



TICKET *to* Work

Security Awareness Form SSA-222 and Addendum Signature Instructions

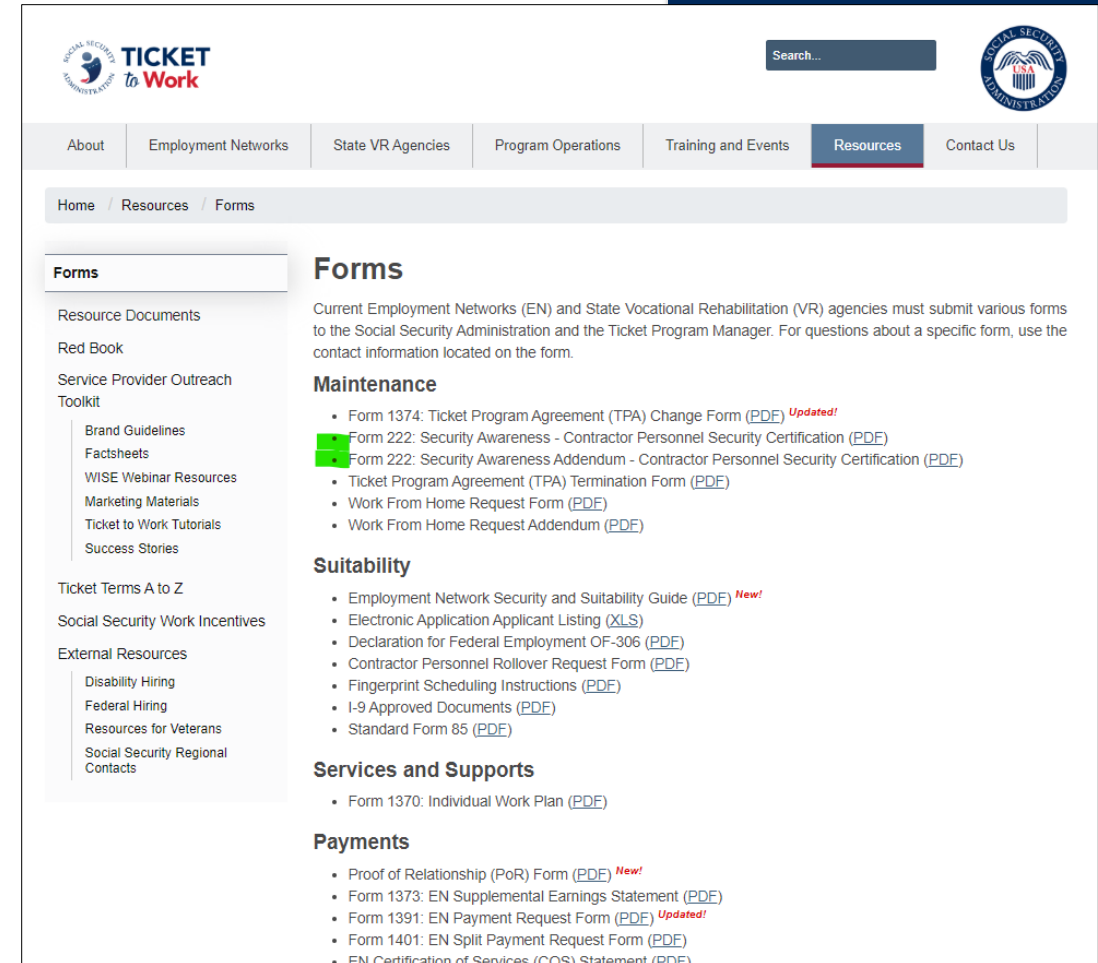
2025



Security Awareness Form Signature Instructions

Finding the Form SSA-222 and Addendum

- Go to YourTicketToWork.ssa.gov.
- Choose **Resources** from the top menu.
- Choose **Forms** on the left-hand side of the screen.
- The Form SSA-222 and the Addendum are located under the **Maintenance** heading.



The screenshot shows the 'Forms' page on the Ticket to Work website. The page is titled 'Forms' and contains a list of forms under various headings: Forms, Maintenance, Suitability, Services and Supports, and Payments. The form 'Form 222: Security Awareness - Contractor Personnel Security Certification (PDF)' is highlighted with a green box.

