



Republic of the Philippines  
**SOCIAL SECURITY SYSTEM**

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**CIRCULAR NO. 2020-040**

**TO : ALL SSS EMPLOYERS**

**SUBJECT : ONLINE SUBMISSION OF REQUEST FOR AMENDMENT OF CONTACT INFORMATION THROUGH THE MY.SSS EMPLOYER ACCOUNT IN THE SSS WEBSITE OR SSS MOBILE APP**

Pursuant to Social Security Commission (SSC) Resolution No. 473-s.2020 dated 09 September 2020, to support the digitalization of SSS' core services, and to comply with the zero-contact policy under Republic Act No. 11032 (Ease of Doing Business and Efficient Government Service Delivery Act of 2018), employers shall be allowed to submit the request for amendment of the following contact information using their My.SSS Employer account in the SSS Website or in the SSS Mobile App:

1. Email Address;
2. Telephone Number; and
3. Mobile/Cellphone Number.

The above-mentioned request does not require submission of supporting documents.

Employers shall be able to log in and access their Employer Account in the SSS Website or in the SSS Mobile App using their My.SSS Employer account's user id and password.

The acknowledgment and transaction number of the online submission of the above-mentioned Employer Data Change Request shall be emailed to the employer's company email address registered in the SSS Website.

All changes in the above-mentioned contact information submitted online by the employer shall be considered valid/official and shall be displayed in the Inquiry module of the My.SSS Employer account in the SSS Website at [www.sss.gov.ph](http://www.sss.gov.ph) and in the SSS Mobile App.

Please be guided accordingly.

23 DEC 2020

Date

  
**AURORA C. IGNACIO**

President and CEO

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