

Adobe Sign instructions for external customers

In this document we will provide directions for signing a financial agreement with SSA. Adobe Sign is the service used by SSA for this process. As such, the email that contains the SSA financial agreement (SSA-1235) will be sent to external customers from adobesign@adobesign.com

Below is an example of the email sent to external customers

From: Adobe Sign <adobesign@adobesign.com>

Subject: Approval requested for Financial agreement with SSA.



Social Security

test.data.exchange.customer.connection.help@ssa.gov

assigned you to approve

[eSignedSSA1235-RASOLV250004-09032025-FA-465002](#)

[Review and approve](#)

To **review and approve** this financial agreement, click “Review and Approve” above. Additional instructions can be found on the [SSA Data Exchange](#) website.

data.exchange.customer.connection.help@ssa.gov.

Don't forward this email: If you are not the appropriate person to sign this agreement, please select "Review and Approve," click "Continue" on the acknowledgment screen, and then choose "Options" in the top left corner. From there, you can assign the agreement to another individual for signature.



By proceeding, you agree that this agreement may be signed using electronic or handwritten signatures.

To ensure that you continue receiving our emails, please add adobesign@adobesign.com to your address book or safe list.

© 2025 Adobe. All rights reserved.

eSignedSSA1235-FA-409002-06262025

Social Security Administration

AGREEMENT COVERING REIMBURSABLE SERVICES

JOB NUMBER RAMELB254494	CAN: 1414	SOC: 6163
	SSA DUNS/BPN:	SSA TAS: 028 2025 2025 8704
	SSA BETC: COLL	SSA ALC: 28040001
	SSA EIN: 526004813	SSA UEL:

REQUESTING ORGANIZATION

PROGRAM CONTACT NAME/ADDRESS/PHONE# ABINGTON MEMORIAL HOSPITAL Happy Testing 1240 dc, DC 20224 (703) 655-9161	FINANCIAL CONTACT NAME/ADDRESS/PHONE# Happy Testing 1240 dc, DC 20224 (703) 655-9161 FUNDS ARE AVAILABLE - DRAC
---	---

ACCOUNTING DATA (for Federal Government Agencies)

Appropriation/TAS:	
ALC:	
BETC:	
DUNS/BPN:	
UEL:	

EMPLOYER IDENTIFICATION NUMBER (EIN)
24-2424542

BEGINNING AND ENDING DATES
10/01/2024 through 09/30/2025

TYPE OF SERVICE REQUESTED

PROJECT TITLE OR KIND OF SERVICE
test

DESCRIPTION OF SERVICES
test

REFERENCES TO CORRESPONDENCE ON THIS MATTER (copies attached)
Refer to accompanying legal agreement.

SSA PROJECT COORDINATOR

NAME Melissa Bowers	OFFICE OCIO / OEIS
-------------------------------	------------------------------

SSA CONTACT FOR INFORMATION PERTAINING TO THIS AGREEMENT


NAME Melissa Bowers	OFFICE OCIO / OEIS
-------------------------------	------------------------------

ESTIMATED COST AND FINANCING OF SERVICES

ESTIMATED COST OF SERVICES \$14.00	FINANCING (Check one):	ADVANCE PAYMENT	(In Full)	X
		IPAC	(Quarterly)	

SSA AUTHORIZATION

PRINTED NAME Melissa Bowers Changed

2 → 

By clicking continue, I acknowledge that I have read and agree to the Adobe [Terms of Use](#). See our [Privacy Policy](#) for details on our privacy practices.

