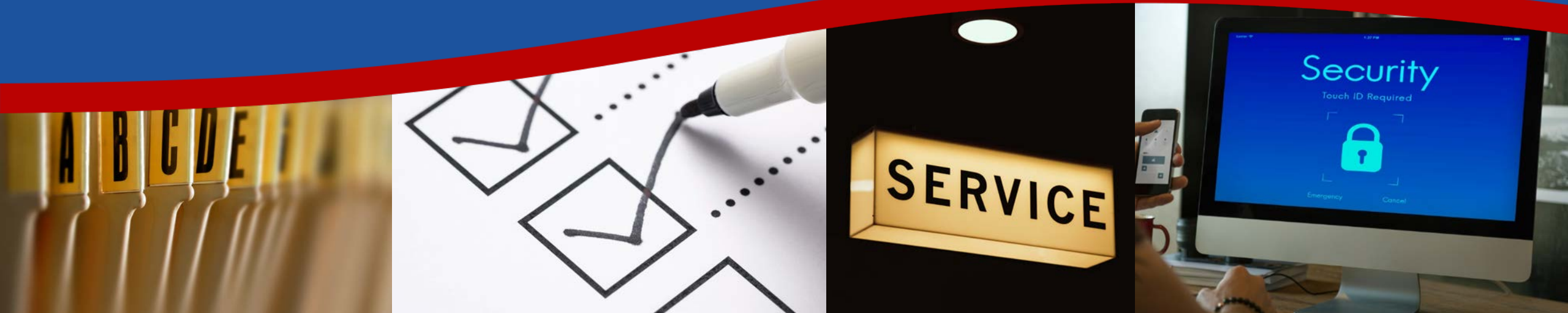


Security Awareness Training



Completing Security Awareness Training

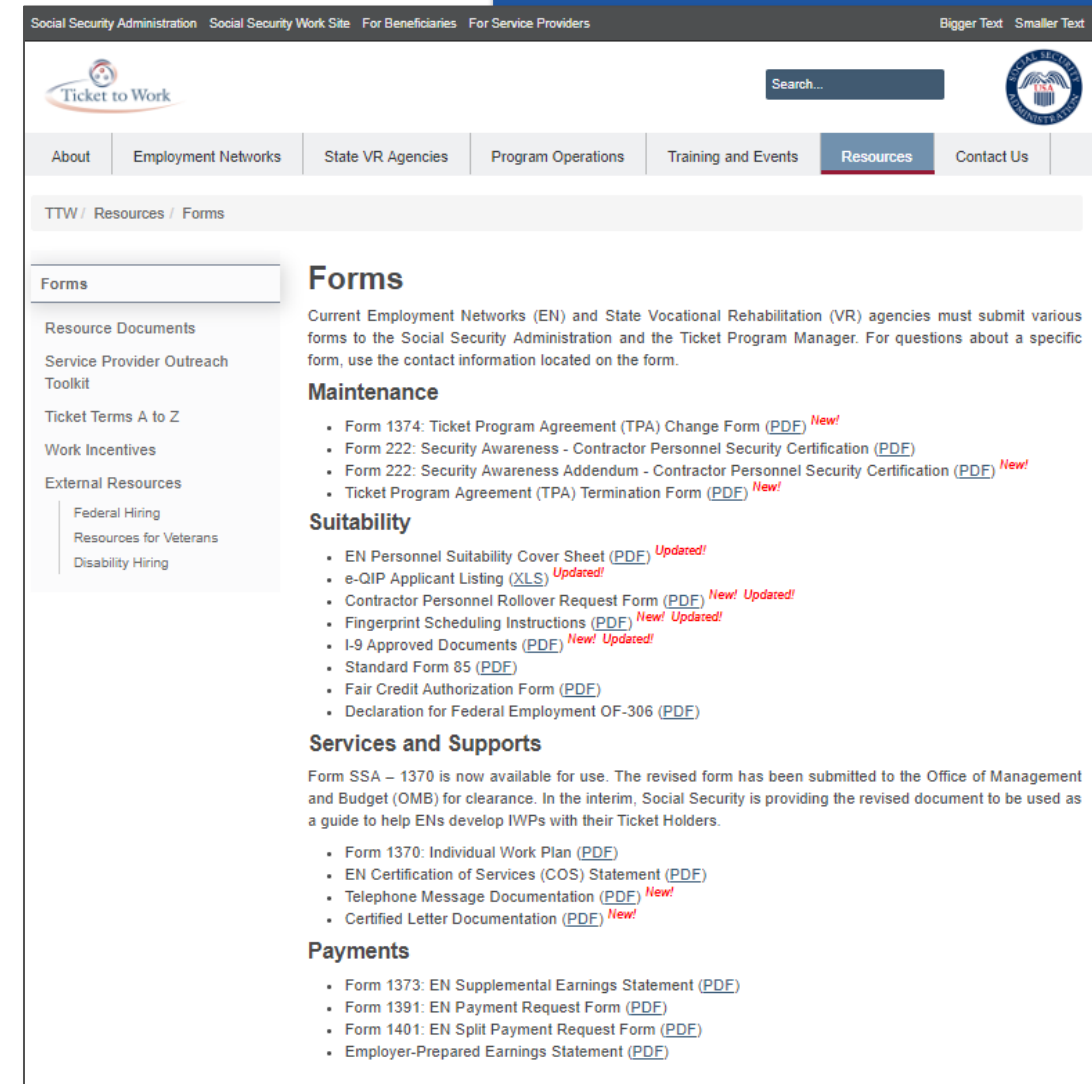
- Similar to last year, Security Awareness Training will be completed in conjunction with the APOR
- All EN staff will be required to review, sign and submit the SSA-222 and/or Addendum forms by Thursday, February 28, 2019
- **New this year** - Completed forms will be signed electronically and submitted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

