Security Awareness Form SSA-222 and Addendum Signature Instructions

2025

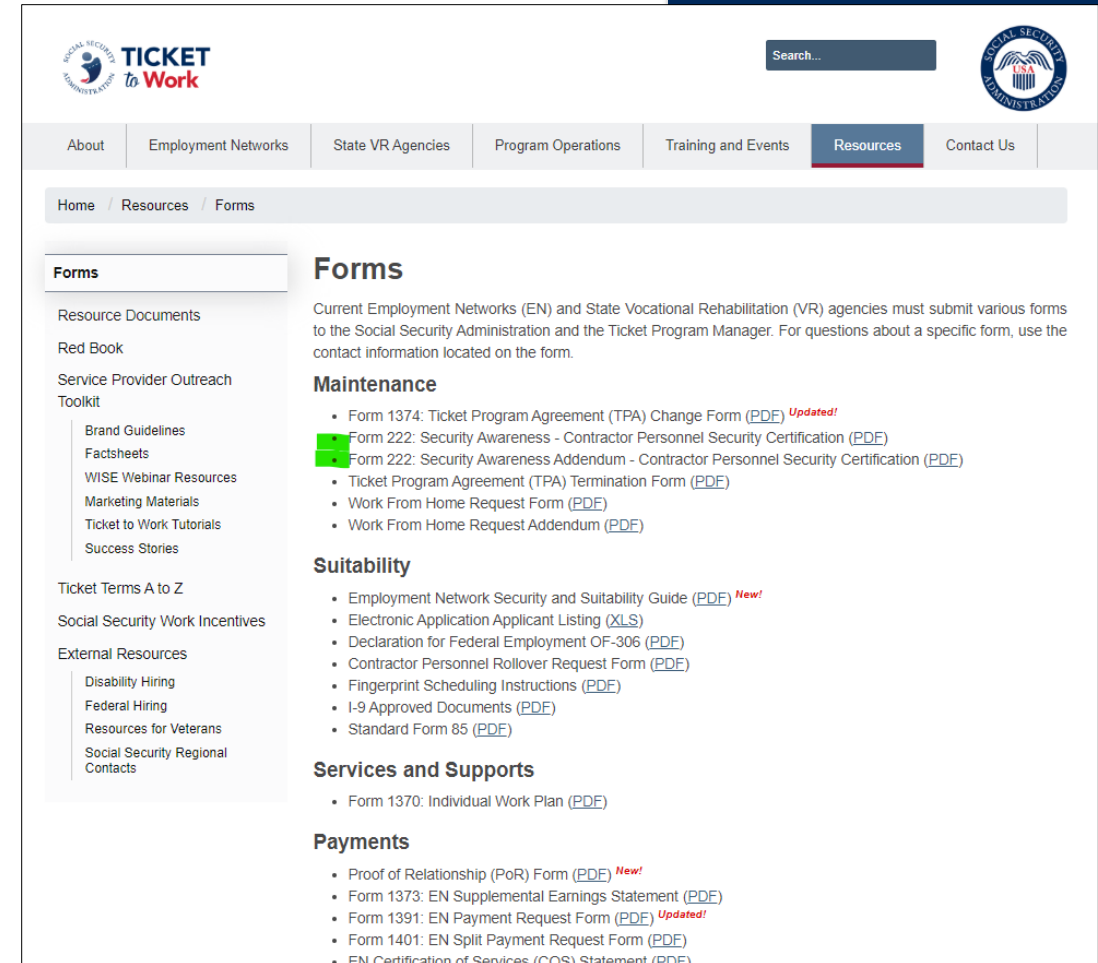Security Awareness Form Signature Instructions

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.

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 ___ nderstand that any questions I may have concerning authorization(s) to access SSA information and ___ ns should be directed in accordance with the terms of the contract and/or agreement. I have read, understand, ___ llowing conditions:

___ someone with authorized access who uses that access, intentionally or unintentionally, to harm the security of ___ Nation. The individual with authorized access may attempt to wittingly or unwittingly harm the security of the ___ spionage, terrorism, unauthorized disclosure of sensitive information, or the loss or degradation of agency ___ bilities.

___ a potential insider threat, **I will** report the incident to SSAITP@ssa.gov and, as appropriate, in accordance ___ rsonally identifiable information and incident reporting requirements in the contract or agreement under which I ___

___ uard federal information and information systems from exploitation, compromise, espionage, terrorism, or other ___ d use and disclosure.

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

TICKET to Work

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.

