

## How To Create An Online Account

### Step 1

Visit [www.socialsecurity.gov/myaccount](http://www.socialsecurity.gov/myaccount) and select:



### Step 2

Select "Create An Account."

To create a **my Social Security** account, you must be at least 18 years old and have:

- A valid E-mail address;
- A Social Security number; and
- A U.S. mailing address.

### Step 3

Provide some personal information to verify your identity.

### Step 4

Choose a username and password to create your account.

After you create a **my Social Security** account, you can access your *Social Security Statement* to check your earnings and get your benefit estimates.

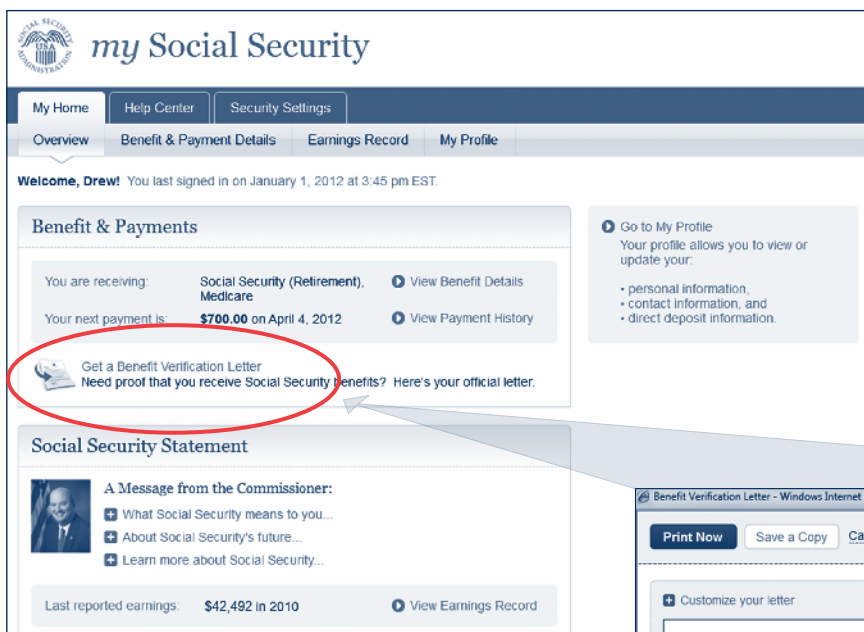
If you receive benefits, you also can:

- Change your address and phone number;
- Start or change your direct deposit; and
- Get your benefit verification letter.

## How To Get Your Benefit Verification Letter

You can use your benefit verification letter as proof of your:

- Income when you apply for a loan or mortgage, assisted housing or other state or local benefits;
- Current Medicare health insurance coverage;
- Retirement or disability status; and
- Age.



The screenshot shows the 'my Social Security' website interface. The user is logged in as 'Drew'. The 'Benefit & Payments' section displays that the user is receiving Social Security (Retirement) and Medicare, with a next payment of \$700.00 on April 4, 2012. A red circle highlights the link 'Get a Benefit Verification Letter' with the subtext 'Need proof that you receive Social Security benefits? Here's your official letter.' Below this, the 'Social Security Statement' section is visible, including a message from the Commissioner and the user's last reported earnings of \$42,492 in 2010.

To get your benefit verification letter:

- Sign into your account; and
- Select "Get a Benefit Verification Letter."

Your letter will be displayed and you may print it or save it for later use.



The screenshot shows a printed document titled 'Benefit Verification Letter - Windows Internet Explorer'. It includes a 'Print Now' button and a 'Save a Copy' button. The document is from the Social Security Administration and is addressed to Drew Jenkins at 1234 Sample Street, Sample City, MO 12345. It includes the date January 1, 2012, and a claim number XXXX-XX-1234. A disclaimer states: 'You asked us for information from your record. The information that you requested is shown below. If you want anyone else to have this information, you may send them this letter.' The document also provides information about current Social Security benefits, stating that beginning December 2010, the full monthly Social Security benefit before any deductions is \$1,300.00.



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