Forms

Current Employment Networks (EN) and State Vocational Rehabilitation (VR) agencies must submit various forms to the Social Security Administration and the Ticket Program Manager. For questions about a specific form, use the contact information located on the form.

Maintenance

- Form 1374: Ticket Program Agreement (TPA) Change Form (PDF) *Updated!*
- Form 222: Security Awareness - Contractor Personnel Security Certification (PDF)
- Form 222: Security Awareness Addendum - Contractor Personnel Security Certification (PDF)
- Ticket Program Agreement (TPA) Termination Form (PDF)
- Work From Home Request Form (PDF)
- Work From Home Request Addendum (PDF)

Suitability

- Employment Network Security and Suitability Guide (PDF) *New!*
- Electronic Application Applicant Listing (XLS)
- Declaration for Federal Employment OF-306 (PDF)
- Contractor Personnel Rollover Request Form (PDF)
- Fingerprint Scheduling Instructions (PDF)
- I-9 Approved Documents (PDF)
- Standard Form 85 (PDF)

Services and Supports

- Form 1370: Individual Work Plan (PDF)

Payments

- Proof of Relationship (PoR) Form (PDF) *New!*
- Form 1373: EN Supplemental Earnings Statement (PDF)
- Form 1391: EN Payment Request Form (PDF) *Updated!*
- Form 1401: EN Split Payment Request Form (PDF)
- EN Certification of Services (COS) Statement (PDF)

Security Awareness Form Signature Instructions

Completing Form SSA-222

- Form SSA-222 is a fillable form.
- Type in all fillable information on page 5 including your name above the signature line.
 - Please do not complete the form by hand.

Form SSA-222 (08-2022)
Discontinue Prior Editions
Social Security Administration

Page 1 of 5

Security and Privacy Awareness Training Contractor / Affiliate Personnel Security Certification

Purpose:

This training document is to be signed by contractor, subcontractor, or affiliate personnel, and those acting on behalf of the Social Security Administration (SSA) who have been granted access to SSA information and information systems to certify that they have received and understand SSA Information Security and Privacy Awareness Training detailed below.

Background:

SSA is vital to the economic security of the United States. In the performance of their duties in support of SSA's mission, all contractors, subcontractors, affiliates, and those acting on behalf of SSA who have been granted access to SSA information systems, hereafter referred to as "Authorized Users(s)," are responsible for protecting such information and information systems (e.g., hardware, software/applications, federal information/data, network, people) throughout the entire information life cycle, including collection, processing, maintenance, use, sharing, dissemination, or disposition of information. Federal information includes information created, collected, processed, maintained, disseminated, disclosed, or disposed of by or for the Federal Government, in any medium or form.

Security awareness training is required for Authorized Users, per Section 44 USC 3554 of the Federal Information Security Modernization Act of 2014 (FISMA). Failure to follow prescribed rules or misuse of federal information and information systems can lead to criminal penalties, including fines and imprisonment, and disciplinary actions according to the contract and/or agreement under which I am performing work for SSA.

I understand that SSA maintains a variety of sensitive information about the agency's operations and programs, which may be information pertaining to program (e.g., information about SSA's clients) or non-program (e.g., administrative and personnel records) matters. I understand that SSA may authorize me to have access to federal information and information systems and that my access to and use of such information and information systems must be in accordance with the provisions of the contract under which I am performing work for SSA.

The terms in the contract and/or agreement under which I am performing work for SSA take precedence over any other terms. I understand that any questions I may have concerning authorization(s) to access SSA information and information systems should be directed in accordance with the terms of the contract and/or agreement. I have read, understand, and agree to the following conditions:

I will not allow anyone with authorized access who uses that access, intentionally or unintentionally, to harm the security of the Nation. The individual with authorized access may attempt to wittingly or unwittingly harm the security of the Nation through espionage, terrorism, unauthorized disclosure of sensitive information, or the loss or degradation of agency information systems.

I will report a potential insider threat, I will report the incident to SSAITP@ssa.gov and, as appropriate, in accordance with the contract and/or agreement and incident reporting requirements in the contract or agreement under which I am performing work for SSA.

