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I. MY.SSS

A. My.SSS Registration for Member Account

1. Visit the SSSWebsite www.sss.gov.ph, verify the captcha and click “Member” under “Portal”.
2. Click “Not yet registered in My.SSS? Click Here” found in the Member Login page
3. Certify that you have read the reminders and click “Proceed”. Accomplish all the required fields and provide the information as reported to SSS.
4. For Registration Reference, select one (1) information, as reported to SSS.
5. Provide the captcha as it is shown, then check on the box of “I accept the Terms of Service” and click the “Submit” button
6. Access the registered email address for a confirmation email sent by SSS

7. Access the link in the notification email and activate the account by providing the last 6 digits of CRN/SS Number that was used in registration.
8. Assign your preferred password, confirm password and click "Submit".

B. My.SSS Registration for Employer's Account

1. Access the SSS website SSS Website: www.sss.gov.ph.
2. Accomplish the captcha, then click Employer Portal
3. Under "Not yet registered in My.SSS?", click Regular Employer or Household Employer
4. Provide the needed information then click "Submit".

For Regular Employers:

Access the link sent to the email address used upon registration and provide the needed information to continue the registration then tick the box for "I accept the Terms of Service" and click "Submit":

For Household Employers: Proceed to Step #6.

5. For Regular Employers: Wait for the email from SSS regarding the result of the registration.
 - a. For successful registration, proceed to the next step.
 - b. For unsuccessful registration, comply with the requirements and register again.
6. Access the activation link emailed by the SSS.
7. Set preferred password for the Employer Account and click "Submit".

C. My.SSS Registration at the E-Center

1. Get queue number from the E-Center's queue number holder and wait to be called.

*If the Branch is using an automated queuing system, the queue number and the assigned counter will be flashed via the display monitor.

2. Present the requirements to the MSR for validation and verification
Proceed to the computer assigned by the MSR and access the SSS

website: SSS website at www.sss.gov.ph, accomplish the captcha, then click Member/Employer Portal.

3. Register in the SSS website, follow the on-screen instructions and complete the online registration form

*Employer Registration are subject for Branch approval

4. Log in to the registered email address and click on web registration link or read rejection notice
5. Assign the preferred password and access the My.SSS account
6. Log out of the My.SSS account
7. Sign the E-Center Logbook

D. Accessing My.SSS services at the E-Center

1. Get queue number from the E-Center's queue number holder and wait to be called.
2. Present the requirements to the MSR for validation and verification
3. Proceed to the computer assigned by the MSR and access the SSS website: SSS website at www.sss.gov.ph, accomplish the captcha, then click Member/Employer Portal.
4. Log in to My.SSS Employer/Member portal.
4. Select from the available options in the homepage the service/information to access.
5. Log out of the My.SSS account
6. Sign the E-Center Logbook

*If the Branch is using an automated queuing system, the queue number and the assigned counter will be flashed via the display monitor.

E. Request for Resetting of Password and Recovery of User ID to My.SSS Member Account at the E-Center

1. Get queue number from the E-Center's queue number holder and wait to be called.

*If the Branch is using an automated queuing system, the queue number and the assigned counter will be flashed via the display monitor.

2. Present the valid IDs to the MSR for validation and verification.
3. Proceed to the computer assigned by the MSR and access the SSS website: SSS website at www.sss.gov.ph, accomplish the captcha, then click Member Portal.
4. Log in to the My.SSS account using the temporary password and User ID provided by the MSR.
5. Fill up the required fields to change the password
6. Take note of new log-in credentials then log out of the My.SSS account
7. Sign the E-Center Logbook

F. Request for Resetting of Password and Recovery of User ID to My.SSS Employer Account at the E-Center

1. Get queue number from the E-Center's queue number holder and wait to be called.

*If the Branch is using an automated queuing system, the queue number and the assigned counter will be flashed via the display monitor.

2. Present the requirements to the MSR for validation and verification
3. Proceed to the computer assigned by the MSR and access the SSS website: SSS website at www.sss.gov.ph, accomplish the captcha, then click Employer Portal.
4. Follow the instructions online or as told and submit request for password resetting or user id recovery.
5. Check registered email and click on the link received
6. Fill up the required fields to change the password
7. Take note of new log-in credentials then log- out of the My.SSS account
8. Sign the E-Center Logbook

G. Updating of Employer Profile through the E-Center

1. Get queue number from the E-Center's queue number holder and wait to be called.
2. Submit the requirements and present Valid IDs to the MSR verification.
3. MSR inputs the applicable data in Update Web Profile Module of the WES.
4. MSR informs the employer to access the public e-mail website using the designated desktop.
5. Sign the E-Center Logbook.

*If the Branch is using an automated queuing system, the queue number and the assigned counter will be flashed via the display monitor.