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



The screenshot shows the Ticket to Work website interface. At the top, there is a navigation bar with links for Social Security Administration, Social Security Work Site, For Beneficiaries, and For Service Providers. A search bar is located on the right. Below the navigation bar, a menu highlights 'Resources'. The main content area is titled 'Forms' and lists various documents under different categories: Resource Documents, Service Provider Outreach Toolkit, Ticket Terms A to Z, Work Incentives, and External Resources. The 'Forms' section is expanded, showing a list of forms under the 'Maintenance' heading, including Form 1374, Form 222, and Form 222 Addendum. Other sections include 'Suitability' and 'Services and Supports', each with a list of forms. The 'Payments' section is also visible at the bottom.

Social Security Administration Social Security Work Site For Beneficiaries For Service Providers

Search...

Ticket to Work

About Employment Networks State VR Agencies Program Operations Training and Events **Resources** Contact Us

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

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) *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)

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) Print/Type)	
123456789		Sample Employment Network	

Security Awareness Training

Electronically Signing PDFs (2 of 13)

The screenshot shows a PDF form with the following fields:

- Name (Print/Type):** Jane Doe
- Signature (Sign):** A blue rectangular box with a red 'SIGNATURE' label and a dotted border.
- Contract Number:** 123456789
- Date:** /MM/YY
- Text:** Sample Employment Network

A dialog box titled "Digital ID Configuration Required" is overlaid on the signature field. It contains the 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 dotted border), and "Cancel".

Security Awareness Training

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 ID 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:

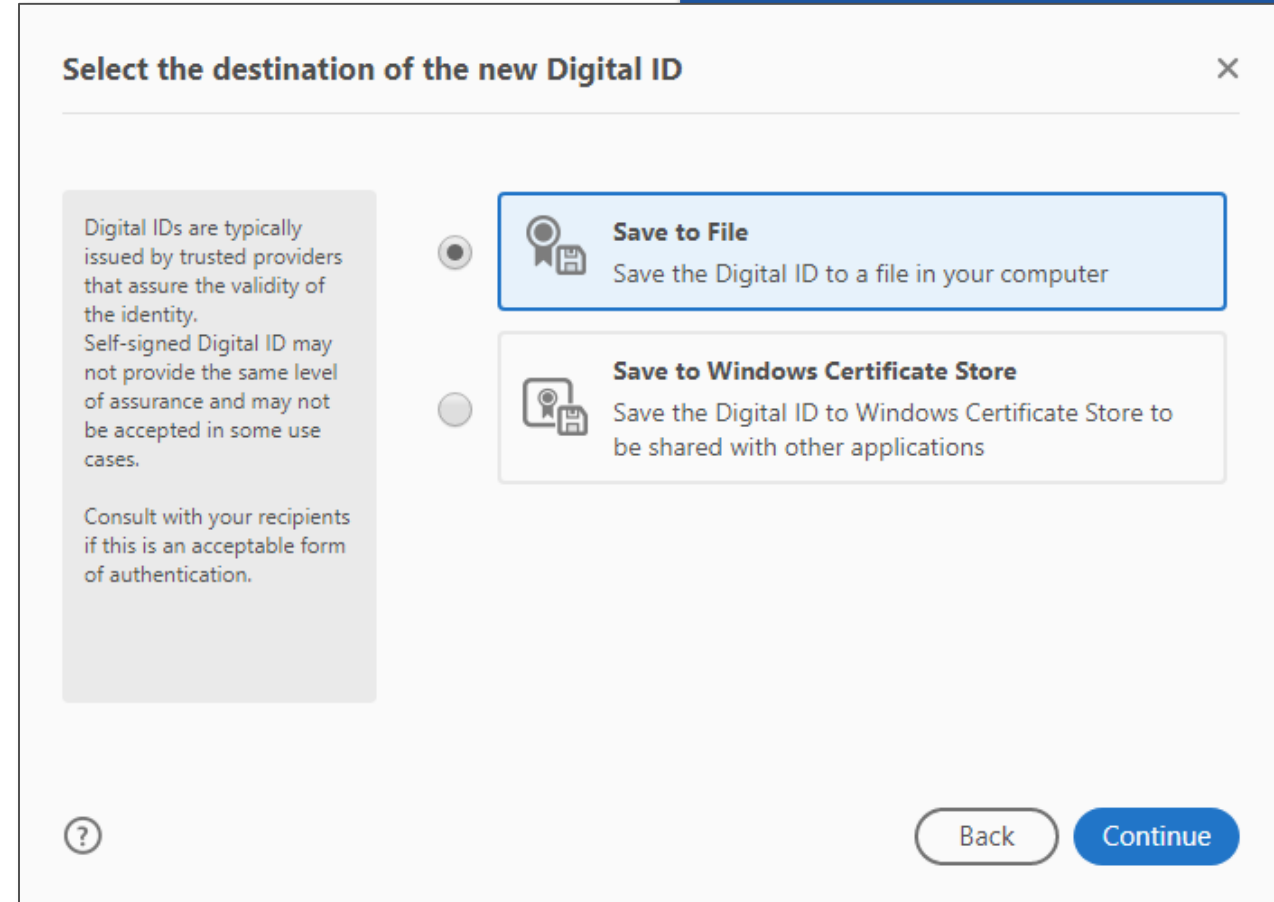
- ☐ **Use a Signature Creation Device**
Configure a smart card or token connected to your computer
- ☐ **Use a Digital ID from a file**
Import an existing Digital ID that you have obtained as a file
- ☒ **Create a new Digital ID**
Create your self-signed Digital ID

? Cancel Continue

Security Awareness Training

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	<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"/>

?BackContinue

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

The screenshot shows a Windows-style 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 light gray box contains two paragraphs of instructional text: "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." Below this text is a question mark icon. On the right, the text "Your Digital ID will be saved at the following location :" is followed by a text box containing the path "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 right, there are "Back" and "Save" buttons. A help icon (?) is located at the bottom left of the dialog.