I will protect and safeguard federal information and information systems from exploitation, compromise, espionage, terrorism, or other unauthorized use and disclosure.

Form SSA-222 (08-2022)

Page 5 of 5

Contractor Employee Name (Print/Type)

John Doe

Date (MM/DD/YYYY)

01/30/2025

Contractor Employee Signature (Sign)

Contract Number

Award Contract Number (E#####)

Company Name (Print/Type)

EN Name: ABC EN

Company Point Of Contact (Print/Type)

Signatory Auth. or Suitability Contact


Company Point of Contact Phone Number

###-###-####

Security Awareness Form Signature Instructions

Completing the Addendum

- The Form SSA-222 Addendum is also a fillable form.
- Type in all fillable information including your name above the signature line.
 - Please do not complete the form by hand.
- Click on “Add additional employees” to add as many pages as needed to list all employees.
- Only the Signatory Authority or Suitability Contact may complete and sign the Addendum.

		Add additional employees 	
Name (Print/Type)	Phone Number		
Signature (Sign)	Date (MM/DD/YYYY)		
Contract Number	Company Name (Print/Type)		

Security Awareness Contractor / Affiliate Personnel Security Certification Employment Network (EN) Addendum

Purpose: This form is to be signed by the Signatory Authority or Suitability Contact to certify that all staff listed on this form have received, signed, and understand SSA's Security Awareness Certification requirements in Form SSA-222.

I certify that all staff listed below have read, understands, and agrees to the information contained on Form SSA-222. A signed copy of form SSA-222 will be kept on file at my organization for all staff listed on this form.

Employee Name (Print/Type)	Date (MM/DD/YYYY)
Employee Name (Print/Type)	Date (MM/DD/YYYY)
Employee Name (Print/Type)	Date (MM/DD/YYYY)
Employee Name (Print/Type)	Date (MM/DD/YYYY)
Employee Name (Print/Type)	Date (MM/DD/YYYY)
Employee Name (Print/Type)	Date (MM/DD/YYYY)
Employee Name (Print/Type)	Date (MM/DD/YYYY)
Employee Name (Print/Type)	Date (MM/DD/YYYY)
Employee Name (Print/Type)	Date (MM/DD/YYYY)
Add additional employees	

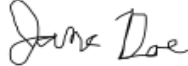

Name (Print/Type)	Phone Number		
Signature (Sign)	Date (MM/DD/YYYY)		
Contract Number	Company Name (Print/Type)		

Security Awareness Form Signature Instructions

Adding a Signature

- Sign the Form SSA-222 or Addendum electronically or with a wet signature.

Form SSA-222 (08-2022)		Page 5 of 5
Contractor Employee Name (Print/Type)		Date (MM/DD/YYYY)
John Doe		01/30/2025
Contractor Employee Signature (Sign)		
Contract Number		Company Name (Print/Type)
Award Contract Number (E####)		EN Name: ABC EN
Company Point Of Contact (Print/Type)		Company Point of Contact Phone Number
Signatory Auth. or Suitability Contact		###-###-####

Name (Print/Type)		Phone Number	
Jane Doe		(555) 555-5555	
Signature (Sign)		Date (DD/MM/YY)	
  Digitally signed by Jane Doe Date: 2018.11.13 14:10:43 -05'00'		12/12/18	
Contract Number		Company Name (Print/Type)	
123456789		Sample Employment Network	



Wet Signature Method

Using a Wet Signature (1 of 2)

1. Type in all fillable information including your name above the signature line.
2. Print out the form.
 - If completing the Form SSA-222, you may choose to only print the signature page (**page 5**).
3. Add your “wet” signature to the printed form.
 - Sign using a black (preferred) ink pen.

Security Awareness Form Signature Instructions

Using a Wet Signature (2 of 2)

- Scan the printed and signed Addendum or Form SSA-222
 - If you do not have a scanner, you may use an application on your phone such as Microsoft Lens or comparable application that lets you scan and convert images to pdf.
- Save the file as a pdf
 - Do NOT send photo(s) of your document
 - The Form SSA-222 or Addendum must be sent in pdf format.
 - Other file formats will be rejected.
 - Include your EN Name or PID (Provider Identification) number in the file name.

