



Security Awareness Training



Security Awareness Training

Completing Security Awareness Training

- Similar to last year, Security Awareness Training will be completed in conjunction with the APOR
- All EN staff will be required to review, sign and submit the SSA-222 and/or Addendum forms by Thursday, February 28, 2019
- **New this year** - Completed forms will be signed electronically and submitted to
SecurityAwarenessTraining222@yourtickettowork.ssa.gov

Security Awareness Training

Who Needs to Complete the Training Form?

- All EN staff must complete a SSA-222 regardless of systems access
- A completed SSA-222 must keep on file at the office location for all EN staff
- If your EN has multiple staff, the SSA-222 Addendum must be completed by the Signatory Authority or Suitability Contact and submitted to SSA annually
 - All staff must be listed on the Addendum to confirm a SSA-222 is kept onsite

Security Awareness Training

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 SSA-222 form and the addendum are located under the **Maintenance** heading

Social Security Administration Social Security Work Site For Beneficiaries For Service Providers Bigger Text Smaller Text

 Search...

SOCIAL SECURITY ADMINISTRATION

TTW / Resources / Forms

Forms

Resource Documents
Service Provider Outreach Toolkit
Ticket Terms A to Z
Work Incentives
External Resources
Federal Hiring
Resources for Veterans
Disability Hiring

Maintenance

- Form 1374: Ticket Program Agreement (TPA) Change Form ([PDF](#) New!)
- Form 222: Security Awareness - Contractor Personnel Security Certification ([PDF](#))
- Form 222: Security Awareness Addendum - Contractor Personnel Security Certification ([PDF](#) New!)
- Ticket Program Agreement (TPA) Termination Form ([PDF](#) New!)

Suitability

- EN Personnel Suitability Cover Sheet ([PDF](#) Updated!)
- e-QIP Applicant Listing ([XLS](#) Updated!)
- Contractor Personnel Rollover Request Form ([PDF](#) New! Updated!)
- Fingerprint Scheduling Instructions ([PDF](#) New! Updated!)
- I-9 Approved Documents ([PDF](#) New! Updated!)
- Standard Form 85 ([PDF](#))
- Fair Credit Authorization Form ([PDF](#))
- Declaration for Federal Employment OF-306 ([PDF](#))

Services and Supports

Form SSA – 1370 is now available for use. The revised form has been submitted to the Office of Management and Budget (OMB) for clearance. In the interim, Social Security is providing the revised document to be used as a guide to help ENs develop IWPs with their Ticket Holders.

- Form 1370: Individual Work Plan ([PDF](#))
- EN Certification of Services (COS) Statement ([PDF](#))
- Telephone Message Documentation ([PDF](#) New!)
- Certified Letter Documentation ([PDF](#) New!)

Payments

- Form 1373: EN Supplemental Earnings Statement ([PDF](#))
- Form 1391: EN Payment Request Form ([PDF](#))
- Form 1401: EN Split Payment Request Form ([PDF](#))
- Employer-Prepared Earnings Statement ([PDF](#))

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Completing the SSA-222 Addendum

- To expedite the process, TPM will be collecting the SSA-222 Addendum using electronic signatures
 - ENs are responsible for maintaining a copy of the SSA-222 with a physical signature on file for all employees
 - The date on the SSA-222s on file must match the dates listed on the SSA-222 Addendum for each employee
- In order to electronically sign the Addendum, download the most recent version of Adobe Reader (free) available at <https://get.adobe.com/reader/>
- The Signatory Authority must sign the SSA-222 Addendum and be sure to list all employees in the top portion of the form
- **The addendum must be signed and submitted by Feb 28**

