1) Log into www.ssa.gov/ar. Enter the USER ID and Password you created when you registered for access to claimants’ electronic folders. Read the User Certification statement and check the “I have read & agree to these terms” checkbox. Select Log In.

2) From the Appointed Representative Services screen, under Manage Account, select View/Edit Account Info.
3) Select **Change Number** on **View/Edit Account Information** screen.

![Appointed Representative Services](image1)

4) If you have both the current and new cell phone, choose the first option then select **Next**.
   NOTE: If you no longer have the original cell phone, select the third option and we will mail you a **One-Time Password**. Once you receive it, you will return to this screen and choose the second option.

![Appointed Representative Services](image2)
5) If you selected the first option, a **One-Time Password** will be sent to your current secure cell phone number (the number we have in our records). Enter this **One-Time Password** and select **Next**.

6) Enter the new cell phone number and select **Next**.
7) A new **One-Time Password** will be sent to the new cell phone number. Enter the new **One-Time Password** and select **Change Number**.

8) You will receive a confirmation screen. Select **View Account Info** to confirm the new cell phone number is in your account information.