A close-up photograph of a person's hands interacting with a laptop. The person is holding a blue pen in their right hand and pointing with their left index finger at the laptop screen. The background is blurred, showing a desk with books and a window. The overall scene suggests a professional or educational setting.

Electronic Signature Method

Electronic Signatures

Signing the Form SSA-222 and Addendum electronically:

- Form SSA-222:
 - Does **not** include an electronic signature field.
 - If available, ENs may sign the form using an electronic signature software such as Adobe Acrobat Pro or DocuSign.
 - If electronic signature software is not available, ENs may sign the form using a wet signature (see slide 5).
- Addendum:
 - **Does** include an electronic signature field.
 - ENs may sign the form using Adobe Acrobat Reader.

Security Awareness Form Signature Instructions

Electronically Signing PDFs (1 of 13)

These instructions are only for signing the Addendum electronically:

- After downloading the Adobe Acrobat Reader, open the **Form SSA-222: Security Awareness Addendum**.
- The form should have a red flag on the signature field that allows a digital signature to be applied to the document.

Name (Print/Type)		Phone Number	
Signature (Sign)		Date (MM/DD/YY)	
Contract Number		Company Name (Print/Type)	

Electronically Signing PDFs (2 of 13)

- Click on the red flag. If this is the first-time using an Adobe digital signature, the system will require a digital signature to be configured prior to signing the form.

The screenshot shows a digital signature form with a modal dialog box. The form fields include:

- Name (Print/Type): Jane Doe
- Signature (Sign): A red flag icon is visible in the top left corner of the signature field.
- Contract Number: 123456789
- Sample Employment Network

The dialog box, titled "Digital ID Configuration Required", contains the following text:

This signature field requires a digital signature identity.
Would you like to configure one now?

The dialog box has three buttons: "Help", "Configure Digital ID" (highlighted with a blue border), and "Cancel".

Electronically Signing PDFs (3 of 13)

- Select **Create a new Digital ID** and click **Continue**.

Configure a Digital ID for signing

A Digital ID is required to create a digital signature. The most secure Digital IDs are issued by trusted Certificate authorities and are based on secure devices like smart card or token. Some are based on files.

You can also create a new Digital ID, but they provide a low level of identity assurance.

Select the type of Digital ID:

- Use a Signature Creation Device**
Configure a smart card or token connected to your computer
- Use a Digital ID from a file**
Import an existing Digital ID that you have obtained as a file
- Create a new Digital ID**
Create your self-signed Digital ID

[?](#) Cancel Continue

Electronically Signing PDFs (4 of 13)

- Select **Save to File** and click continue.

Select the destination of the new Digital ID ✕

Digital IDs are typically issued by trusted providers that assure the validity of the identity. Self-signed Digital ID may not provide the same level of assurance and may not be accepted in some use cases.

Consult with your recipients if this is an acceptable form of authentication.

Save to File
Save the Digital ID to a file in your computer

Save to Windows Certificate Store
Save the Digital ID to Windows Certificate Store to be shared with other applications

? Back Continue

Security Awareness Form Signature Instructions

Electronically Signing PDFs (5 of 13)

- Fill in the following information:
 - Full Name
 - Name of your Employment Network
 - Ensure that the Country/Region is listed as US – United States; the Key Algorithm is 2048-bit RSA; and the Digital ID use is set to Digital Signatures.

Create a self-signed Digital ID ✕

Enter the identity information to be used for creating the self-signed Digital ID.

Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases.

Name	<input type="text" value="Jane Doe"/>
Organizational Unit	<input type="text" value="Enter Organizational Unit.."/>
Organization Name	<input type="text" value="Sample Employment Network"/>
Email Address	<input type="text" value="janedoe@sampleemploymentnetwork.com"/>
Country/Region	<input type="text" value="US - UNITED STATES"/>
Key Algorithm	<input type="text" value="2048-bit RSA"/>
Use Digital ID for	<input type="text" value="Digital Signatures"/>

? Back Continue


Electronically Signing PDFs (6 of 13)

- By default, the Digital ID file will save to your desktop.
 - This can either be left as is, or you can choose a location where you store your files.
- Ensure that you create a password for the Digital ID, which will encrypt your signature file.

