Onboarding Enter SSN – Job Aid

From Home Page;

1) Click on **Inbox** icon or card
2) Click on "Enter SSN" .

3) The form to be completed will appear on the right-hand side of the screen

Edit Government IDs Bugs Bunny (Actions)

☆ ⚙ ⌐

10 minute(s) ago

Proposed IDs

National IDs 0 items

⊕		*Country	*National ID Type	Current ID	Add/Edit ID
			No Data		

Additional Government IDs 0 items

| ⊕	*Country	*Government ID Type	Identification #	Issued Date	Exp
			No Data		

Previous IDs

National IDs 0 items

*Country	*National ID Type	Current ID	Add/Edit ID	Issued Date	Expiration Date	Issued By	Series	Verification Date	Verified By
				No Data					

Additional Government IDs 0 items

*Country	*Government ID Type	Identification #	Issued Date	Expiration Date	Verification Date	Verified By	
			No Data				

4) To add an ID, Click on the Add icon under the appropriate heading (National IDs or Government IDs).
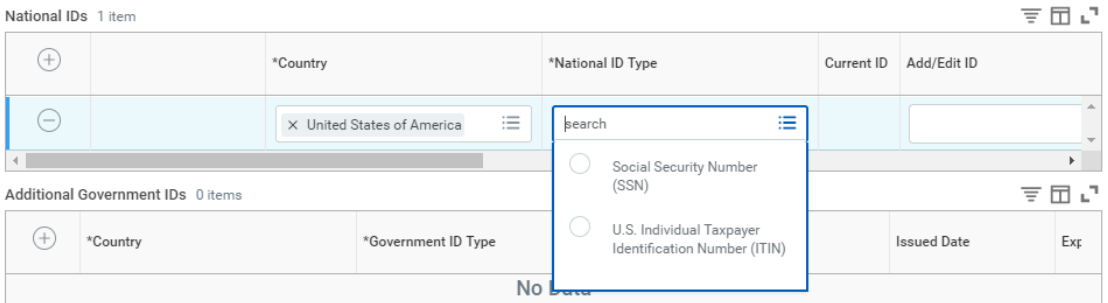
Proposed IDs

National IDs 0 items
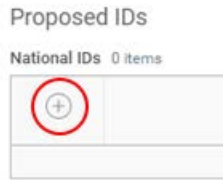
5) You will need to click the Drop down icon to select the Country ID information you wish to enter.
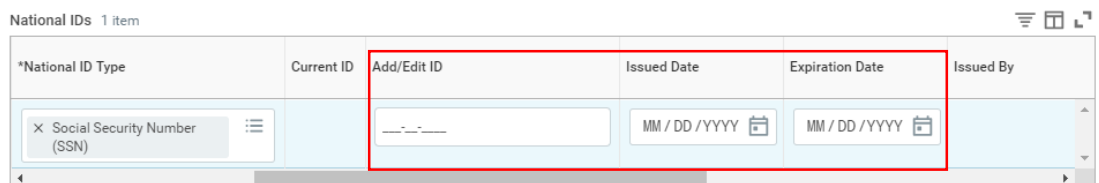   a. The Preferred Country defaults to the United States; however, you can search by country name.

Proposed IDs

		*Country	*National ID Type	Current ID	Add/Edit ID
⊕					
⊖		search			
		Preferred Countries >			
		By Country Alphabetically >			

Additional Government IDs 0 items

	*Country	*Government ID Type	Identification #	Issued Date	Exp
⊕					
		No Data			

.
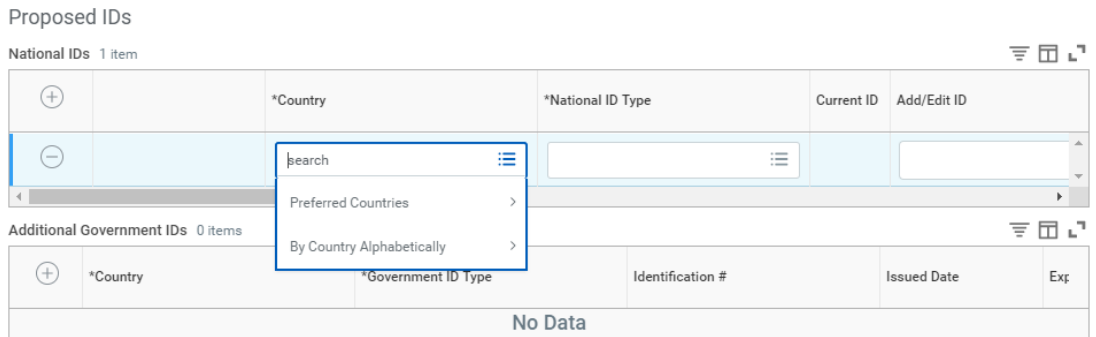
6) After entering your Country, you will need to enter the National ID Type by clicking the Drop down icon.
   a. Click the circle next to the option you wish to select.

National IDs 1 item

		*Country	*National ID Type	Current ID	Add/Edit ID
⊕					
⊖		✕ United States of America	search		
			○ Social Security Number (SSN)		
			○ U.S. Individual Taxpayer Identification Number (ITIN)		

Additional Government IDs 0 items

	*Country	*Government ID Type		Issued Date	Exp
⊕					
		No Data			

7) Scroll to the right to add your ID, the issue date of the ID, and the Expiration date of the ID (if applicable).

National IDs 1 item

*National ID Type	Current ID	Add/Edit ID	Issued Date	Expiration Date	Issued By
✕ Social Security Number (SSN)		__-__-__	MM / DD /YYYY	MM / DD /YYYY	

8) Once you have completed all fields related to ID, Click the **Submit** button at the bottom of the screen.

Submit   Save for Later   Cancel