



TICKET *to* Work

Security Awareness Form SSA-222 and Addendum Signature Instructions

2024



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 Social Security Administration's Ticket to Work website. The top navigation bar includes links for "Social Security Administration", "Social Security Work Site", "For Beneficiaries", and "For Service Providers". A search bar and the SSA logo are also present. The main navigation menu is highlighted on "Resources". The breadcrumb trail reads "Home / Resources / Forms".

On the left-hand side, a "Forms" sidebar menu lists various categories: Resource Documents, Red Book, Service Provider Outreach Toolkit, Brand Guidelines, Factsheets, WISE Webinar Resources, EN Media Resources, Marketing Materials, Ticket to Work Tutorials, Success Stories, Summit Report Toolkit, Beneficiary Satisfaction Survey Toolkit, and Beneficiary Satisfaction Survey FAQs. Below this are sections for "Ticket Terms A to Z" and "External Resources" (Disability Hiring, Federal Hiring).

The main content area is titled "Forms" and contains the following text: "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."

Under the "Maintenance" heading, a list of forms is provided:

- Form 1374: Ticket Program Agreement (TPA) Change Form (PDF)
- 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)
- Benefits Counseling Certification Addendum (PDF)

Under the "Suitability" heading, a list of documents is provided:

- EN Personnel Suitability Cover Sheet (PDF)
- Electronic Application Applicant Listing (XLS)
- Contractor Personnel Rollover Request Form (PDF)
- Fingerprint Scheduling Instructions (PDF)
- I-9 Approved Documents (PDF)
- Standard Form 85 (PDF)
- Declaration for Federal Employment OF-306 (PDF) *Updated!*

Under the "Services and Supports" heading, a note states: "Form SSA – 1370 is now available for use. The revised form has been submitted to the Office of Management".

Security Awareness Form Signature Instructions

Completing the Forms

- The Form SSA-222 and Addendum are both fillable forms.
- Type in all fillable information including your name above the signature line.
 - Please do not complete the form by hand.

Form SSA-222 (08-2022)	
Contractor Employee Name (Print/Type)	Date (MM/DD/YYYY)
John Doe	01/30/2024
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	###-###-####

SOCIAL SECURITY ADMINISTRATION Form SSA-222 Addendum (01-2023)

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.

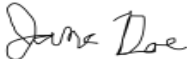
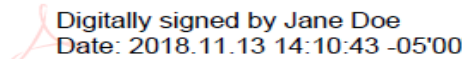
I certify that all staff listed below have read, understands, and agrees to the information contained on Form SSA-222. A signed copy of form SSA-222 will be kept on file at my organization for all staff listed on this form.


Employee Name (Print/Type)	TTW Program Start Date (MM/DD/YY)	Job Title (Print/Type)	Date (MM/DD/YY)

Name (Print/Type)	Phone Number
Signatory Authority or Suitability Contact	###-###-####
Signature (Sign)	Date (MM/DD/YY)
	01/30/24
Contract Number	Company Name (Print/Type)
Award/Contract number: (E#####)	EN Name: ABC EN

Adding a Signature

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

Name (Print/Type)		Phone Number	
Jane Doe		(555) 555-5555	
Signature (Sign)		Date (DD/MM/YY)	
 		12/12/18	
Contract Number		Company Name (Print/Type)	
123456789		Sample Employment Network	

Form SSA-222 (08-2022)		Page 5 of 5
Contractor Employee Name (Print/Type)		Date (MM/DD/YYYY)
John Doe		01/30/2024
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		###-###-####



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 has the following fields:

- 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" (which is 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

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 text "Apply a password to protect the Digital ID:" is followed by a password input field with a red strength indicator. Underneath, the text "Confirm the password:" is followed by 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 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" followed by "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 of the dialog, there is a text input field with the placeholder text "Enter the Digital ID PIN or Password...". To the right of this field 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**.