II. MEMBERSHIP AND COVERAGE

A. Membership Records Inquiry in the SSS Website

1. Visit the SSS Website <https://www.sss.gov.ph>
2. Log-in to the SSS Website with My.SSS account user ID and password. Mouse- over “Inquiry” or “Member Info”. Select the desired service available in My.SSS

B. Online SS Number Issuance in My.SSS

1. Visit the SSS Website <https://www.sss.gov.ph>
2. Click the check box “I am not a robot” and verify the captcha.
3. Scroll down and mouse-over on the “APPLY FOR AN SS NUMBER ONLINE” box and click the link “No SSS number yet? Get it here!”, click “here” then “Start”.
4. Supply the needed information.
5. Access the continuation link that was sent to the applicant’s registered email address.
6. Supply the required information from Basic Information up to Beneficiaries Information correctly.
7. Review and correct filled out electronic registration form.
8. Click “Generate SS Number” button.
9. Access the registered email address.
10. Click the registration link for the My.SSS Member Account and supply the last six (6) digits of CRN/SS Number and preferred password.

C. Submit Employment Report (R1A) in My.SSS

1. Access the SSS website, accomplish the captcha, then click Employer Portal and log in to account, SSS Website: www.sss.gov.ph.
2. Mouse-over to “E- SERVICES” then click “Submit Employment Report (R1A)”.
3. Provide the following information:
 - a. SS Number,
 - b. Full name (Last name, First name, Middle name and Extension)
 - c. Date of Birth,
 - d. Date of Employment
 - e. Monthly Earnings

- f. Position of the newly hired employee
4. Click "Submit".
5. Check the registered email address for the email notification containing the transaction number of the submitted employment report (R1A).

H. Flexi Fund Enrollment

1. Visit the SSS Website <https://www.sss.gov.ph>. Provide User ID and password then click "Submit".
2. Mouse-over "E- SERVICES" then click "Flexi-fund Enrollment" from the drop-down menu.
3. For OFW Member, accomplish the form then click "NEXT".

Non-OFW Member will not be allowed to proceed with the Flexi-fund Enrollment.

4. A message will prompt indicating that the Flexi-Fund Enrollment Form will be sent to the OFW Member's email address.

For OFW Members

whose registered email address is still active, click "Ok".

For OFW Members whose registered email address is inactive, click "Cancel" and update/change email address at SSS Branch.

5. Review all information provided. If all information is true, tick the box of "I Certify that...".
6. Click the "Submit" button.
7. Check registered email address for the Flexi-fund Enrollment form.

I. SSS P.E.S.O. Fund System

1. Visit the SSS Website <https://www.sss.gov.ph>. Provide User ID and password then click "Submit".
2. Mouse-over "E- SERVICES" then click "P.E.S.O. Fund" from the drop-down menu.
3. For Members that will enroll into P.E.S.O. Fund, Review Mailing address, contact information and bank account information. Then provide TIN if applicable.

For Members whose addresses and contact numbers are incorrect, tick the box "My current address and/or contact details are not updated."

4. Provide P.E.S.O. fund beneficiaries. Click "Add more beneficiaries" if needed.
5. After reviewing, click "Submit" button.

Member will review the Enrollment Summary and click "Submit".

6. Go to the nearest SSS branch for the confirmation of your enrollment.

J. Request Record

1. Visit the SSS Website <https://www.sss.gov.ph>. Provide User ID and password then click "Submit".
2. Mouse-over "E- SERVICES" then click "Request Records" from the drop-down menu.
3. Click the appropriate box of the record/s being requested then click the "Submit".
4. Open your registered email address and check the email confirmation sent by SSS.

K. Simulated Retirement Calculator

1. Visit the SSS Website <https://www.sss.gov.ph>. Provide User ID and password then click "Submit".
2. Mouse-over "E- SERVICES" then click "Simulated Retirement Calculator" from the list.
3. View the simulated retirement table.

III. CONTRIBUTIONS

A. Generation of Payment Reference Number in My.SSS for Members

L. Access the SSS website <https://www.sss.gov.ph>.

M. Verify the captcha, click "Member" under "Portal" and log in to your account.

N. Click "Payment Reference Number (PRN) - Contributions"

a. For initial PRN generation:

Provide the following information:

- Membership Type (Voluntary, Self-employed and OFW)
- Applicable month/s and year/s to be paid
- Amount of contribution per month.
- For OFW Member - if a Flexi Fund member: enters the desired amount to be paid for Flexi Fund contribution

b. For subsequent generation of PRN:

b.1 If without changes on the Amount of contribution and the applicable months to be paid.

b.2 If there is change in the amount of contribution and applicable

months to be paid, click “Generate PRN” and provide the following information:

- Membership Type(Voluntary, Self- employed and OFW)
- Applicable month/s and year/s to be paid
- Amount of contribution permonth.
- For OFW Member- if a Flexi Fund member: enters the desired amount to be paidfor Flexi Fund contribution

O. Member can save and print the Statement of Account (SOA).

B. Submit Contribution Collection List (R-3) in My.SSS

1. Access the SSS website, accomplish the captcha, then click Employer Portal and log in to account SSS Website: www.sss.gov.ph
2. Click “Submit Contribution Collection List (R3)” under the “E-SERVICES”
3. Click the appropriate link:

a. Clicks Download R3 File Generator

Employer download and saves the R3 File Generator to their computer

b. Create Collection List Online

b.1 Employer encodes the Payment information: date of payment, amount paid, receipt number and applicable month

b.2 Employer encodes the employees information: Employee SSS number, Full name, amount of contribution and EC amount

c. Upload Collection Lists

c.1 Employer encodes the Payment information: date of payment, amount paid, receipt number and applicable month

c.2 Employer uploads the R3 Text file

d. Edit Previously Submitted Collection List

Employer accesses and edits the previous collection list submitted online by encoding the contribution payment information.