The screenshot shows a dialog box titled "Save the self-signed Digital ID to a file" with a close button (X) in the top right corner. The dialog is divided into two main sections. On the left, a grey box contains instructions: "Add a password to protect the private key of the Digital ID. You will need this password again to use the Digital ID for signing." and "Save the Digital ID file in a known location so that you can copy or backup it." On the right, the text "Your Digital ID will be saved at the following location :" is followed by a text input field containing "C:\Users\JaneDoe\Desktop\JaneDoe.pfx" and a "Browse" button. Below this, the section "Apply a password to protect the Digital ID:" features a password input field with a red strength indicator bar. The "Confirm the password:" section has another password input field. At the bottom left is a help icon (?), and at the bottom right are "Back" and "Save" buttons.

Electronically Signing PDFs (7 of 13)

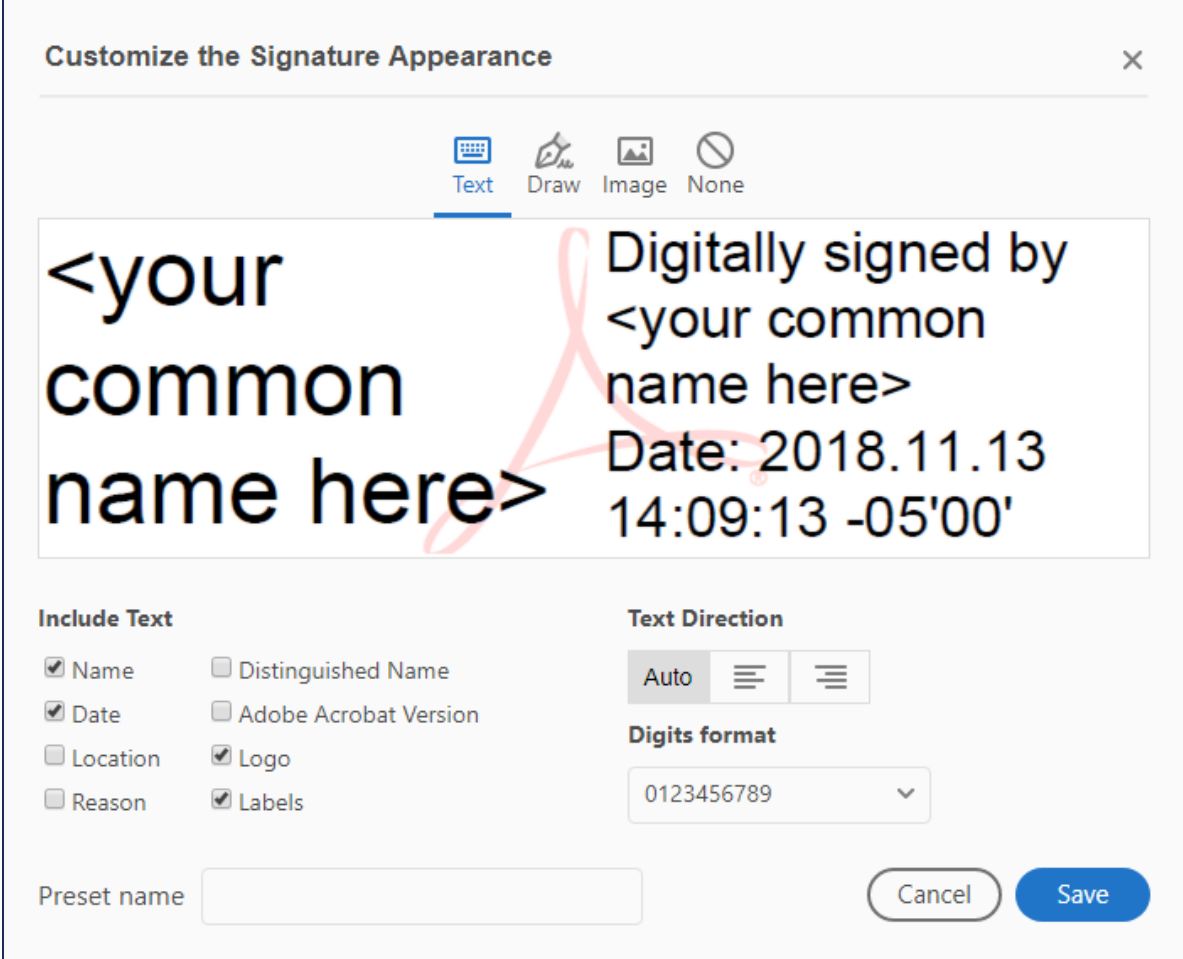
- Select the **Create** button in the top right-hand corner to customize the appearance of your electronic signature.



