

## TIPS FOR USING THE SOCIAL SECURITY WEBSITE

The easiest way to file a disability application or appeal is online at Social Security's Website (socialsecurity.gov). This website is fairly easy to navigate. Here are a few simple tips and guidelines you will need.

### Saving and Printing

- ✓ When you click "Next" to move to the next page your answers will automatically be saved.
- ✓ You have the option of signing off the application or appeal and returning to complete it later. Make sure you print or write down your application and reentry number. Simply click the "Sign Off (finish later)" button. You can come back and pick up where you left off at a later date.
- ✓ Make sure you print the summary page for your records. This page appears prior to submitting the Disability Reports for an application or appeal.
- ✓ If you want a copy of all of your answers for each page, you will need to print or save each page separately.

### Time Limits

- ✓ Social Security sets time limits on each page of the application or appeal. You will be sent a warning after 25 minutes of being on the same page. You are then given the option to extend your time by selecting the "OK" button. You are only allowed three warnings on a page before you will have to leave that page and go to another page or your work on that page will be lost.
- ✓ If you have turned JavaScript off on your computer's browser, you will not receive these warnings and, after 30 minutes on a page, your session will end and your work on the last page will be lost. To avoid losing information, you must go to another page within 30 minutes.

### Navigation

- ✓ (\*) Denotes required information.
- ✓ To move forward within an application or appeal, use the "Next" button at the bottom or top of each page. Do not use the "Enter" key to move around or to select from the drop down lists. This could cause information to be lost that has not already been saved.
- ✓ To move backward within an application or appeal, use the "Previous" button at the bottom or top of each page.

***WARNING: Do not use the "Back" button on your browser. This could also cause information to be lost that has not been previously saved.***

- ✓ To leave the report portion of your application or appeal, use the "Sign Off (finish later)" button at the bottom or top of each page.

✓

***WARNING: Do not use the "Back" button on your browser. This could also cause information to be lost that has not been previously saved.***

- ✓ Once you have completed a page, some of the answers will be locked. If you need to change the answers, continue through the pages until you come to the summary page. You will be able to change any answers from here. Just click on the edit button for the section you wish to change and you will be directed back to that page.