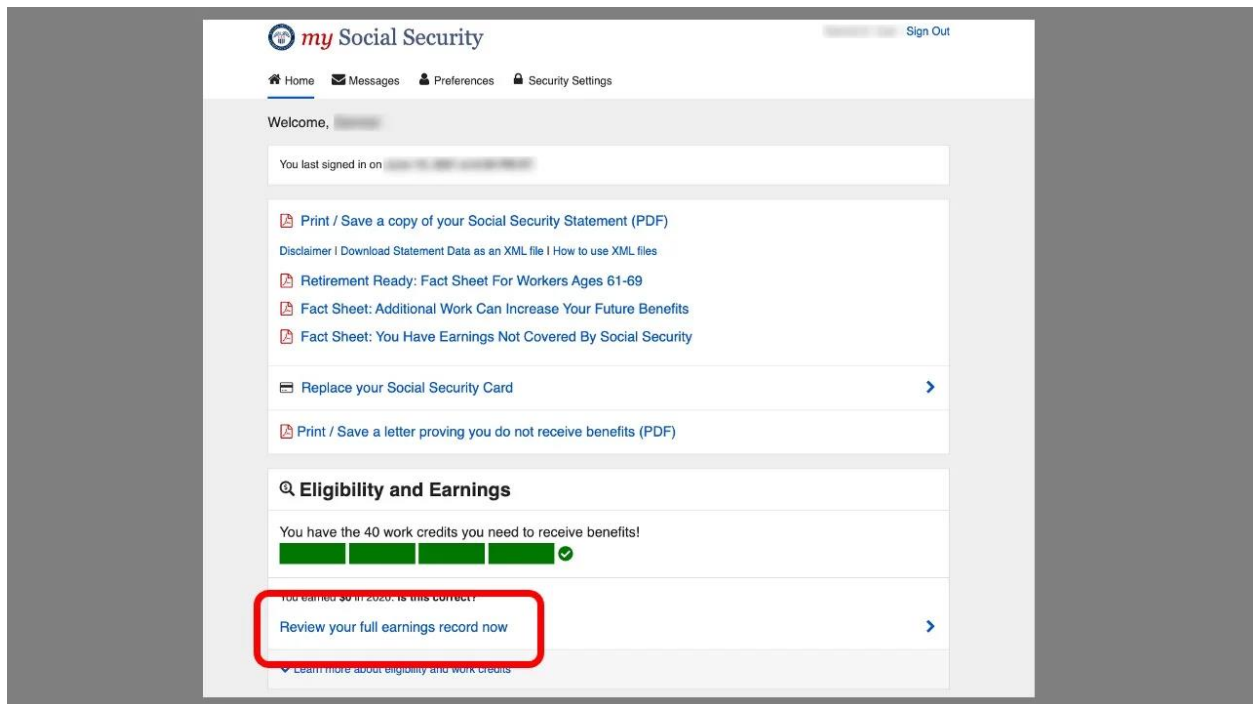


Instructions to obtaining Full Social Security Earnings Record online

The social security website is <https://www.ssa.gov/>. Once on the website follow the instructions below:

- 1. Click the sign in/up button**
- 2. Click on my social security**
- 3. Log in with username and password**
- 4. It may ask you to verify your cell phone number and send you a security code**
- 5. Submit Security Code received on cell phone, if asked to do so**
- 6. It will ask you to Agree to Terms of Service**
- 7. Your information page will then come up. Scroll down to Eligibility and Earnings and click on Review your full earnings record now (see screenshot below)**
- 8. This is the information we need so please print this page**



****If you are already in pay status and receiving your social security benefit we will need additional information**