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

<input checked="" type="checkbox"/> Name	<input type="checkbox"/> Distinguished Name
<input checked="" type="checkbox"/> Date	<input type="checkbox"/> Adobe Acrobat Version
<input type="checkbox"/> Location	<input checked="" type="checkbox"/> Logo
<input type="checkbox"/> Reason	<input checked="" type="checkbox"/> Labels

Text Direction

Auto

Digits format

0123456789

Preset name

Cancel Save

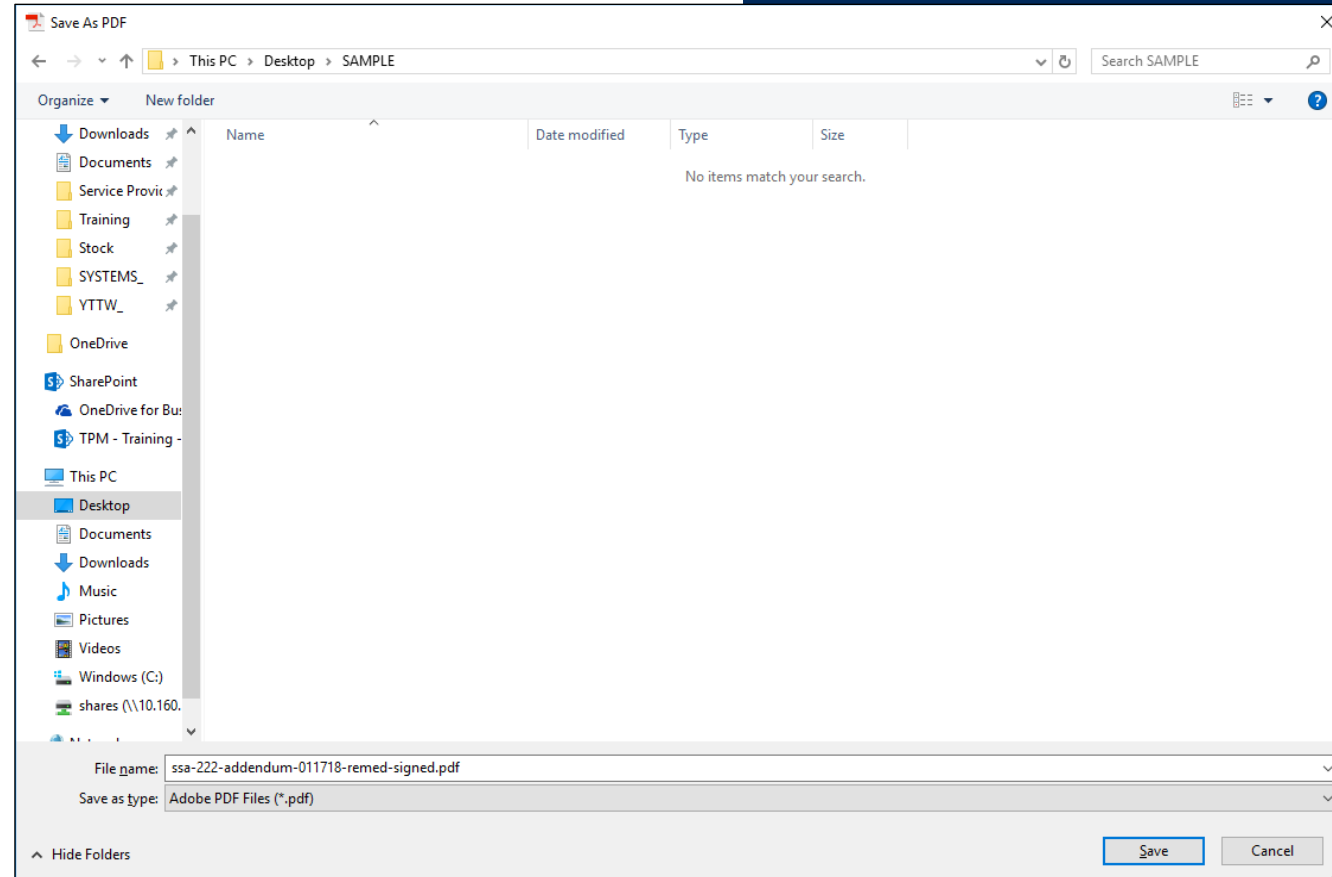
Electronically Signing PDFs (11 of 13)

- 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 window titled "Sign as 'Jane Doe'" with a close button (X) in the top right corner. 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 window displays a handwritten signature "Jane Doe" in black ink, overlaid with a red digital signature line. To the right of the signature, the text reads: "Digitally signed by Jane Doe Date: 2018.11.13 14:10:09 -05'00'". Below this, there is a checkbox labeled "Lock document after signing" which is currently unchecked, and a link "View Certificate Details". At the bottom, there is a password input field with a masked password "....." and two buttons: "Back" and "Sign".

Electronically Signing PDFs (12 of 13)

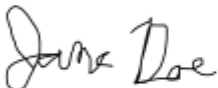
- When you sign an electronic document, it will prompt you to save it as a new file.
- Add “-signed” to the end of the document file name to indicate that it is the signed version of the document.



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.