



Requesting Direct Payment of Fees?

You Must File Certain Appeals Online

If you are an appointed representative filing a request for reconsideration or a hearing for a client whose disability claim we denied for medical reasons, you must use our online system to file the appeal. This electronic filing requirement applies only if you are an appointed representative who is eligible for and requesting direct payment of your fee. You cannot use the online system to file Appeals Council reviews, appeals of partially favorable allowances, appeals of nonmedical determinations, or appeals of disability cessations.

There are several benefits to filing disability appeals online. You will:

- Instantly get an acknowledgement of receipt;
- Eliminate manual keying errors; and
- Know your appeal is being tracked.

We expect this requirement to improve efficiency and help manage our workloads more effectively.

Each time you ask for direct payment, you must submit electronically completed versions of the *Request for Reconsideration* (form i561) or *Request for Hearing by Administrative Law Judge* (form i501), as well as the *Disability Report-Appeal* (form i3441). You can file electronically each workday from 5 a.m. until 1 a.m. (ET), from 5 a.m. until 11 p.m. on Saturdays and selected holidays, and from 8 a.m. until 10 p.m. on Sundays.

You may continue to submit other documents through the mail or in person, including the *Identifying Information for Possible Direct Payment of Authorized Fees* (Form SSA-1695), fee agreements and petitions.

It is important to know that if you consistently fail to comply with the requirement to use the online system for the cases indicated, we may suspend you or disqualify you from representing claimants.

For more information, please visit www.socialsecurity.gov/representation.