

How to access your Social Security Statement Online

1. Go to <http://www.ssa.gov/>
2. On the social security home page scroll down to the middle of the page and on the left side click on the circular my Social Security tab.
3. You will be directed to my Social Security – Sign In Or Create An Account page.
4. Scroll down to the bottom of the page and click on the blue link,
Sign In or Create an Account
5. If you are a first time user, on the left you will find a box for new users. Click on the blue tab located at the bottom of this box that states **Create An Account**.
6. Existing users: Please enter your username and password in the Existing Users box on the right and click on the blue link **Sign In**.
7. Check the box next to the **I agree to the term of service** once you have read through the terms and services and press **Next**
8. Complete all applicable information in the **Verify Your Identity section**. (You will be given the option of adding extra security if you find it necessary.) Then click **Next**
9. Answer the list of personal questions to verify and secure your identity and click **Next**
10. Proceed to creating your account details and a personalized login. Click **Next**
11. Check the box next to the **I agree to the term of service** once you have read through the terms and services and press **Next**
12. In the middle of the screen, click on the blue link that states **Print/Save your full statement**
13. Your **four page PDF** most recent **Social Security Statement** will open in a different tab
14. Once pulled up, you will have the options to save or print this document.
15. We recommend saving the PDF to your computer and print a hard copy for your record.
16. We recommend getting your **4 page** Social Security Statement once per year.
17. You will get a confirmation letter from Social Security Administration within 7 days letting you know you have set up on line access to your social security site.