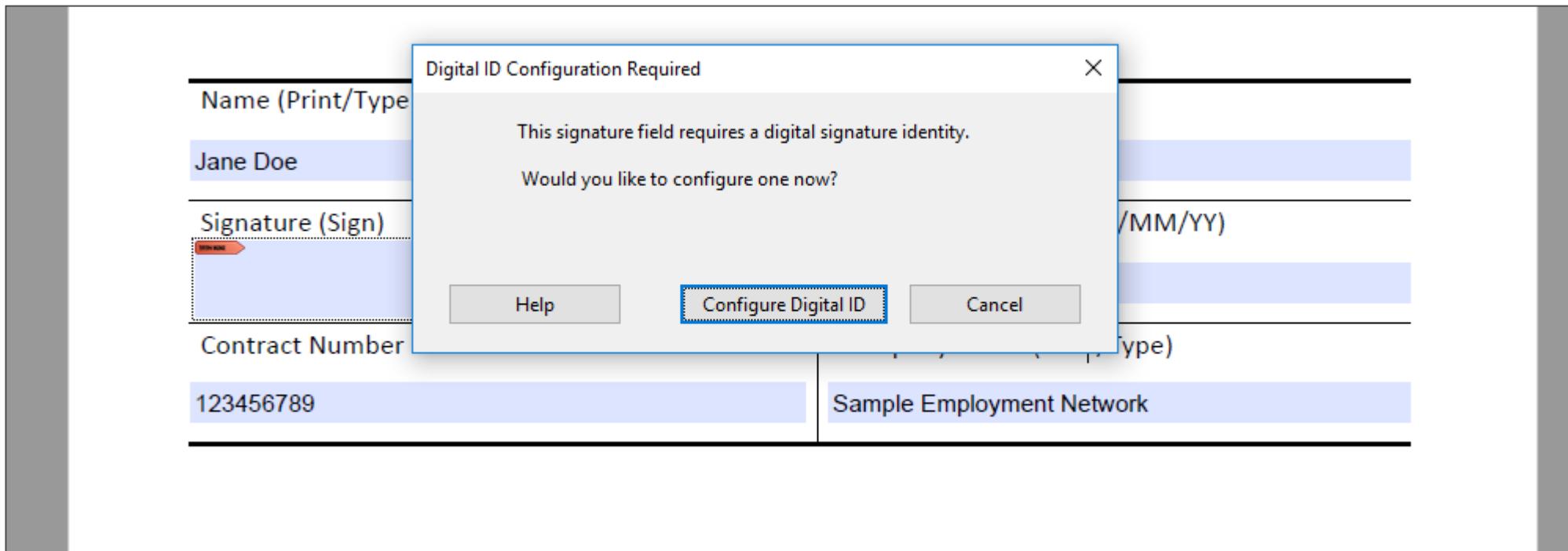
Security Awareness Training

Electronically Signing PDFs (1 of 13)

Name (Print/Type)	Phone Number
Jane Doe	(555) 555-5555
Signature (Sign)	Date (DD/MM/YY)
	12/12/18
Contract Number	Unsigned signature field (Click to sign) Int/Type
123456789	Sample Employment Network

