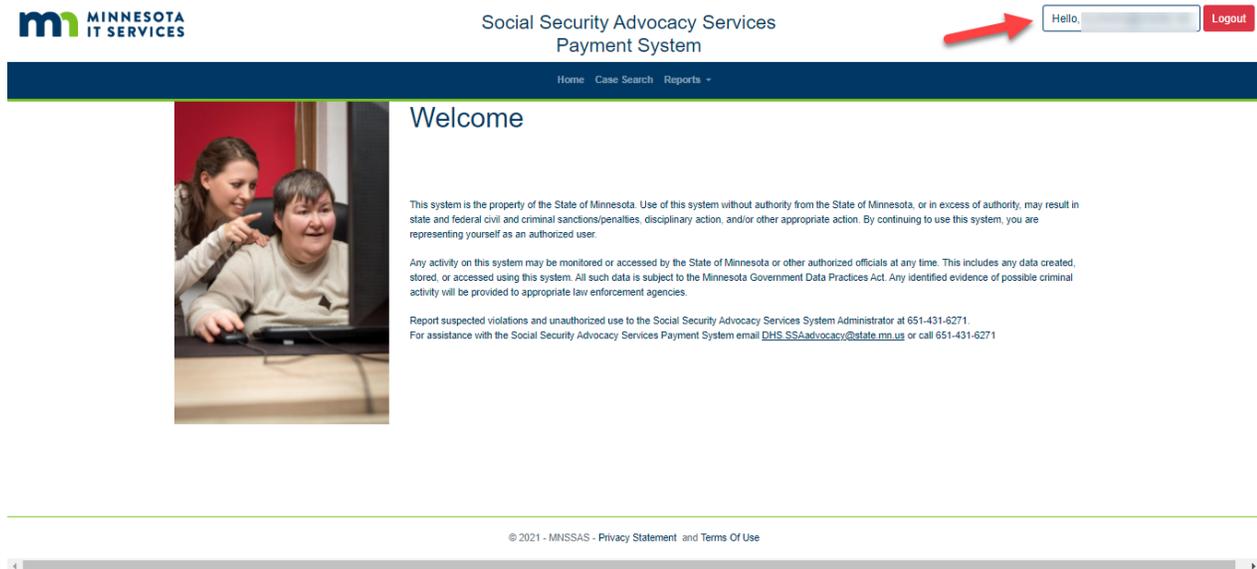


Managing your account information in the Social Security Advocacy Services Payment System

All users registered in the Social Security Advocacy Services (SSAS) Payment System have the ability to manage their account and change account settings. In the Manage your account section, users have the ability to update your profile, email address, and password.

To manage your account information

- Log into the SSAS payment system.
- Click on the box at the top right of the screen with your user email.
- This will take you to the Manage your account page to change your account settings.



m MINNESOTA
IT SERVICES

Social Security Advocacy Services
Payment System

Hello, Logout

Home Case Search Reports

Welcome

This system is the property of the State of Minnesota. Use of this system without authority from the State of Minnesota, or in excess of authority, may result in state and federal civil and criminal sanctions/penalties, disciplinary action, and/or other appropriate action. By continuing to use this system, you are representing yourself as an authorized user.

Any activity on this system may be monitored or accessed by the State of Minnesota or other authorized officials at any time. This includes any data created, stored, or accessed using this system. All such data is subject to the Minnesota Government Data Practices Act. Any identified evidence of possible criminal activity will be provided to appropriate law enforcement agencies.

Report suspected violations and unauthorized use to the Social Security Advocacy Services System Administrator at 651-431-6271.
For assistance with the Social Security Advocacy Services Payment System email DHS.SSAdvocacy@state.mn.us or call 651-431-6271

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To update Profile name

- Click on “Profile”.
- Select either First or Last name field(s).
- Enter name changes in the selected field(s). First and last names are both required fields.
- Click on Save.

MINNESOTA IT SERVICES

Social Security Advocacy Services
Payment System

Home Case Search Reports

Manage your account

Change your account settings

Profile
Email
Password

Profile

Username

First Name

The First Name field is required.

Last Name

Save

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- A confirmation message will be displayed that “Your profile has been updated”.

MINNESOTA IT SERVICES

Social Security Advocacy Services
Payment System

Home Case Search Reports

Manage your account

Change your account settings

Profile
Email
Password

Profile

Your profile has been updated

Username

First Name

Tod

Last Name

Norris

Save

To update Email address

- Click on “Email”.
- Enter Email changes in the New Email field. Click on Change email.

aging

MINNESOTA IT SERVICES

Social Security Advocacy Services Payment System

Hello, [redacted] Logout

Home Case Search Reports

Manage your account

Change your account settings

Profile

Email

Password

Manage Email

Email

[redacted] ✓

New email

[redacted]

Change email

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- A message is displayed showing “Confirmation link to change email sent. Please check your email”.
- Go to your email account and click on the link to confirm the new email address.

Staging

MINNESOTA IT SERVICES

Social Security Advocacy Services Payment System

Hello, [redacted] Logout

Home Case Search Reports

Manage your account

Change your account settings

Profile

Email

Password

Manage Email

Confirmation link to change email sent. Please check your email. x

Email

[redacted] ✓

New email

[redacted]

Change email

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To update Password

- Click on “Password”.
- Complete required fields by entering your current password, new password, and confirm new password.
- Click on Update password.

mi MINNESOTA IT SERVICES

Social Security Advocacy Services Payment System

Hello, [] Logout

Home Case Search Reports -

Manage your account
Change your account settings

Profile
Email
Password

Change password

Current password

New password

Confirm new password

Update password

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- A confirmation message is displayed confirming your password has been changed.

mi MINNESOTA IT SERVICES

Social Security Advocacy Services Payment System

Hello, [] Logout

Home Case Search Reports -

Manage your account
Change your account settings

Profile
Email
Password

Change password

Your password has been changed. x

Current password
[]

New password
[]

Confirm new password
[]

Update password

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If you have additional questions, please contact the SSAS system administrator Ty Morris at: ty.morris@state.mn.us or call 651-431-6271.