1. Request account creation, process can take 10 to 14 business days. To begin the process, email the below information to electronic-records-express@ssa.gov

Name (first and last)

Organization

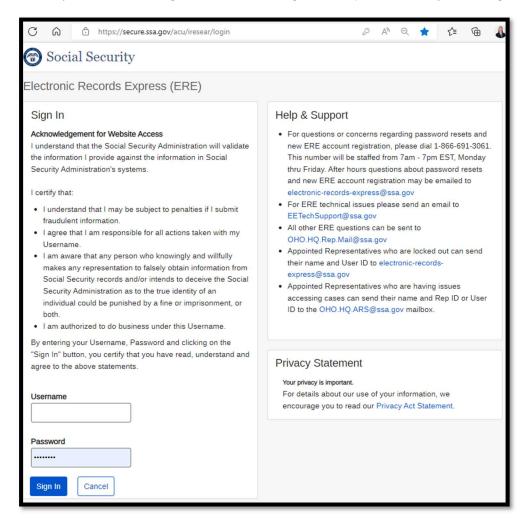
Mailing Address

E-mail address

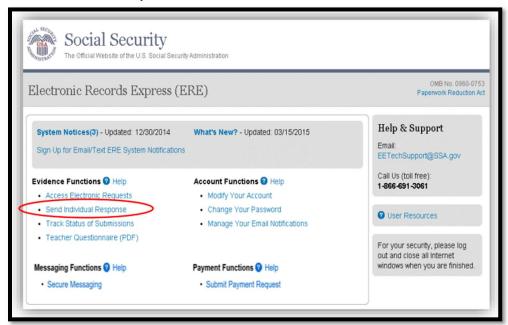
Phone number

Fax Number

2. Once you've received log in credentials, navigate to https://eme.ssa.gov and log in.



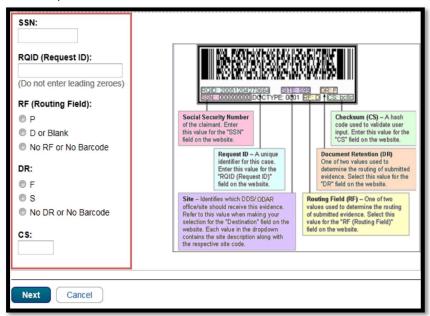
3. Select Send Individual Response



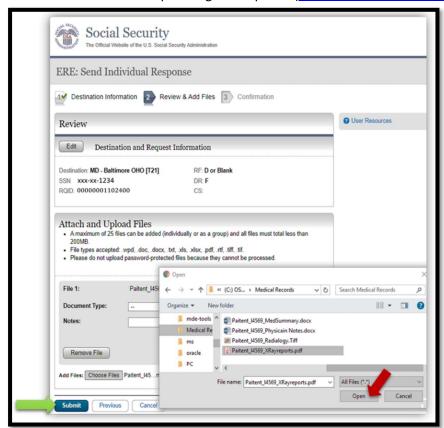
4. Enter the site code found on barcode located on the request for records then click Enter



5. Enter Request information located on the barcode and click **Next**



6. Attach and Upload and click **Submit.** You can use the Centralis Health Desktop to create a combined PDF for easier uploading to the portal (How to Create Combined PDF)



7. Once uploaded you will receive a confirmation page, keep this for your records just as you would a fax confirmation page (this is way better than a fax confirmation page!)



8. To track the status of an upload, log in and click Track Status of Submission using the above confirmation details.