Security Awareness Training

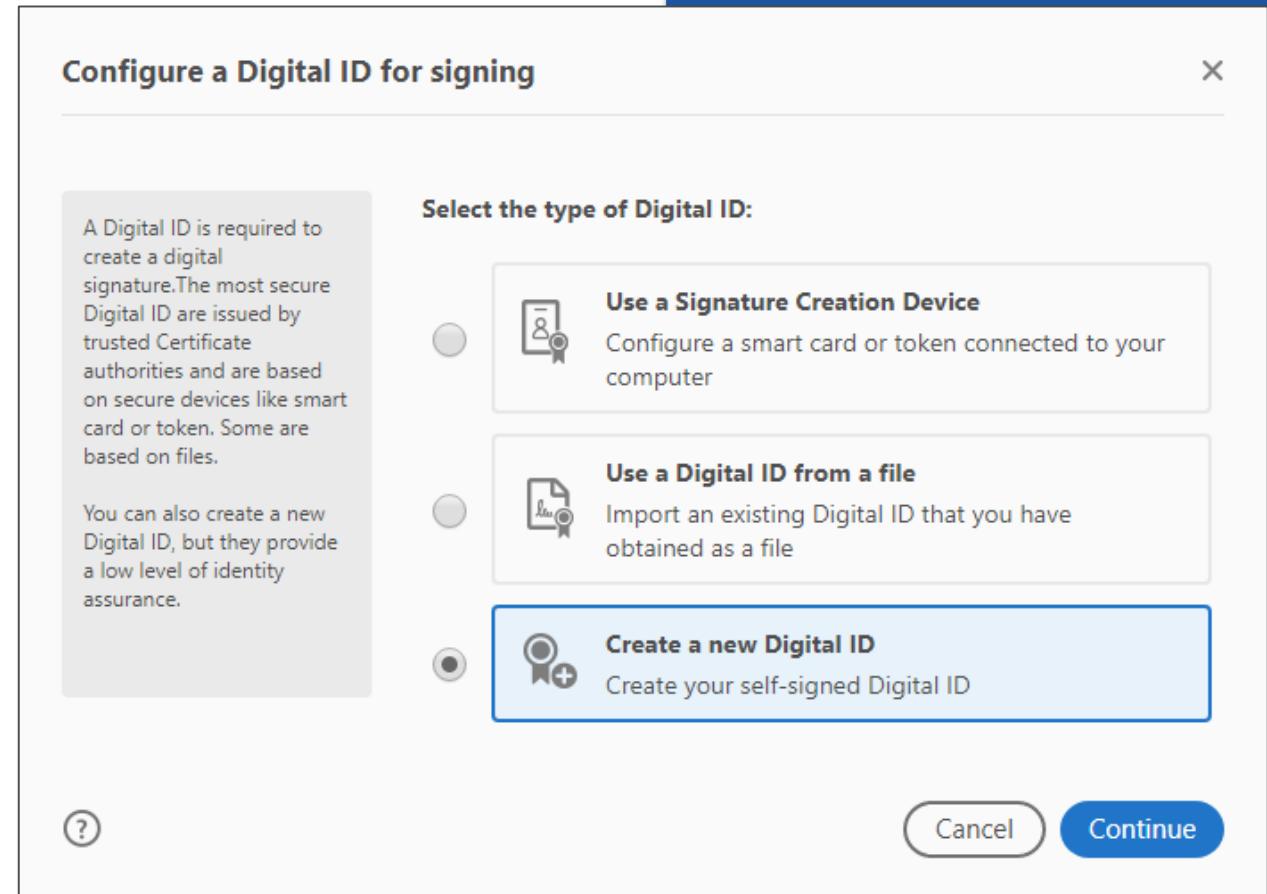
Electronically Signing PDFs (2 of 13)



Security Awareness Training

Electronically Signing PDFs (3 of 13)

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



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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

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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	<i>Enter Organizational Unit...</i>
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

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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
 - This file will allow you to digital sign other documents in the future without having to follow this process again
- 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 ×

Your Digital ID will be saved at the following location :

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

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.

Apply a password to protect the Digital ID:

.....

Confirm the password:

.....

? Back Save

Security Awareness Training

Electronically Signing PDFs (7 of 13)

