Security Awareness Form

Security Awareness Form

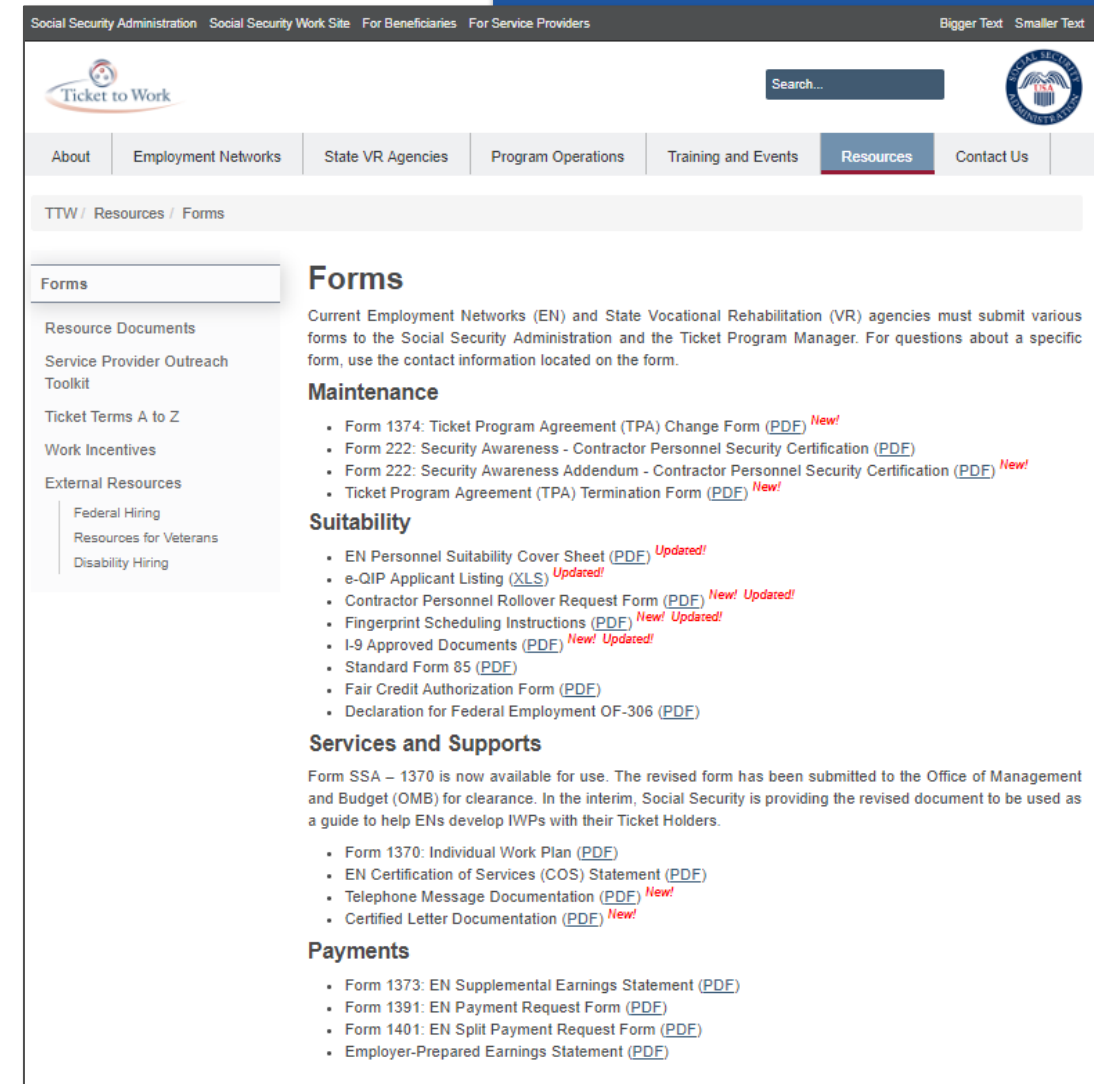# Completing SSA-222 Security Awareness Form

- Similar to last year, the Security Awareness Form 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 Monday, February 28, 2022

- Completed forms will be signed electronically and submitted to SecurityAwarenessTraining222@yourtickettowork.ssa.gov

Ticket to Work

Security Awareness Form
Who Needs to Complete the SSA-222 Form?