[Continue](#) ← 1

When Adobe Sign opens click on Continue (1) in the acknowledgement at the bottom of the screen. Next, click Start (2).

eSignedSSA1235-FA-409002-06262025

dc, DC 20224
(703) 655-9161

FUNDS ARE AVAILABLE - DRAC

ACCOUNTING DATA (for Federal Government Agencies)		EMPLOYER IDENTIFICATION NUMBER (EIN) 24-2424542	
Appropriation/TAS:		BEGINNING AND ENDING DATES 10/01/2024 through 09/30/2025	
ALC:			
BETC:			
DUNS/BPN:			
UEE:			

TYPE OF SERVICE REQUESTED

PROJECT TITLE OR KIND OF SERVICE
test

DESCRIPTION OF SERVICES
test

REFERENCES TO CORRESPONDENCE ON THIS MATTER (copies attached)
Refer to accompanying legal agreement.

SSA PROJECT COORDINATOR

NAME Melissa Bowers	OFFICE OCIO / OEIS
------------------------	-----------------------


SSA CONTACT FOR INFORMATION PERTAINING TO THIS AGREEMENT

NAME Melissa Bowers	OFFICE OCIO / OEIS
------------------------	-----------------------

ESTIMATED COST AND FINANCING OF SERVICES


ESTIMATED COST OF SERVICES \$14.00	FINANCING (Check one):	ADVANCE PAYMENT	(In Full)	X
			(Quarterly)	
		IPAC		

SSA AUTHORIZATION

PRINTED NAME Melissa Bowers Changed	TITLE Supervisor
SIGNATURE  11/24/25, 2025 15:52:00PT	DATE

ACCEPTANCE - FOR USE OF REQUESTING ORGANIZATION

Please provide the services requested above. We agree to pay you the full cost of such services in the amount estimated above prior to any work being performed, and we also agree to all of the terms and conditions stated in the accompanying Memorandum of Agreement.

NAME OF ORGANIZATION'S PROJECT COORDINATOR Happy Testing Changed	TITLE SA Updated
NAME & SIGNATURE OF AUTHORIZING OFFICIAL Happy Testing  Click here to sign	TITLE SA
	DATE

Form SSA-1235 (11-2014) Destroy Prior Editions

In the yellow box, click where it says 'Click here to sign'

(Note: If the name or title of the signer is incorrect, you can click in the relevant box to update that information.)

dc, DC 20224
(703) 655-9161

ACCOUNTING DATA (for Federal Government Agencies)

Appropriation/TAS:	
ALC:	
BETC:	
DUNS/BPN:	
UEE:	

PROJECT TITLE OR KIND OF SERVICE
test

DESCRIPTION OF SERVICES
test

REFERENCES TO CORRESPONDENCE ON THIS MATTER (copies attached)
Refer to accompanying legal agreement.




SSA PROJECT COORDINATOR

NAME Melissa Bowers	OFFICE OCIO / OEIS
------------------------	-----------------------

SSA CONTACT FOR INFORMATION PERTAINING TO THIS AGREEMENT


NAME Melissa Bowers	OFFICE OCIO / OEIS
------------------------	-----------------------

ESTIMATED COST AND FINANCING OF SERVICES

Type Draw Mobile



Draw your signature using your mobile device.



Type your signature here

Close Apply

The signing modal will open. You can type your signature, use the draw, or mobile options. Click 'Apply' to continue.

