providers. Social Security is not endorsing any of these particular email account provider(s), as you may use other email account providers as appropriate.*

**NOTE:** *Even if you do not use email on the computer, if you have a smart phone it is likely that you already have an email account. Contact your cell phone service provider to find out.*

### Setting up your own **my Social Security** account

After you have a valid email address, you are ready to set up your own **my Social Security** account. To set up your account, visit [socialsecurity.gov](http://socialsecurity.gov) and select Sign In at the top right. Then follow the steps below and on the back of this page:



The screenshot shows the Social Security Administration website interface. At the top, it says "Social Security" and "The Official Website of the U.S. Social Security Administration". Below that, it says "Sign In or Create an Account". There are two main sections: "New Users" and "Existing Users". The "New Users" section has a padlock icon and lists requirements: "You must be able to verify some information about yourself and:" followed by a bulleted list: "• Have a valid E-mail address," "• Have a Social Security number," "• Have a U.S. mailing address, and" "• Be at least 18 years of age." Below this, it says "You can create an account only to gain access to your own personal information. You cannot use this online service to access the records of a person:" followed by another bulleted list: "• With whom you have a business relationship," "• For whom you are a representative payee, or" "• For whom you are an appointed representative." At the bottom of the "New Users" section, there is a red circle around the text "Unauthorized use of this service may subject you to criminal or civil penalties, or both." and a red circle around the "Create An Account" button.

#### Step 1. Select "Create An Account."

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

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

**Step 2.** Provide some personal information to verify your identity.

**Step 3.** Choose a username and password to create your account.

## How To Get Your Benefit Verification Letter

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.

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.



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