4. Click "Submit"
5. Receives the transaction notification of the submitted Contribution Collection List (R3) thru the registered email address

C. Creation of PRN/AMS Billing – Initial Creation of Contribution Collection List

1. Access the SSS website: SSS Website: www.sss.gov.ph, accomplish the captcha, then click Employer Portal and log in to account.
2. Click "Payment Reference Number (PRN) - Contributions" and Select "Confirm Contribution Collection List"
3. Click "Select Records from the SSS List".
4. Click "Add Record":

Encode the following information:

- SSS Number
- Monthly Compensation

P. Employer click "Save Records" and clicks "Submit" to confirm the employee list.

Q. Click "Prepare Collection List" to generate a PRN for all employees in the Contribution List Summary.

**Once prepared, the Contributions Statement is final and due for payment*

7. Employer selects how they will receive the PRN.
 - a. Download
 - b. Email
 - c. Download and Email

8. Print the Contributions Statement Summary for payment and validation of the SSS teller and Payment Partners

D. Creation of PRN/AMS Billing – Create Partial Contribution Collection List from the SSS List

1. Access the SSS website: SSS Website: www.sss.gov.ph, accomplish the captcha, then click Employer Portal and log in to account.
2. Click “Payment Reference Number (PRN) - Contributions”
3. Clicks “Collection List Details”.
4. Clicks “Create Partial List”.

This enables the employer to select the employees included in the generation of PRN.

5. Select the name of the Employee then click the > or >> button to move the name of the employee that will be included in the partial list.
 - a. To remove a name in the partial collection list, click the name of the employee to be excluded then click the < or << button.
 - b. Clicks “Prepare Partial List” button to create partial Collection List.
6. Employer selects how they will receive the PRN.
 - a. Download
 - b. Email
 - c. Download and Email
7. Print the Contributions Statement Summary for payment and validation of the SSS teller and Payment Partners.

E. Creation of PRN/AMS Billing – Uploading of Contribution Collection List

1. Access the SSS website: SSS Website: www.sss.gov.ph, accomplish the captcha, then click Employer Portal and log in to account
 2. Click “Payment Reference Number (PRN)-Contributions”
 3. On the Offline Facility part of the page, click “Upload Employer List”
 4. Click “Choose File” button and upload the AMS-CCL text file.
- R. Click “Prepare Collection List” to generate a PRN for all employees in the Contribution List Summary.

**Once prepared, the Contributions Statement is final and due for payment.*

6. Employer selects how they will receive the PRN.
 - a. Download
 - b. Email
 - c. Download and Email
7. Print the Contributions Statement Summary for payment and validation of the SSS teller and Payment Partners.

F. Creation of PRN/AMS Billing – Create Contribution Collection List Offline using the AMS-CCL File Editor

1. Access the SSS website, accomplish the captcha, then click Employer Portal and log in to account SSS Website: www.sss.gov.ph
2. Click “Payment Reference Number (PRN) - Contributions” and Select “Confirm Contribution Collection List”
3. Click “Download Editor” and install the program.
4. Click “Add Record” to encode employee details. Provide Employee details:

- SS number
- Full name (Surname, Given Name, Middle Initial, Suffix)
- Monthly compensation
- Employment Status

5. Employer clicks “Create Full AMS List” icon or “Create Partial AMS List” to generate a text file.

G. Creation of PRN/AMS Billing – Create Contribution Collection List using the SSS File Format Requirement in My.SSS

1. Access the SSS website, accomplish the captcha, then click Employer Portal and log in to account SSS Website: www.sss.gov.ph
2. Click “Payment Reference Number (PRN) - Contributions” and Select “Confirm Contribution Collection List”
3. Click SSS File Format Requirement from Option 3.
4. Employer creates an AMS CCL Text File based on the downloaded File Structure.
 - a. Employer ID Number
 - b. Branch Code
 - c. Employee’s SS Number
 - d. Last Name
 - e. First Name
 - f. Suffix
 - g. Middle Initial
 - h. Monthly Salary
 - i. Remark
 - j. Hiring Date
 - k. Position

IV. BENEFITS

A. Submission of Maternity Notification thru My.SSS for Self-Employed, Voluntary Members, and Overseas Filipino Workers

1. Visit the SSS Website <https://www.sss.gov.ph>
2. Verify the captcha and click “Member” under “Portal”.
3. Log-in to the SSS Website with My.SSS account user ID and password. Mouse-over “E-services” and click “Submit Maternity Notification” from the list of services.

