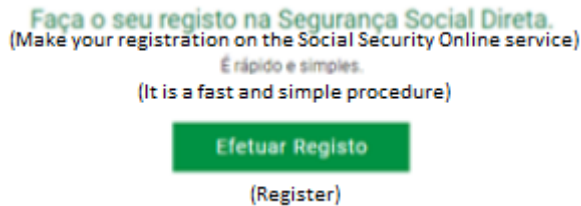**How can I have access to the Social Security Online Service (*Segurança Social Direta* - SSD)?**

A – If you are going to use the Social Security Online Service for the first time and do not have a password yet, you need to:

1. Access the Social Security portal on the Internet at www.seg-social.pt;

2. Click on *Segurança Social Direta* (Social Security Online Service)

3. Click on *Efetuar Registo* (Register)

Faça o seu registo na Segurança Social Direta.
(Make your registration on the Social Security Online service)
É rápido e simples.
(It is a fast and simple procedure)

Efetuar Registo

(Register)

4. Insert your Social Security Identification Number (NISS).

5. Click on *Não sou um robô* (I am not a robot)

6. Validate the displayed image

7. Click on *Prosseguir* (Continue)

8. Read the service Terms and Conditions; if you agree, click on *Li e aceito os termos e condições do serviço* (I read and accept the service terms and conditions)

9. Insert the requested identification data:

Full name

Date of birth

Civil Identification Number (Citizen's Card, ID-card, passport, ...)

Tax Identification Number (NIF)

10. Click on *Próximo passo: contactos* (Next step: contacts)

11. If the data you inserted do not correspond to the information registered in the Social Security system, the user registration procedure cannot continue. Please contact the Social Security customer information services.

12. Insert the requested contact information:

Email address

Mobile phone number

Telephone number (optional)

13. Click on **Próximo passo: Alertas se for Cidadão** (Next step: Alerts if you are a Citizen)

If the mobile phone number you inserted does not correspond to the one registered in the Social Security information system, this communication channel will not be used to send the verification code.

If the email address you inserted does not correspond to the one registered in the Social Security information system, this communication channel will not be used to send the verification code.

14. If you are a Citizen, please indicate the way you want to receive the Social Security Alerts: by Email or SMS (written message to the mobile phone) or indicate that you do not want to receive any alerts.

This functionality is aimed to ensure your convenience, considering that it provides alerts about a set of information of your interest, in an automatic way, namely information about decisions taken by Social Security concerning your applications and/or information about benefits you are entitled to, as well as the respective payment dates.

15. Click on *Próximo passo: Código* (Next Step: Code)

16. The Social Security will send you a verification code so that you may set your access password to the Social Security Online Service. Please indicate the way you want to receive the verification code: by e-mail or SMS (written message to the mobile phone).

If the contacts you have indicated are both different from the ones registered in the Social Security information system or if you do not have these contacts registered in the system, the only option available will be to send you the Verification Code by PIN-letter to the address registered in the Social Security information system.

17. Click on **Próximo passo: Resumo** (Next Step: Summary)

18. Check the information inserted

19. Click on **Confirmar** (Confirm) if you agree with that information

20. Insert the verification code sent to the communication channel you have indicated

21. Click on *Confirmar código de verificação* (Confirm verification code)

22. Insert your password in the password field (please consult the password setting rules available on the same page)

23. Confirm your password by re-inserting the same password

24. Click on *Confirmar palavra-chave* (Confirm password)

25. Click on *efetuar autenticação na Segurança Social Direta* (Social Security Online Service authentication)

After the authentication procedure, you must update and confirm your contact details. To learn more about this topic, please click on the *Ajuda* (Help) icon (of the Social Security Online Service) and consult the questions available on **Perfil>Dados Pessoais** (Profile> Personal Data).

Useful Link: http://www.seg-social.pt/inicio