The screenshot shows a dialog box titled "Sign as 'Jane Doe'" with a close button (X) in the top right corner. Below the title bar, there is an "Appearance" dropdown menu currently set to "Standard Text" and a "Create" button. The main area of the dialog displays a preview of the digital signature: the name "Jane Doe" in a large, bold, black font on the left, and a red scribble representing the signature on the right. To the right of the signature, the text reads: "Digitally signed by Jane Doe", "Date: 2018.11.13 14:08:09 -05'00'". Below the preview, there is a checkbox labeled "Lock document after signing" which is currently unchecked. To the right of this checkbox is a link that says "View Certificate Details". At the bottom left, there is a text input field with the placeholder text "Enter the Digital ID PIN or Password...". At the bottom right, there are two buttons: "Back" and "Sign".

Electronically Signing PDFs (8 of 13)

- Select the **Draw** button from the top of the screen.



Customize the Signature Appearance

Text Draw Image None

<your
common
name here> Digitally signed by
<your common
name here>
Date: 2018.11.13
14:09:13 -05'00'

Include Text

Name Distinguished Name
 Date Adobe Acrobat Version
 Location Logo
 Reason Labels

Text Direction

Auto

Digits format

0123456789

Preset name

Cancel Save

Electronically Signing PDFs (9 of 13)

- Use your mouse to “draw” your signature.
- Hold the mouse button and move the cursor to draw.
 - Release the mouse button to stop drawing and move the cursor as necessary.
 - If you make a mistake, use the **Clear** button in the bottom left-hand corner to retry.
 - Once you’re satisfied with the signature appearance, click **Apply**.



Security Awareness Form Signature Instructions

Electronically Signing PDFs (10 of 13)

- Verify the appearance of your electronic signature.
- If you want to modify the signature appearance, select **Click here to Draw** beneath the signature pane.
- Once you're satisfied with everything, click **Save**.

Customize the Signature Appearance

Text Draw Image None

Digitally signed by
<your common name here>
Date: 2018.11.13
14:09:51 -05'00'

Click here to Draw

Include Text

Name Distinguished Name
 Date Adobe Acrobat Version
 Location Logo
 Reason Labels

Text Direction

Auto

Digits format

0123456789

Preset name

Cancel Save

Electronically Signing PDFs (11 of 13)

- You've now saved an electronic signature file with a custom appearance.
 - Your Digital Signature is now saved on your computer for future use.
 - As long as you use the same computer, you won't have to perform these steps to sign PDF documents in the future.
- Type in the password you previously created in the bottom left-hand corner and click **Sign**.