* Only Female Member may submit Maternity Notification.

4. Provide expected date of delivery.
5. Select whether the member will allocate a portion of her maternity leave credits or not.
 - a. For the member who wants to allocate a portion of maternity leave credits, click “Yes” then provide how many days shall be allocated, full name of the one receiving the allocated leave credits, and their relationship.
 - b. For the member who does not want to allocate a portion of her maternity leave credits, click “No”.
6. Review all provided information then click the “Submit” button and take note of the transaction number
7. Open your registered email address and check the notification email sent by SSS as confirmation for the successful submission of maternity notification.

B. Certification of Retirement Claim

1. Access the SSS website, accomplish the captcha, then click Employer Portal and log in to account
SSS Website: www.sss.gov.ph
2. Mouse-over to “E- SERVICES” then click “Certification of Loan/Claim
3. Tick the circle beside Retirement
4. Click “Y” to certify the Employee then click “Proceed”.

Click “N” to reject the retirement claim application of the Employee then click “Proceed”.

C. Submit Maternity Notification in My.SSS for Employers

1. Access the SSS website, accomplish the captcha, then click Employer Portal and log in to account
SSS Website: www.sss.gov.ph
2. Mouse-over to “E- SERVICES” then click “Submit Maternity Notification (Employer)”
3. Encode the required information in each field and click the “Add” button.
4. View the summary and click the “Submit List” button. Take note also of the transaction number
5. Check the email notification sent to the registered email address containing the transaction number.

*The Employee will also receive the notification email containing the transaction number

D. Submit Sickness Notification in My.SSS

1. Access the SSS website, accomplish the captcha, then click Employer Portal and log in to account SSS Website: www.sss.gov.ph
2. Mouse-over to “E- SERVICES” then click “Submit Sickness Notification
3. Encode the following information:
 - a. SS Number
 - b. Start of Sick Leave
 - c. Claim Type
 - d. Confinement Location
 - e. No. of Days,
 - f. PRC/ID Number of the attending physician
4. Click “Submit”.
5. Prints the Transmittal list provided by the system.
6. Check the registered email address for the email notification containing the transaction number of the submitted sickness notification report.

E. Submission of Retirement Claim Application thru My.SSS

1. Visit the SSS Website <https://www.sss.gov.ph>
2. Log-in to the SSS Website with My.SSS account user ID and password. Mouse-over “E-Services” and click “Submit Retirement Application” from the list of services.
3. Enter separation date and click “Proceed”.
4. Review the Member’s Mailing Address, Contact Information and Employment History. Click the “Proceed” button if all details are correct.

For Members with correction/update in their Mailing Address, Contact Information and Employment History, visit any SSS Branch for correction/update.

5. For applicants without disbursement account enrolled with SSS, click “here” to choose from the following payment channels where the benefit will be credited:

- a. Bank Account in PESONet participating banks; and
- b. E-Wallet/RTC/CPO

For applicants with enrolled savings account number, proceed to the next step.

6. For members who worked as an underground/ surface mine worker or a racehorse jockey for at least five (5) years either continuous or accumulated, click “Yes” then “Proceed” buttons.

For members who did not work as abovementioned, click “No” then “Proceed” buttons.

7. For members who have dependent legitimate, legitimated or legally adopted, illegitimate child/ children who is/are unmarried, not gainfully employed and has not reached 21 years old or if over 21 years old, he is congenitally incapacitated, click “Yes” then “Proceed” buttons.

Otherwise, click “No” then “Proceed”

8. For Members eligible for online submission of retirement application, review the confirmation screen displaying all the details regarding retirement then click the “Proceed” button.
 - a. For Members eligible for retirement application but answered “Yes” for both questions, kindly go to the nearest SSS branch to submit documentary requirements.
 - b. For Members that are ineligible for retirement, application will be rejected.

9. For Members whose UMID is not an ATM, select bank branch and provide savings account number

For Member whose UMID is an ATM, the bank details will be automatically displayed.

10. Select whether member will avail the 18 months advance pension by clicking “Yes” or “No” the click “Proceed” button.
11. Review all information provided. If all information is true, click the “Certify & Proceed” button and take note of the transaction number.

F. Submission of Unemployment Claim Application thru My.SSS

1. Visit the SSS Website <https://www.sss.gov.ph>
2. Enter USER ID and Password.
3. Click "I'm not a Robot" then click the required images to submit the captcha.
4. Click "Submit" to log-in.
5. Mouse-over to E- Services.
6. Click "Apply for Unemployment Benefit".
7. Review Mailing Address, and Contact Information. For applicants with updated address and contact details, proceed to the next step.

For applicants with outdated Mailing address and contact details, click "here" to update.

8. For applicants without disbursement account enrolled with SSS, click "**here**" to choose from the following payment channels where the benefit will be credited:
 - a. Bank Account in PESONet participating banks; and
 - b. E-Wallet/RTC/CPO

For applicants with enrolled disbursement account, proceed to the next step.