dc, DC 20224 (703) 655-9161		FUNDS ARE AVAILABLE - DRAC										
ACCOUNTING DATA (for Federal Government Agencies) Appropriation/TAS: ALC: BETC: DUNS/BPN: UEI:		EMPLOYER IDENTIFICATION NUMBER (EIN) 24-2424542 BEGINNING AND ENDING DATES 10/01/2024 through 09/30/2025										
TYPE OF SERVICE REQUESTED												
PROJECT TITLE OR KIND OF SERVICE test												
DESCRIPTION OF SERVICES test												
REFERENCES TO CORRESPONDENCE ON THIS MATTER (copies attached) Refer to accompanying legal agreement.												
SSA PROJECT COORDINATOR												
NAME Melissa Bowers		OFFICE OCIO / OEIS										
SSA CONTACT FOR INFORMATION PERTAINING TO THIS AGREEMENT												
NAME Melissa Bowers		OFFICE OCIO / OEIS										
ESTIMATED COST AND FINANCING OF SERVICES												
ESTIMATED COST OF SERVICES \$14.00		FINANCING (Check one):	<table border="1"> <tr> <td>ADVANCE PAYMENT</td> <td>(In Full)</td> <td>X</td> </tr> <tr> <td></td> <td>(Quarterly)</td> <td></td> </tr> <tr> <td colspan="2">IPAC</td> <td></td> </tr> </table>	ADVANCE PAYMENT	(In Full)	X		(Quarterly)		IPAC		
ADVANCE PAYMENT	(In Full)	X										
	(Quarterly)											
IPAC												
SSA AUTHORIZATION												
PRINTED NAME Melissa Bowers Changed												
TITLE Supervisor												
SIGNATURE  <small>(e-Sign 20, 2020 10/31 EBT)</small>		DATE										
ACCEPTANCE - FOR USE OF REQUESTING ORGANIZATION												
Please provide the services requested above. We agree to pay you the full cost of such services in the amount estimated above prior to any work being performed; and we also agree to all of the terms and conditions stated in the accompanying Memorandum of Agreement.												
NAME OF ORGANIZATION'S PROJECT COORDINATOR Happy Testing Changed		TITLE SA Updated										
NAME & SIGNATURE OF AUTHORIZING OFFICIAL Happy Testing 		TITLE SA	DATE									

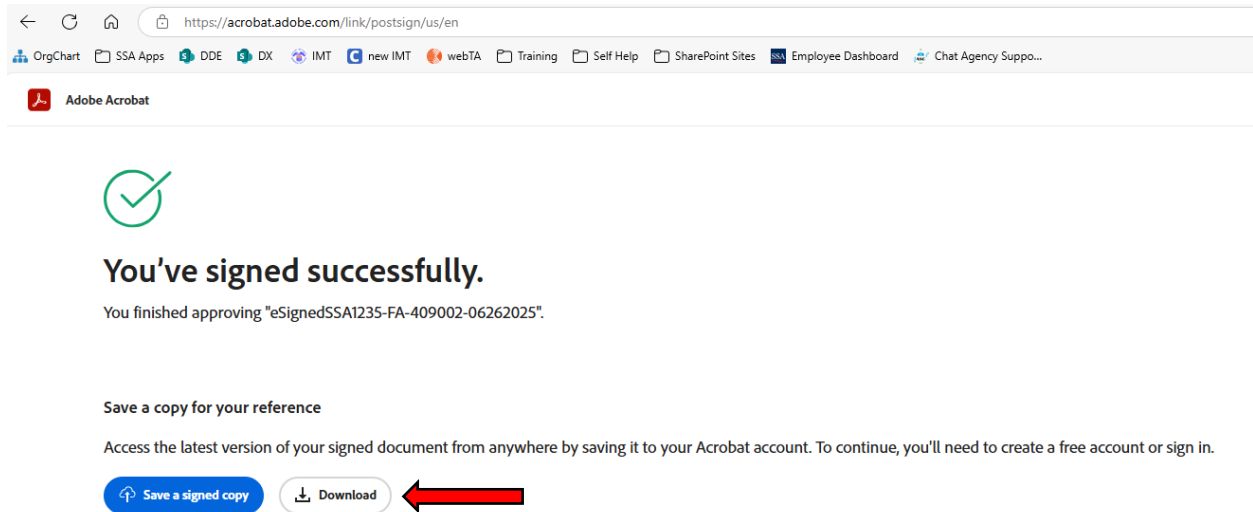
Form SSA-1235 (11-2014) Destroy Prior Editions

By approving, I agree to this document, the [Consumer Disclosure](#) and to utilize electronic signatures.

Click to Approve

(Note: the Date field does not need to be filled in since the Electronic Signature includes the date.)

Next 'Click to Approve'



Screen will refresh after the signature is approved and a “You’ve signed successfully” screen will appear. From this screen, you can download a copy for your records.