- All EN staff must complete an SSA-222 Form regardless of systems access

- ENs must keep a completed SSA-222 Form on file at their 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 the SSA-222 form is kept onsite

Ticket to Work

Security Awareness Form

SSA-222 Form 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

Security Awareness Form
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 Form
Electronically Signing PDFs (1 of 13)

Electronically Signing PDFs (2 of 13)

Security Awareness Form
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

Ticket to Work

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

Ticket to Work

Security Awareness Form
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

Ticket to Work

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

Ticket to Work

Security Awareness Form
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

Security Awareness Form
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

Ticket to Work
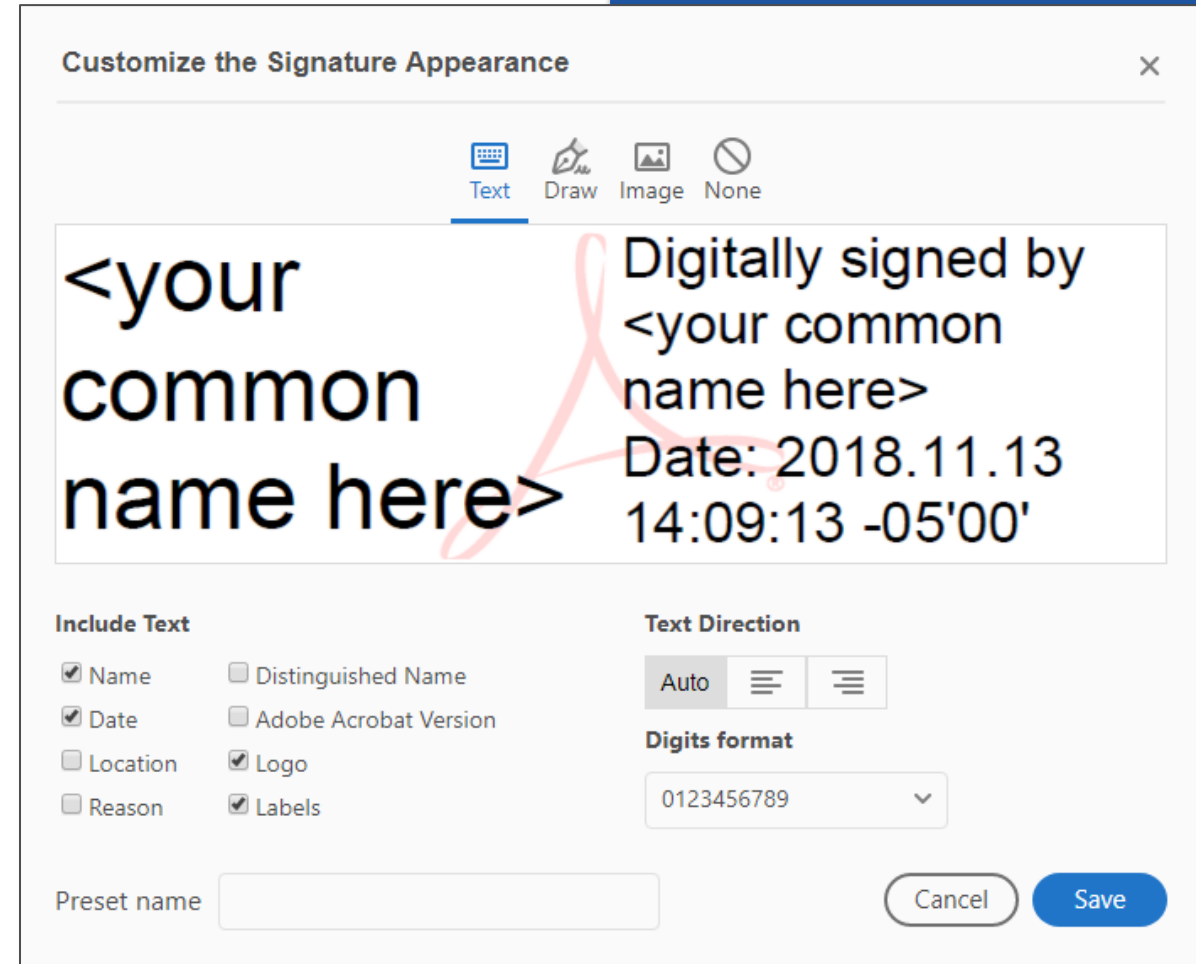
Security Awareness Form
Electronically Signing PDFs (9 of 13)