9. Provide the following information:
 - a. Disbursement Account
 - b. Employment Category as of Date of Separation
 - c. Date of Separation
 - d. Employer where member was separated
 - e. Preferred DOLE/POLO/POEA Office to apply for Certificate of Involuntary Separation
10. Click "Proceed".
11. View the estimated amount of benefit and the date of involuntary separation then click "Yes" to proceed.
12. View the estimated amount of benefit and the date of involuntary separation then click "Yes" to proceed.
13. Review the information summary and read the Certification carefully, tick the checkbox "Click here to certify and proceed" and click the

“Proceed” button.

14. Tick the checkbox “Click here to certify and proceed” and click the “Submit”.
15. Take note of the Reference Number.
16. Check email for the notification from the SSS.
17. Reply to the notification email by attaching the scanned or image file of the following to complete transaction:
 - a. Certification issued by the Department of Labor and Employment (DOLE) or by the Philippine Overseas Labor Office (POLO);and
 - b. Notice of Termination from Employer or Affidavit of Termination of Employment.
18. Check email for the electronic notification on the status (approved/denied) of benefit claim submitted

V. MEMBER'S LOAN

A. Filing of Salary Loan Application in My.SSS for Self-employed, Voluntary Members, and Overseas Filipino Workers

1. Visit the SSS Website www.sss.gov.ph, verify the captcha and click “Member” under “Portal”.
2. Log-in to the SSS Website with My.SSS account user ID and password. Mouse- over “E-services” and click “Apply for Salary Loan” from the list of services.

For Members with Activated UMID- ATM, SSS Issued Union Bank of the Philippines (UBP) Quick Card or PESONET PARTICIPATING BANK, proceed to the next step.

For Members without UMID-ATM, SSS Issued Union Bank of the Philippines Quick Card and/or PESONET PARTICIPATING BANK, encode your preferred active single account by clicking “here” to be redirected to the Disbursement Account Enrollment Module. Upon submission and approval, proceed to next step

3. Select the preferred loan amount, check “I agree to the Terms and

- Conditions”, click “Done and click “Proceed”.
4. View and save Loan Disclosure Statement and click “Submit”.
 5. Review the Loanable amount, net proceeds, mailing address and Certification, Agreement and Promissory Note. Then click “Proceed”. Take note also of the transaction number.
 6. Open your registered email address and check the notification email sent by SSS as confirmation for the successful submission of Salary Loan Application.

B. Filing of Salary Loan Application in My.SSS for Employed Members

1. Visit the SSS Website <https://www.sss.gov.ph>, verify the captcha and click “Member” under “Portal”.
2. Log-in to the SSS Website with My.SSS account user ID and password. Mouse- over “E-services” and click “Apply for Salary Loan” from the list of services.
3. Select the preferred loan amount.

For Members with Activated UMID- ATM, SSS Issued Union Bank of the Philippines (UBP) Quick Card or PESONET PARTICIPATING BANK, proceed to the next step.

For Members without UMID-ATM, SSS Issued Union Bank of the Philippines Quick Card and/or PESONET PARTICIPATING BANK refer to Disbursement Account Enrollment Module for instructions. Upon completion, proceed to next step.

4. Select the Certifying Employer, if applicable.
For Employers with other branches, select the Certifying Employer Branch Location.
5. Check “I agree to the Terms and Conditions”, Click “Done” and click “Proceed”.
6. View and save Loan Disclosure Statement and click “Submit”.
7. Review the Loanable amount, net proceeds, mailing address and Certification, Agreement and Promissory Note. Then click “Proceed”. Take note also of the transaction number.
8. Open your registered email address and check the notification email sent by SSS as confirmation for the successful submission of Salary

Loan Application.

C. Submit Loan Collection List (ML2) in My.SSS

1. Access the SSS website, accomplish the captcha, then click Employer Portal and log in to account. SSS Website: www.sss.gov.ph
2. Click “Submit Loan Collection List (ML2)” under the “E-SERVICES”
3. Click the appropriate link:

a. Clicks Download LMS File Generator

Employer download and saves the LMS File Generator to their computer.

b. Create Collection List Online

b.1 Employer encodes the Payment information: date of payment, amount paid, receipt number and applicable month.

b.2 Employer encodes the employees loan information:

Employee SSS number, Full name, Loan Type, Loan Date, Loan Amount, Monthly Amortization

c. Upload Collection Lists

c.1 Employer encodes the Payment information: date of payment, amount paid, receipt number and applicable month.

c.2 Employer uploads the LMS Text file.

d. Submit from Latest Billing

d.1 Employer edits the Billing Statement by selecting the employees that will be included in the collection lists and enter the payment information of Loan Collection list.

e. Edit Previously Submitted Collection List

e.1 Employer accesses and edits the previous collection list submitted online by encoding the Loan payment information

7. Click "Submit".
8. Receives the transaction notification of the submitted Loan Collection List (ML2) thru the registered email address.

