



SOAR Packet I Clark County, WA

Packet I: Submit Online

These forms may all be sent in the mail, but only if necessary

Assist your client in setting up an account on [MySocialSecurity](#). If they are unable to create an online account, proceed with filing the claim online as indicated below:

- ✓ **SSA-16** The SSDI application
 - Secure your client's protective filing date
- ✓ **SSA-827** Authorization to Disclose Information to the Social Security Administration
 - a. Allows SSA and DDS to obtain medical records for your client
 - The original copy needs to be sent to SSA in Packet 2
 - b. Keep a copy for yourself
- ✓ **SSA-i3368 or SSA3368** The Disability Report
 - a. Always completed online
 - b. A list of commonly used medical facilities is posted on the Clark Co. SOAR website to assist you with this form

Timeline:

- ✓ These four steps in Packet I should be completed in one day
- ✓ **Note:** It is always a good idea to print copies of each form once they've been submitted electronically. Don't forget to write down the application number for both the SSA-16 and the SSA i3368. You will not be able to get back into the application without this number