SOCIAL SECURITY ADMINISTRATION   Form SSA-222 Addendum (12-2024)

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)
Employee Name (Print/Type)	Date (MM/DD/YYYY)

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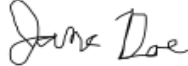
Name (Print/Type)	Phone Number
Signature (Sign)	Date (MM/DD/YYYY)
Contract Number	Company Name (Print/Type)

Add additional employees

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

TICKET to Work

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)
Jane Doe 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

TICKET to Work

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.

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 <u>must</u> be sent in pdf format.
    - o Other file formats will be rejected.
  - Include your EN Name or PID (Provider Identification) number in the file name.

TICKET *to* **Work**

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.

TICKET *to* Work

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.

Electronically Signing PDFs (3 of 13)

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

Electronically Signing PDFs (4 of 13)

- Select **Save to File** and click 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	Jane Doe
Organizational Unit	*Enter Organizational Unit…*
Organization Name	Sample Employment Network
Email Address	janedoe@sampleemploymentnetwork.com
Country/Region	US - UNITED STATES
Key Algorithm	2048-bit RSA
Use Digital ID for	Digital Signatures

Back   Continue

TICKET to Work

Security Awareness Form Signature Instructions

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.

Save the self-signed Digital ID to a file ✕

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.

Save the Digital ID file in a known location so that you can copy or backup it.

Your Digital ID will be saved at the following location :

C:\Users\JaneDoe\Desktop\JaneDoe.pfx   Browse

Apply a password to protect the Digital ID:

••••••••

Confirm the password:

••••••••

? Back Save

TICKET to Work

Electronically Signing PDFs (7 of 13)
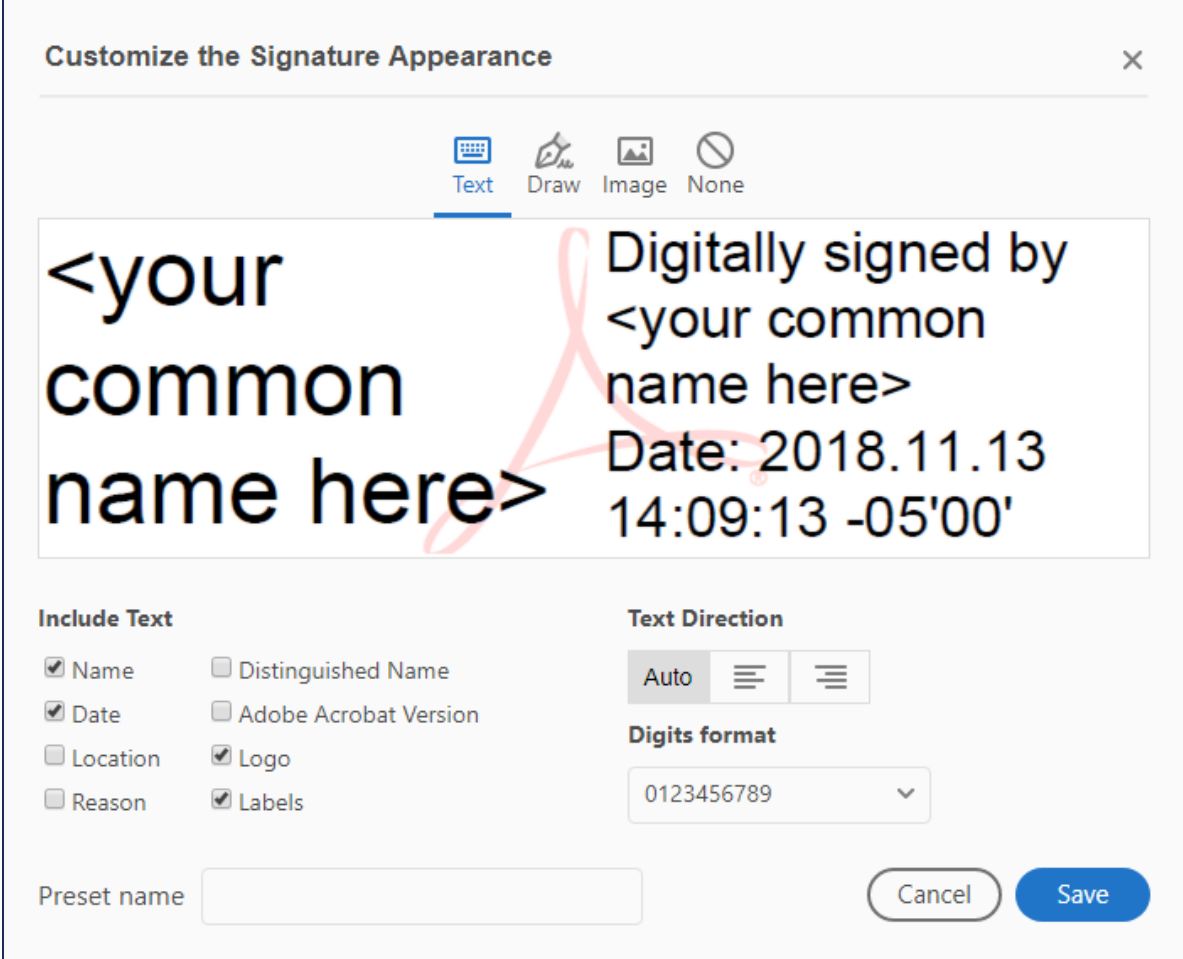
- Select the **Create** button in the top right-hand corner to customize the appearance of your electronic signature.

