



# TICKET *to* Work

## Security Awareness Form



## Completing SSA-222 Security Awareness Form

- 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.
- The SSA-222 form requires a wet signature.
- Completed Addendum forms will be signed electronically and submitted to [SecurityAwarenessTraining222@yourtickettowork.ssa.gov](mailto:SecurityAwarenessTraining222@yourtickettowork.ssa.gov)

## 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.

# SSA-222 Form and Addendum

- Go to [YourTicketToWork.ssa.gov](https://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 displays the 'Ticket to Work' website interface. At the top, there is a navigation bar with links for 'About', 'Employment Networks', 'State VR Agencies', 'Program Operations', 'Training and Events', 'Resources' (highlighted), and 'Contact Us'. A search bar is located on the right side of the navigation bar. Below the navigation bar, the breadcrumb trail reads 'TTW / Resources / Forms'. The main content area is titled 'Forms' and is divided into several sections:

- Forms**: A list of forms including '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!*', and 'Ticket Program Agreement (TPA) Termination Form (PDF) *New!*'.
- Maintenance**: A list of forms including '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!*', and 'Ticket Program Agreement (TPA) Termination Form (PDF) *New!*'.
- Suitability**: A list of forms including '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)', and 'Declaration for Federal Employment OF-306 (PDF)'.
- Services and Supports**: A list of forms including 'Form 1370: Individual Work Plan (PDF)', 'EN Certification of Services (COS) Statement (PDF)', 'Telephone Message Documentation (PDF) *New!*', and 'Certified Letter Documentation (PDF) *New!*'.
- Payments**: A list of forms including 'Form 1373: EN Supplemental Earnings Statement (PDF)', 'Form 1391: EN Payment Request Form (PDF)', 'Form 1401: EN Split Payment Request Form (PDF)', and 'Employer-Prepared Earnings Statement (PDF)'.

## Completing the SSA-222 Addendum

- The SSA-222 Form will require a physical (wet) signature.
  - ENs are responsible for maintaining a copy of the SSA-222 with a physical signature on file for all employees.
- To expedite the process, TPM will be collecting the SSA-222 Addendum using electronic signatures.
  - 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.

## Electronically Signing PDFs (1 of 13)

- After downloading the Adobe Reader, open the **Form 222: Security Awareness Addendum** with Electronic Signature Field.
- 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 utilizing Adobe digital signature, the system will require a digital signature to be configured prior to signing the form.

The screenshot shows a PDF form with several fields. A dialog box titled "Digital ID Configuration Required" is overlaid on the form. The dialog box contains the following text:

Digital ID Configuration Required

This signature field requires a digital signature identity.  
Would you like to configure one now?

Buttons: Help, **Configure Digital ID**, Cancel

The form fields visible in the background are:

- Name (Print/Type): Jane Doe
- Signature (Sign): [Red flag icon]
- Contract Number: 123456789
- Sample Employment Network

## 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 cards or tokens. 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.

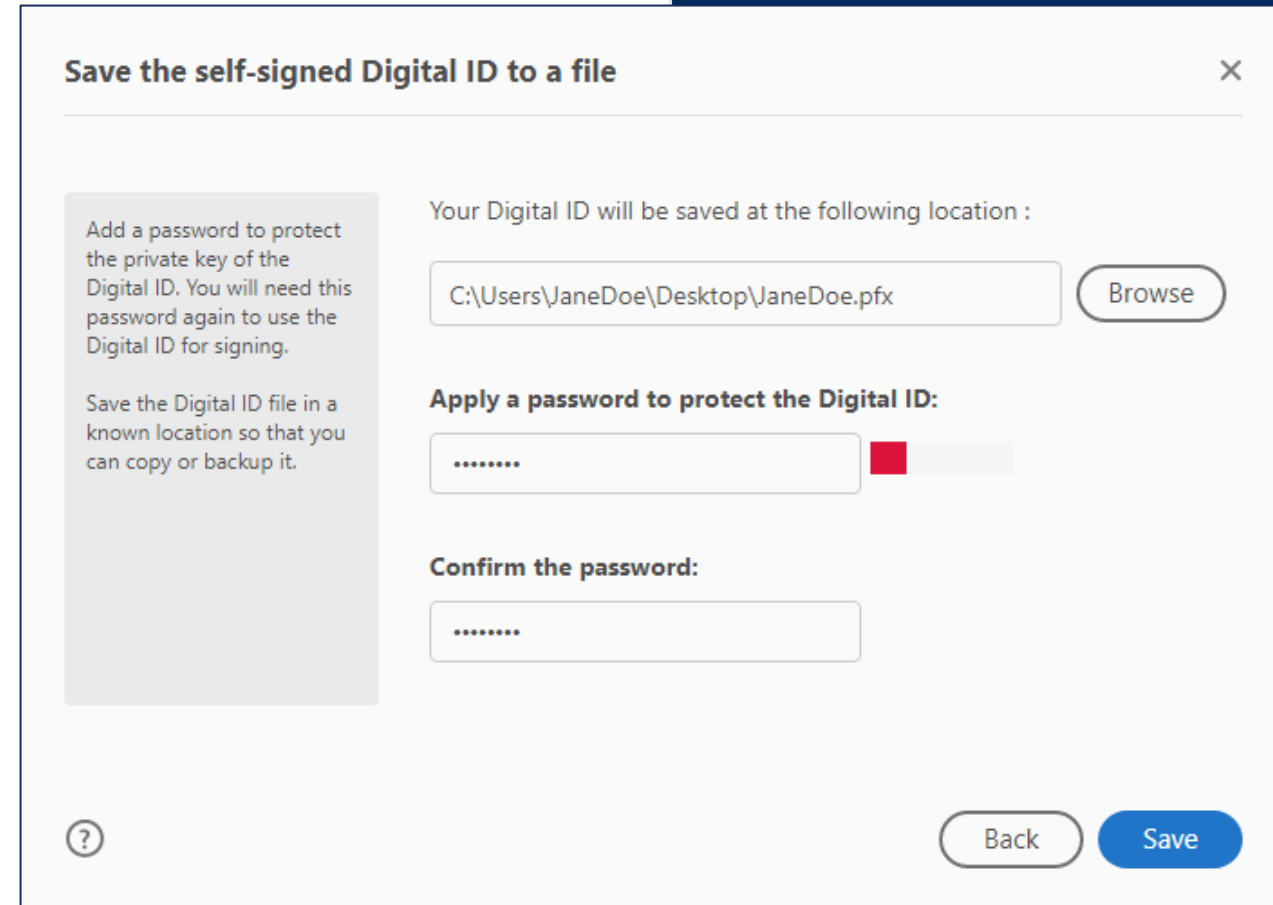
Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases.