D. Certification of Salary Loan in My.SSS

1. Access the SSS website, accomplish the captcha, then click Employer Portal and log in to account SSS Website: www.sss.gov.ph.
2. Mouse-over to "E- SERVICES" then click "Certification of Loan/Claim"
3. Tick the circle beside Salary Loan
4. For approval of the salary loan application of an employee, click the "Y" button.
For rejection of the salary loan application of an employee, click the "N" button
5. Check the box of "I agree to the Terms and Conditions" and click the "Submit" button.

VI. DISBURSEMENT ACCOUNT ENROLLMENT MODULE (DAEM)

A. Disbursement Account Enrollment Module Registration in My.SSS for Employed, Self-Employed, Voluntary, and OFW Members

1. Visit the SSS Website <https://www.sss.gov.ph>. Verify the captcha and click "Member" under "Portal".
2. Log-in to the SSS Website with My.SSS account user ID and password. Mouse- over "E-services" and click "Disbursement Account Enrollment module" from the list of services.
3. Certify that you have read the reminders and click "Proceed".
4. Accomplish all the required fields:
 - a. Select PESONet Participant's name
 - b. Encode and Confirm Disbursement Account Number or Mobile Number
 - c. Attach Supporting Documents
5. Tick the check box and click "Enroll Disbursement Account"
6. Open your registered email address and check the notification email sent by SSS as confirmation for the approval or rejection of your

Disbursement Account Enrollment.

B. Disbursement Account Enrollment Module Registration in My.SSS for Employer Members

5. Visit the SSS Website <https://www.sss.gov.ph>. Verify the captcha and click “Employer” under “Portal”.
6. Log-in to the SSS Website with My.SSS account user ID and password. Mouse-over “E-services” and click “Disbursement Account Enrollment module” from the list of services.
7. Certify that you have read the reminders and click “Proceed”.
8. Accomplish all the required fields:
 - a. Select PESONet Participant’s name
 - b. Encode and Confirm Disbursement Account Number
 - c. Attach Supporting Documents
9. Certify that all Information are correct and click “Enroll”
10. Open your registered email address and check the notification email sent by SSS as confirmation for the approval or rejection of your Disbursement Account Enrollment.

VII. ENHANCED SSS MOBILE APP

A. Downloading of the SSS Mobile Application

1. Download the SSS Mobile App from the following:

Google Play Store

(<https://play.google.com/store/apps/details?id=com.sssgov.sssmobileapp>)

Apple App Store

(<https://apps.apple.com/ph/app/sss-mobile/id1376067900>)

Huawei App Gallery

(<https://appgallery.huawei.com/app/C101186683>)

B. Registration to My.SSS (SSS Website) through the SSS Mobile Application

1. At the SSS Mobile App, tap the hamburger Icon on the upper left corner of the screen.


For iOS users, from the left side of the screen, swipe right.

2. Tap **Register (My.SSS)**.
3. Tap the **checkbox** for the certification that the reminders on SSS Web registration have been read and understand, and tap **Proceed**.
4. Fill-in the required details then select one option from the registration preference.
5. Answer the Captcha, tap the **checkbox** for the **Terms of Service**, and tap **Submit** to complete the process.

C. Inquiry on SSS Branch Office with Location Map through the SSS Mobile Application

1. At the SSS Mobile App, tap the hamburger Icon on the upper left corner of the screen.


For iOS users, from the left side of the screen, swipe right.

2. For Android and iOS users, tap **SSS Branches** .
 - 2.1. For Android (Huawei users), tap **SSS Branches** and search branch location by using Zip Code or City.
3. For Android and iOS users, fill-in the required details and tap **Magnifying glass icon** to complete the process.
 - 3.1. For Android (Huawei users), fill-in the required details and tap **Submit** to complete the process
4. For Android (Huawei users), tap the branch name to proceed with to the location map
5. Tap the  beside Branch Locations on the upper left corner of the screen to exit.


D. Inquiry on the List of Document Requirements through the SSS Mobile Application

1. At the SSS Mobile App, tap the hamburger Icon on the upper left corner of the screen.


For iOS users, from the left side of the screen, swipe right.

2. Tap Documentary Requirements icon and select Membership or Benefits.
3. Tap the  beside Membership or Benefits on the upper left corner of the screen to exit.

E. Inquiry on Member Information through the SSS Mobile Application



1. Log-in to the SSS Mobile App with My.SSS account user ID and password.
2. Tap the Member's Profile Icon on the lower right screen of the SSS Mobile App Dashboard.
3. Tap Home icon on the lower left corner of the screen.
4. Tap the  Member Icon on the upper left corner of the screen to log out.


F. Inquiry on the Status of Sickness Claim Information, Maternity Claim Info, Retirement Claim Info, Disability Claim Info and EC Medical Claim through the SSS Mobile Application

1. Log-in to the SSS Mobile App with My.SSS account user ID and password.
2. Tap the  Floating Action Button (FAB).
3. Select the benefit Icon to view the status.




Example:

Retirement Claim Info.