Sign as "Jane Doe" ×

Appearance | Standard Text ▼ | Create

Jane Doe

Digitally signed by Jane Doe
Date: 2018.11.13
14:08:09 -05'00'

☐ Lock document after signing   View Certificate Details

Enter the Digital ID PIN or Password...   Back   Sign

TICKET to Work

Electronically Signing PDFs (8 of 13)

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

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**.

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**.

TICKET to Work

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.
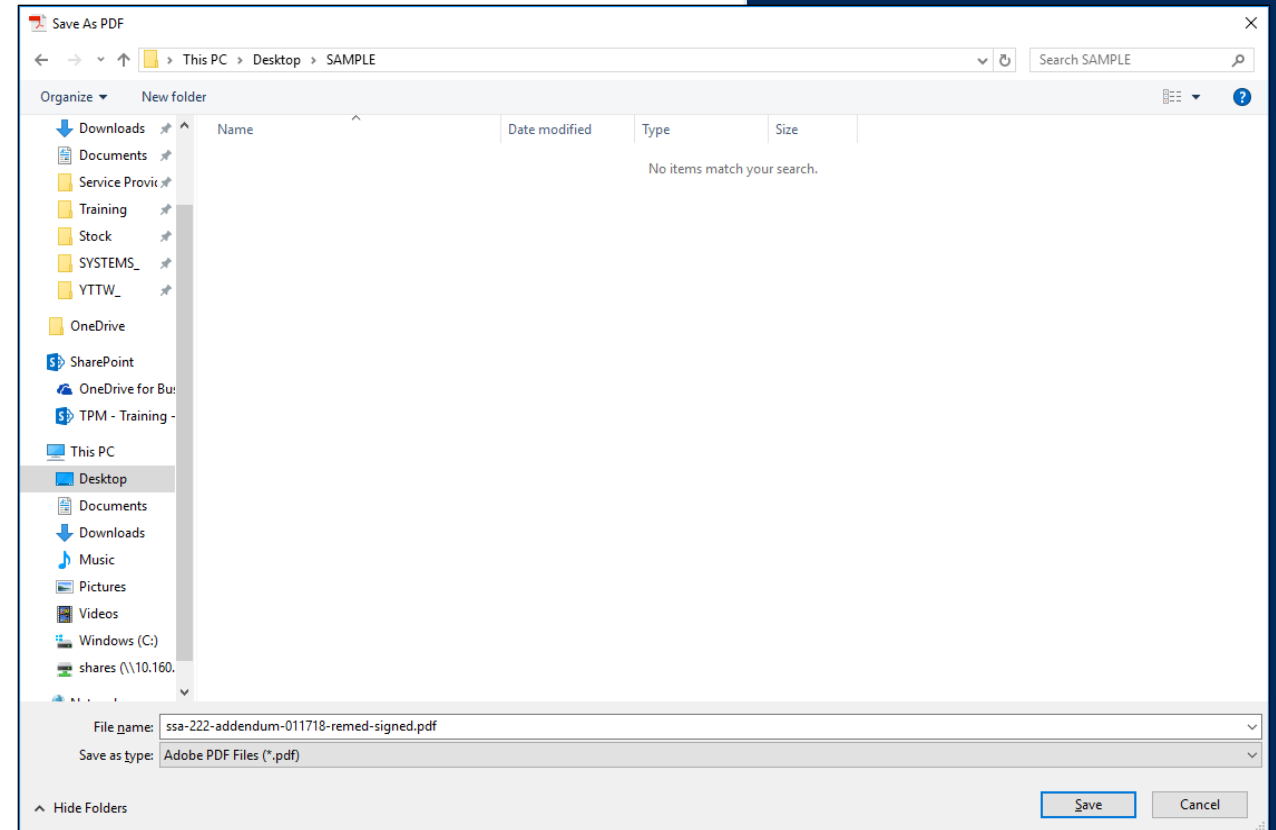
Electronically Signing PDFs (13 of 13)

■ 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)
Jane Doe 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.