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.



**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

## 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**

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 re-try.
  - 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**.

Sign as "Jane Doe" ×

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

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

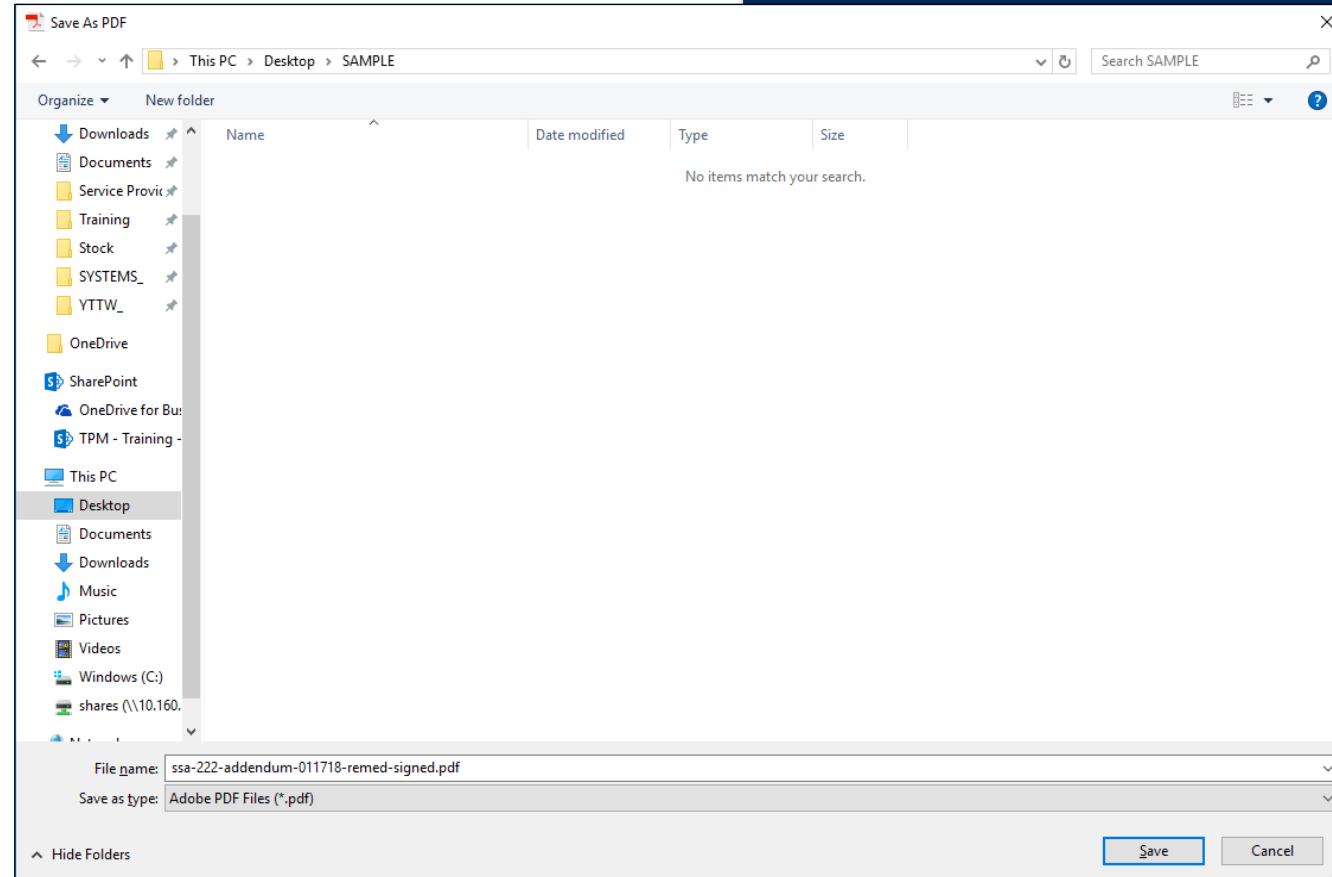
Lock document after signing View Certificate Details

..... Back Sign



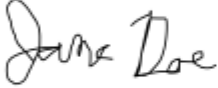
## Electronically Signing PDFs (12 of 13)

- 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)	
 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	