- 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 Form
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 Form
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**

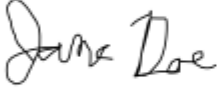Ticket to Work

Security Awareness Form
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
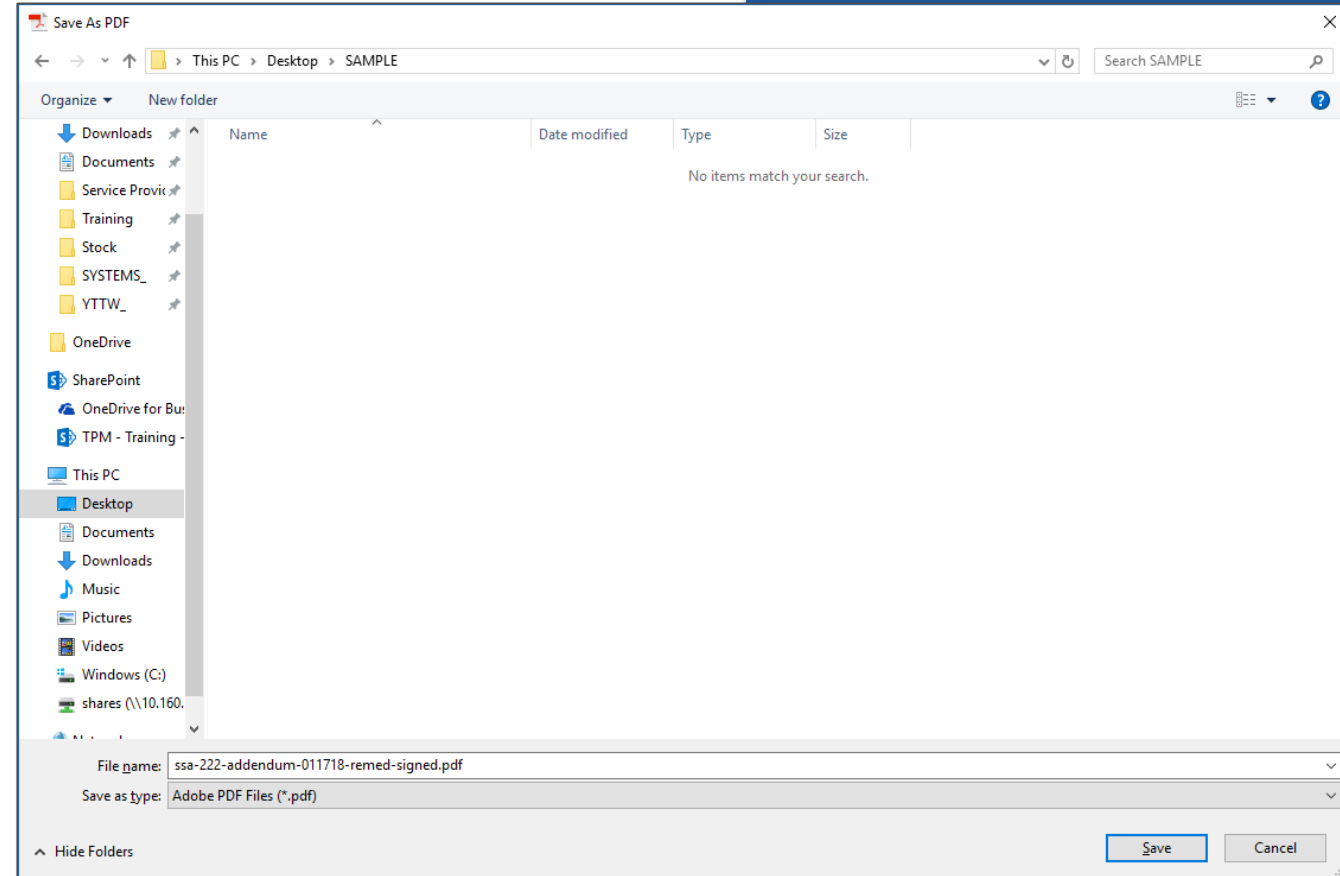
Security Awareness Form
Electronically Signing PDFs (13 of 13)

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