

## How To Create An Online Account

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

If you receive benefits, you can also:

- get your benefit verification letter;
- change your address and phone number;
- start or change your direct deposit; and
- get a replacement SSA-1099 or SSA-1042S for tax season.

Even if you do not currently receive benefits, you can get a benefit verification letter stating that you:

- never received Social Security benefits, Supplemental Security Income (SSI) or Medicare; or
- received benefits in the past, but do not currently receive them (The letter will include the date your benefits stopped and how much you received that year.); or
- applied for benefits but haven't received an answer yet.

There is no fee to create a **my Social Security** account, but you must have an email address. See the following section, if you do not have a personal email account.

### Email account set up

There are many options available to set up an email address and it can be done in as little as five minutes. Each email provider has its own criteria for setting up an account and you must accept the provider's terms of use agreement. Some examples of free email providers include:

**AOL:** [aolmail.com](mailto:aolmail.com)

**Gmail:** [gmail.com](mailto:gmail.com)

**iCloud Mail (Apple):** [icloud.com](mailto:icloud.com)

**Outlook:** [outlook.com](mailto:outlook.com)

**Yahoo:** [yahoo.com](mailto:yahoo.com)

*\*This is not a complete list of email providers. Social Security is not endorsing any of these particular email account provider(s), as you may use other email account providers as appropriate.*

**NOTE:** *Even if you do not use email on the computer, if you have a smart phone it is likely that you already have an email account. Contact your cell phone service provider to find out.*

### Setting up your own **my Social Security** account

After you have a valid email address, you are ready to set up your own **my Social Security** account. To set up your account, visit [socialsecurity.gov](http://socialsecurity.gov) and select Sign In at the top right. Then follow the steps below and on the back of this page:



The screenshot shows the 'Sign In or Create an Account' page on the Social Security Administration website. The page is divided into two main sections: 'New Users' and 'Existing Users'. The 'New Users' section includes a list of requirements for creating an account, such as having a valid email address, a Social Security number, and being at least 18 years old. A blue padlock icon is next to the requirements. The 'Existing Users' section has fields for 'Username' and 'Password', each with a 'Forgot' link. A 'Sign In' button is located below these fields. At the bottom of the page, there is a 'Create An Account' button and a 'Learn More' link. The 'Create An Account' button is circled in red.

#### Step 1. Select "Create An Account."

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

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

**Step 2.** Provide some personal information to verify your identity.

**Social Security**  
The Official Website of the U.S. Social Security Administration

**Create an Account**

1 Verify your Identity 2 Secure your Identity 3 Create your Account

Please tell us who you are

**Your Name:**  
As shown on your Social Security card.

First M.I. Last Suffix

**Step 3.** Choose a username and password to create your account.

**Social Security**  
The Official Website of the U.S. Social Security Administration

**Create an Account**

1 Verify your Identity 2 Secure your Identity 3 Create your Account

Please create your account details

**Username:**

## How To Get Your Benefit Verification Letter

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.

**my Social Security**

My Home Help Center Security Settings

Overview Benefit & Payment Details Earnings Record My Profile

Welcome, John! You last signed in on February 20, 2013 at 10:00AM EST.

**Benefit & Payments**

You are receiving: Social Security (Retirement), Medicare View Benefit Details

Your next payment is: \$1,704.00 on April 3, 2013 View Payment History

**Get a Benefit Verification Letter**  
Need proof that you receive Social Security benefits? Here's your official letter.

**Social Security Statement**

A Message from the Acting Commissioner:  
What Social Security means to you...  
About Social Security's future...  
Learn more about Social Security...

Estimated Benefits: Not applicable

Last Reported Earnings: \$0 in 2011 View Earnings Record

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.

Benefit Verification Letter - Windows Internet Explorer

Print Now Save a Copy Can't print or save this letter?

Customize your letter

**Social Security Administration**

Date: March 1, 2013  
Claim Number: XXXX-XX-1234

Drew Jenkins  
1234 Sample Street  
Sample City, MO 12345

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.

**Information About Current Social Security Benefits**  
Beginning December 2010, the full monthly Social Security benefit before any deductions is \$1,300.00.



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