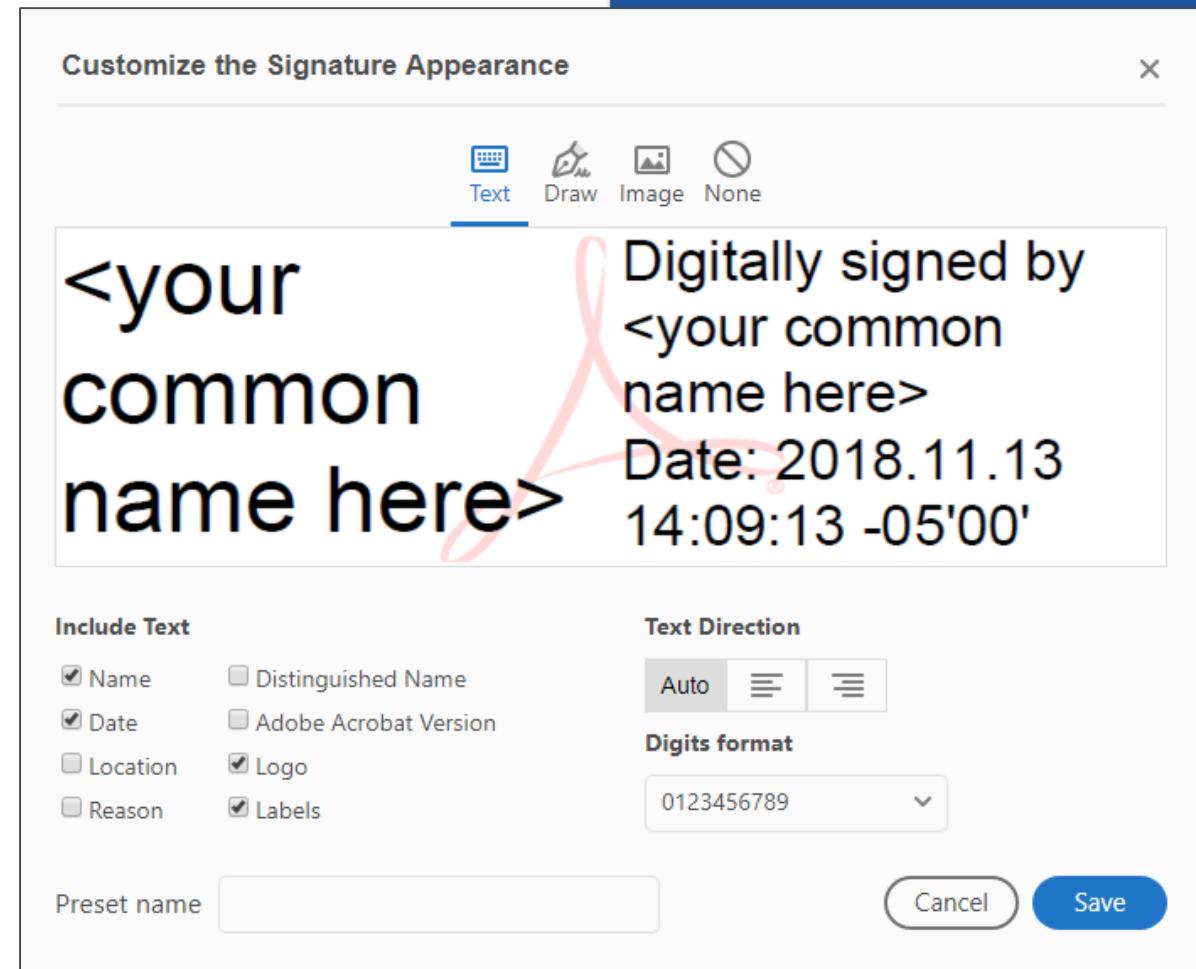
- Select the **Create** button in the top right hand corner to customize the appearance of your electronic signature



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Electronically Signing PDFs (8 of 13)

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



Security Awareness Training

Electronically Signing PDFs (9 of 13)