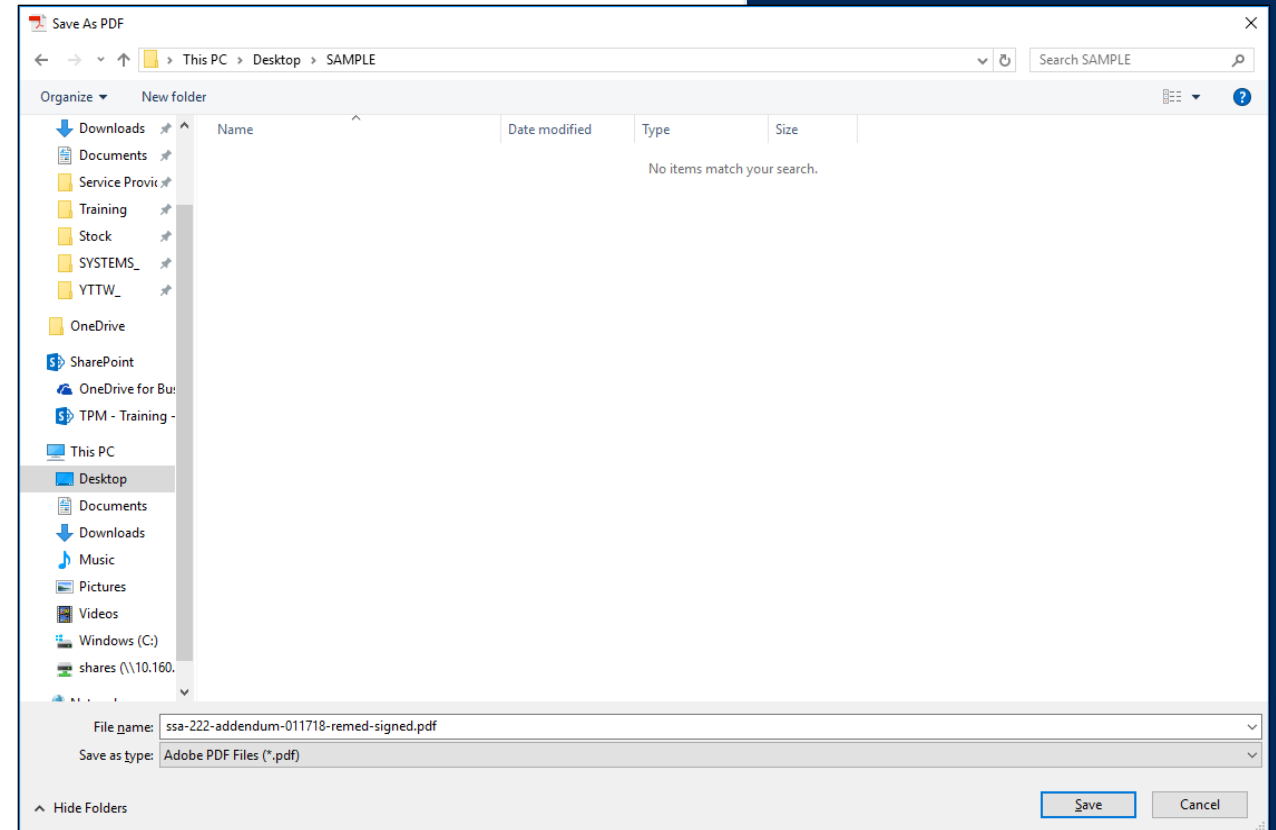


The screenshot shows a dialog box titled "Sign as 'Jane Doe'". At the top right is a close button (X). Below the title bar, there is a section for "Appearance" with a dropdown menu showing "Created 2018.11.13 14:10:09 -05'..." and two buttons: "Create" and "Edit". The main area of the dialog displays a digital signature. On the left is a handwritten signature in black ink that reads "Jane Doe". To the right of the signature, the text reads: "Digitally signed by Jane Doe" and "Date: 2018.11.13 14:10:09 -05'00'". Below the signature area, there is a checkbox labeled "Lock document after signing" which is currently unchecked. To the right of this checkbox is a link that says "View Certificate Details". At the bottom left, there is a password input field with a masked password ".....". At the bottom right, there are two buttons: "Back" and "Sign".

Security Awareness Form Signature Instructions

Electronically Signing PDFs (12 of 13)


- When you sign an electronic document, it will prompt you to save it as a new file.
- Add “-signed” to the end of the document file name to indicate that it is the signed version of the document.



Security Awareness Form Signature Instructions

Electronically Signing PDFs (13 of 13)

- The signed document will contain the configured and saved signature, along with the date and time stamp the digital signature was applied.

Name (Print/Type)		Phone Number	
Jane Doe		(555) 555-5555	
Signature (Sign)		Date (DD/MM/YY)	
 Digitally signed by Jane Doe Date: 2018.11.13 14:10:43 -05'00'		12/12/18	
Contract Number		Company Name (Print/Type)	
123456789		Sample Employment Network	



Submitting the Form

Security Awareness Form Signature Instructions

Submitting the Signed Form

- When submitting the Form SSA-222, only **page 5** (signature page) is required to be submitted.
- Submit the signed Form SSA-222 or the Addendum by email to TTW222@ssa.gov.
- Send related questions to TTW222@ssa.gov.
- **Include EN PID** in the subject of all emails to TTW222@ssa.gov.
- Do NOT encrypt the file.