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](#)

Back

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

<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 (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**



Security Awareness Training

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

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**

Sign as "Jane Doe" [X]

Appearance Created 2018.11.13 14:10:09 -05'... [v] [Create] [Edit]

Jane Doe Digitally signed by Jane Doe
Date: 2018.11.13 14:10:09 -05'00'

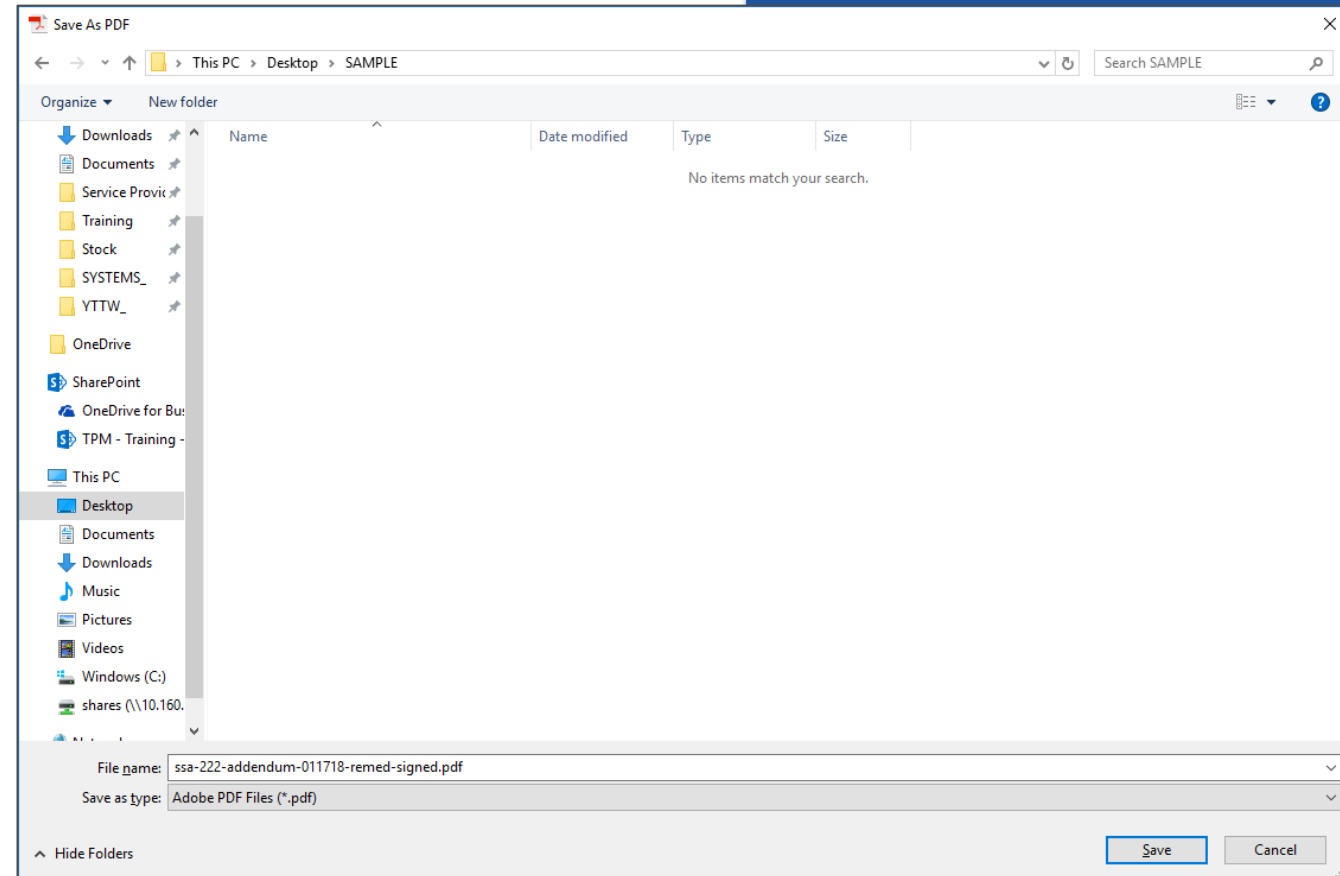
☐ Lock document after signing [View Certificate Details]

..... [Back] [Sign]

Security Awareness Training

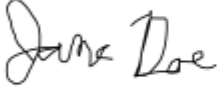
Electronically Signing PDFs (12 of 13)

- 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