4. Tap  the  beside the Retirement Claim Info on the upper left corner of the screen beside.

5. Tap the  Member Icon on the upper left corner of the screen to log out.



G. Submission of Maternity Notification through the SSS Mobile Application

1. Log-in to the SSS Mobile App with My.SSS account user ID and password.
2. Tap the  Floating Action Button (FAB).
3. Tap the Maternity Notification Icon and fill-  in the required information.
4. Tap Submit to complete the process.
5. Tap the  Member Icon on the upper left corner of the screen to log out.




H. Inquiry of Salary Loan Status and Loan Balance

1. Log-in to the SSS Mobile App with My.SSS account user ID and password
2. Tap the  Floating Action Button (FAB).
3. Tap the selected service to query ex. Loans Status
4. Tap the  beside the Salary Loan Status on the upper left corner of the screen beside.
5. Tap the  Member Icon on the upper left corner of the screen to log out.




I. Application of Salary Loan through the SSS Mobile Application

1. Log-in to the SSS Mobile App with My.SSS account user ID and password.
2. **Tap the  Floating Action Button (FAB)**
3. Tap **Apply for Salary Loan** and fill-in the required information.
4. Tap **Terms of Service** and tap **Proceed**.
5. Tap **Submit** to complete the process.
6. Tap the  **Member Icon** on the upper left corner of the screen to log out.




J. Inquiry of Contributions through the SSS Mobile Application

1. Log-in to the SSS Mobile App with My.SSS account user ID and password.
2. Tap the  **Floating Action Button (FAB)**.
3. Tap the **Actual Premiums** Icon under Contribution.
4. Tap the  beside the **Contribution Actual Premiums** on the upper left corner of the screen.
5. Tap the  **Member Icon** on the upper left corner of the screen to log out.

K. Generation of Contribution Payment Reference Number (PRN) through the SSS Mobile Application

1. Log-in to the SSS Mobile App with My.SSS account user ID and password.
2. Tap the **Generate PRN**. Tap **Create** then **Generate** button and fill-in the required information.
3. Tap **Submit** to complete the process
4. Tap  beside **View PRN/SOA**—on the upper left corner of the screen.
5. Tap the  **Home Icon** on the upper left corner of the screen to log out.
6. Tap the  **Member Icon** on the upper left corner of the screen to log out.

L. Inquiry of Member Enrolled Disbursement Account Information through the SSS Mobile App

1. Log-in to the SSS Mobile App with My.SSS account user ID and password.
2. Tap the  **Member Icon** on the upper left corner of the screen then tap **Disbursement Account Enrolled**.
3. Tap  beside **Disbursement Account Enrolled** on the upper left corner of the screen.
4. Tap the  **Member Icon** on the upper left corner of the screen to log out

M. Online Issuance of SS Number through SSS Mobile App

- G.** At the SSS Mobile App, tap the hamburger Icon on the upper left corner of the screen.

For iOS users, from the left side of the screen, swipe right.

H. Tap SS Number Issuance.

I. Tap Start button.

J. Supply the needed information then tap **Next**.


K. Enter the code verification sent in the registered email then tap **Verify Code**.

L. Supply the required information from Basic Information up to Beneficiaries Information correctly then tap **Save**.

M. Supply the required information from Personal Record/Unified Multipurpose ID Card Application to My.SSS account User ID then tap **Generate SS Number**.




N. Access the registered email address.

N. Member Inbox Notification in the SSS Mobile App



1. Log-in to the SSS Mobile App with My.SSS account user ID and password.
2. Tap the  **Inbox Notification Icon** on the lower portion of the screen.
3. Select the type of notification.


Example:

Special Announcements




4. Tap  beside **Special Notifications** on the upper left corner of the screen.
5. Tap the  **Home Icon** on the lower left corner of the screen.
6. Tap the  **Member Icon** on the upper left corner of the screen to log out.

O. Inquiry on Employer Information through the SSS Mobile Application




1. Log-in to the SSS Mobile App with My.SSS Employer account user ID and password.
2. Tap the  **Employer's Profile Icon** on the lower right screen of the SSS Mobile App Dashboard.
3. Tap the  **Home Icon** on the lower left corner of the screen

4. Tap the  **Employer Icon** on the upper left corner of the screen to log out.



P. Employer Updating of Contact Information through the SSS Mobile Application



1. Log-in to the SSS Mobile App with My.SSS Employer account user ID and password.
2. Tap the  **Employer's Profile** Icon on the lower right screen of the SSS Mobile App Dashboard.
3. Tap **Update Contact Information**
4. Fill in the field/s to be updated then tap **Submit**.
5. Tap **Ok**
6. Tap the  **Home Icon** on the lower left corner of the screen.
7. Tap the  **Employer Icon** on the upper left corner of the screen to log out.

Q. Inquiry of Employer Enrolled Disbursement Account Information through the SSS Mobile App





1. Log-in to the SSS Mobile App with My.SSS Employer account user ID and password.
2. Tap the  **Employer Icon** on the upper left corner of the screen then tap **Disbursement Account Enrolled**.
3. Tap  beside **Disbursement Account Enrolled** on the upper left corner of the screen.
4. Tap the  **Employer Icon** on the upper left corner of the screen to log out.