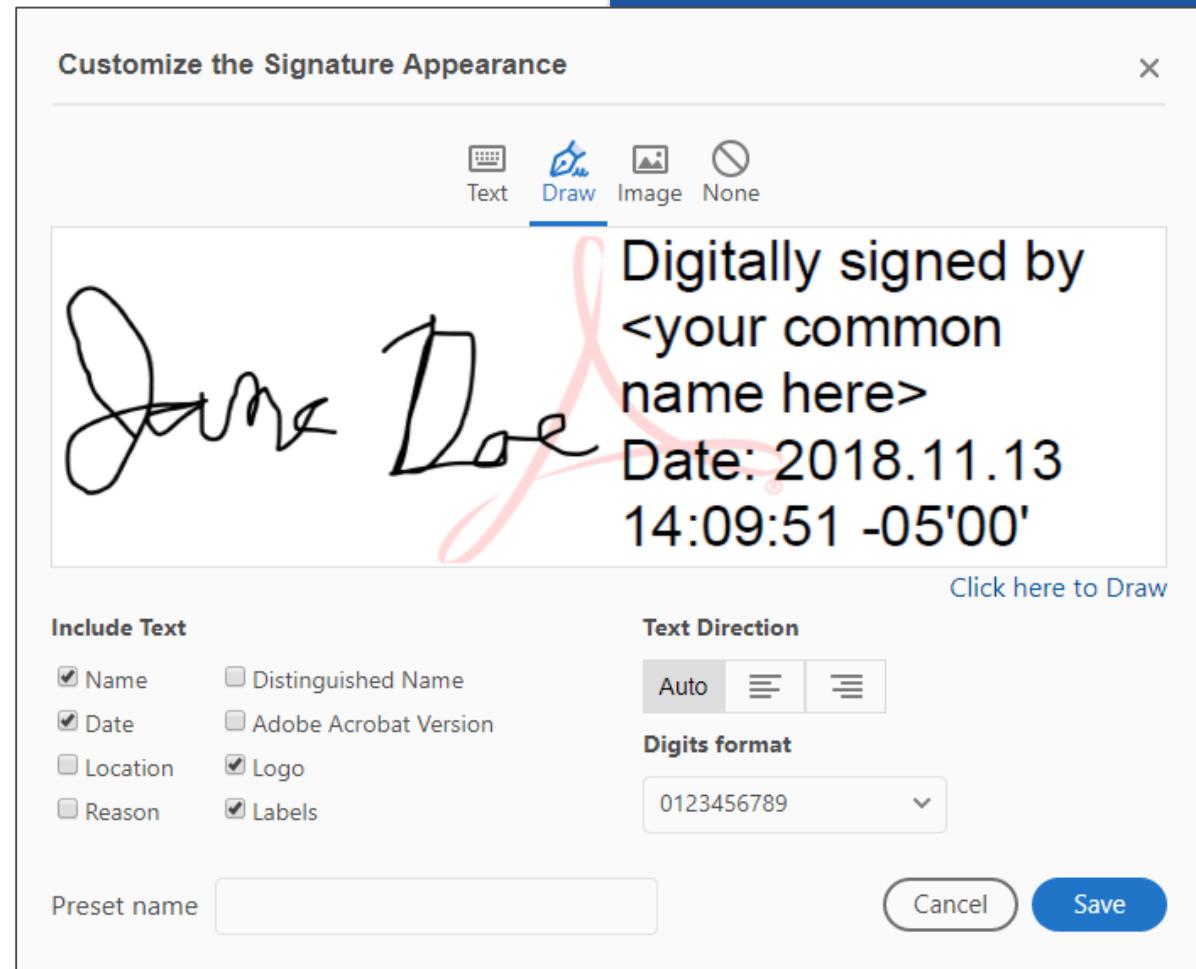
- Use your mouse to “draw” your signature
- Hold the mouse button and move the cursor to draw
 - Release the mouse button to stop drawing and move the cursor as necessary
 - If you make a mistake, use the **Clear** button in the bottom left hand corner to re-try
 - Once you’re happy with the signature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



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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**



Security Awareness Training

Electronically Signing PDFs (11 of 13)

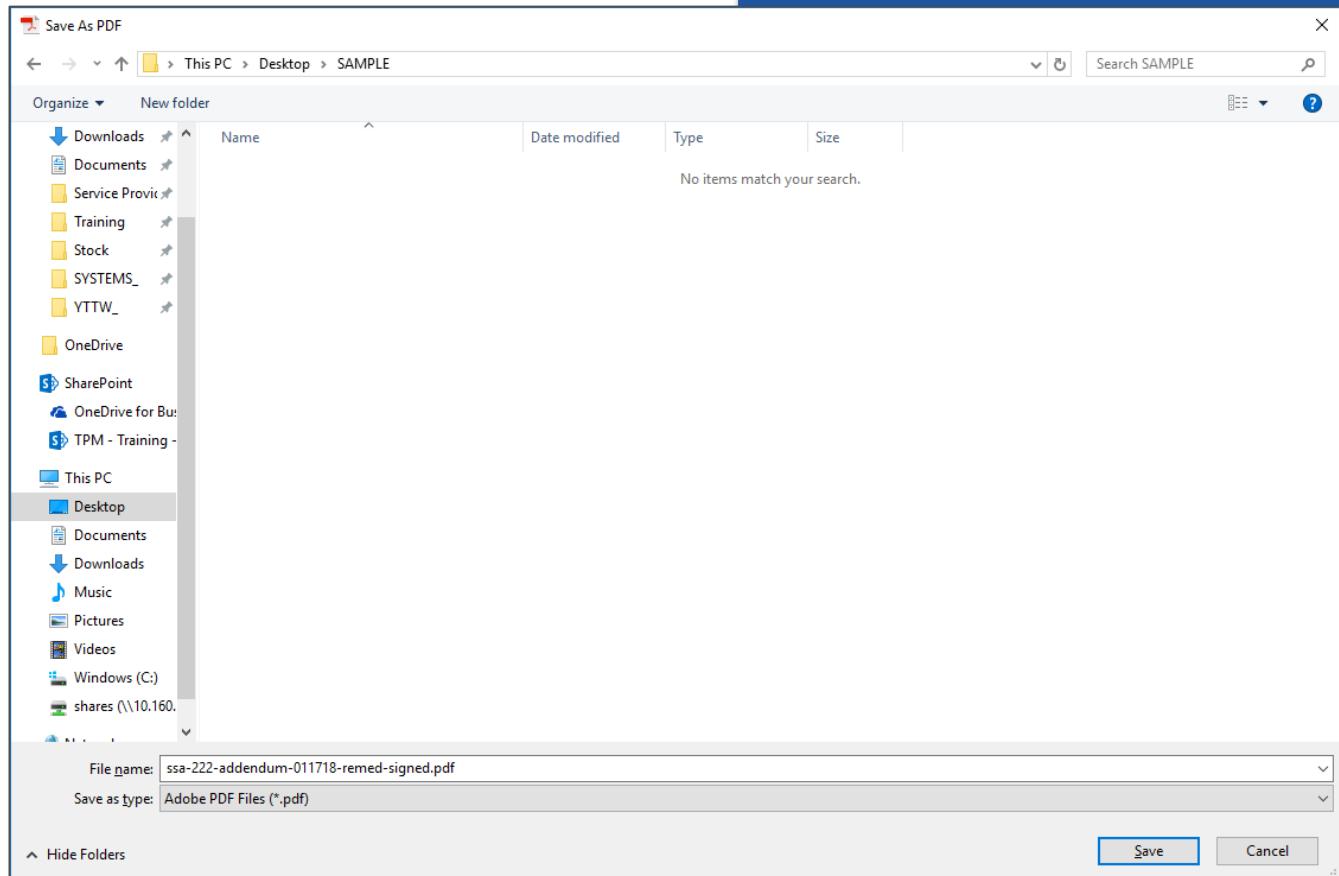
- You've now saved an electronic signature file with a custom appearance
 - This will be saved on your computer for future use
 - As long as you use the same computer, you won't have to perform these steps to sign PDF documents in the future
- Type in the password you previously created in the bottom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



Security Awareness Training

Electronically Signing PDFs (12 of 13)

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



Security Awareness Training

Electronically Signing PDFs (13 of 13)

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