R. Inquiry of Employer posted Contribution payments through the SSS Mobile Application







1. Log-in to the SSS Mobile App with My.SSS Employer account user ID and password.
2. Tap the  **Floating Action Button (FAB)**.
3. Tap the **Search Actual Premiums** Icon under Contribution.
4. Choose year on the dropdown then tap **Search**.
5. Tap the  beside the **Contribution Details** on the upper left corner of the screen.

6. Tap the  beside the **Contribution** on the upper left corner of the screen.
7. Tap the  **Employer Icon** on the upper left corner of the screen to log out.



S. Inquiry of Employer posted Loan Payments through the SSS Mobile Application

1. Log-in to the SSS Mobile App with My.SSS Employer account user ID and password.
2. Tap the  **Floating Action Button (FAB)**.
3. Tap the **Search Status** Icon under Loans.
4. Choose year on the dropdown then tap **Search**.
5. Tap the  beside the **Loan Details** on the upper left corner of the screen.
6. Tap the  beside the **Loans** on the upper left corner of the screen.
7. Tap the  **Employer Icon** on the upper left corner of the screen to log out.


T. Employer inquiry on the Status of Sickness and Maternity Benefit through the SSS Mobile Application

1. Log-in to the SSS Mobile App with My.SSS Employer account user ID and password.
2. Tap the  **Floating Action Button (FAB)**.
3. Tap the **Sickness & Maternity** Icon under Benefit Claims.
4. Choose year on the dropdown then tap **Search**.
5. Tap the  to view the Sickness/Maternity Payee History.
6. Tap the  beside the **SM Payee History** on the upper left corner of the screen.
7. Tap the  beside the **SM Claim Details** on the upper left corner of the screen.
8. Tap the  beside the **Sickness & Maternity** on the upper left corner of the screen.
9. Tap the  **Employer Icon** on the upper left corner of the screen to log out.

U. Inquiry on Employer pre-generated Contribution Payment Reference Number (PRN) through the SSS Mobile Application




1. Log-in to the SSS Mobile App with My.SSS Employer account user ID and password.
2. Tap the **Generate PRN** on the lower portion of screen.
3. Tap the  **Home Icon** on the lower left corner of the screen.
4. Tap the  **Employer Icon** on the upper left corner of the screen to log out.

V. Employer Inbox Notification in the SSS Mobile App





1. Log-in to the SSS Mobile App with My.SSS Employer account user ID and password.
2. Tap the  **Inbox Notification Icon** on the lower portion of the screen.
3. Select the type of notification.

Example:

Special Announcements

5. Tap  beside **Special Notifications** on the upper left corner of the screen.
6. Tap the  **Home Icon** on the lower left corner of the screen.
7. Tap the  **Employer Icon** on the upper left corner of the screen to log out.

W.Generation of Payment Reference Number (PRN) through the SSS Mobile Application

1. Log-in to the SSS Mobile App with My.SSS account user ID and password.
2. Tap the **Generate PRN**. Tap **Create** then **Generate** button and fill-in the required information.
3. Tap **Submit** to complete the process.
4. Tap  the  beside the **View PRN/SOA** on the upper left corner of the screen.
5. Tap  the **Home Icon** on the upper left corner of the screen to log out.
6. Tap  the **Member Icon** on the upper left corner of the screen to log out

VIII. OTHERS

S. Inquiry of Membership Records, Documentary Requirements and Branch Location, Documents Requirements to Update SSS Account Information and Sending of Feedback thru Text SSS

1. Send the code corresponding with the desired service following the required format to 2600
2. To Register to Text SSS:

SSS REG <SSNumber> <BDAYmm/dd/yyyy>

Ex. SSS REG 0112345689 11/11/91 send to 2600

To know the different commands, key in the format and send to 2600:

SSS HELP

To inquire for Payment Reference Number (PRN):

SSS PRN <SSNumber> <PIN> <Date of BirthBDAYmm/dd/yyyy>

To check Contributions: **SSS CONTRIB <SSNumber> <PIN>**

To check the claim status, type the format and send to 2600:

STATUS Sickness <SSNumber> <PIN>

STATUS ECMed <SSNumber> <PIN>

STATUS Disability <SSNumber> <PIN>

STATUS Retirement <SSNumber> <PIN>

STATUS Death <SSNumber> <PIN>

To check documentary requirements for membership, type the format and send to 2600:

SSS ID

SSS OFW

SSS SELF

SSS VOL

To know how to change SSS information (Civil Status, Address, dependents, etc.), type the format and to send to 2600:

SSS CHANGE

To know the nearest SSS branch location, type the format and send to 2600:

SSS BRANCH <postal code OR city>

To inquire on documents in the filing of benefit claim, type format and send to 2600:

SSS DOC SICKNESS

SSS DOC MATERNITY

SSS DOC DEATH

SSS DOC DISABILITY

SSS DOC FUNERAL

SSS DOC RETIREMENT

SSS DOC RETIREMENT MINOR