

网上服务系统操作说明

弹性延退备案（灵活就业）

灵活就业人员办理弹性延迟退休备案的，可使用该功能。

（一）路径：登录个人社保网上服务系统后，点击在线办理—个人参保管理—弹性延迟退休（灵活就业）

The screenshot displays the Guangdong Government Service Network (广东政务服务网) interface. At the top, there is a navigation bar with '广东政务服务网' and '申办流程'. Below this is a large banner for the '个人社保网上服务系统' (Personal Social Security Online Service System) featuring a cityscape background. On the right side of the banner, there is a '欢迎登录' (Welcome to Login) form with fields for '用户名' (Username), '密码' (Password), and '验证码' (Captcha). Below the form are links for '忘记密码' (Forgot Password), '找回密码' (Recover Password), and '新用户注册' (New User Registration), along with a checkbox for '同意《用户隐私协议》' (I agree to the User Privacy Policy) and buttons for '登录' (Login) and '重置' (Reset). At the bottom of the banner, there is a '广东省政务服务网认证入口' (Guangdong Province Government Service Network Authentication Entrance) button.

Below the banner, there is a footer section with contact information: '主办单位：广东省人民政府办公厅 承办：数字广东网络建设有限公司' (Organizing Unit: Guangdong Provincial Government Office; Operator: Digital Guangdong Network Construction Co., Ltd.), '版权所有：深圳市人力资源和社会保障局 粤ICP备10052879号-5 版本号：1.3.9' (Copyright: Shenzhen Municipal Human Resources and Social Security Bureau; ICP No. 10052879-5; Version No. 1.3.9), '联系我们' (Contact Us), and '热线电话：0755-12333' (Hotline: 0755-12333).

The main content area shows a navigation menu on the left with '个人参保管理' (Personal Social Security Management) highlighted in red. The main content area lists various services, including '弹性延迟退休（灵活就业）' (Elastic Delayed Retirement (Flexible Employment)), which is also highlighted in red. The service description for '弹性延迟退休（灵活就业）' is: '灵活就业人员可以在达到法定退休年龄时，申请弹性延迟退休，延迟退休距法定退休年龄最长不超过3年' (Flexible employment personnel can apply for elastic delayed retirement when reaching the legal retirement age, and the delayed retirement distance from the legal retirement age shall not exceed 3 years).

(二) 在录入信息界面录入申请的弹性延迟退休月数，自动生成对应的超龄停缴年月。需在该界面下载《企业职工基本养老保险退休时间申请书》(蓝色字体“点击下载”)，打印填写后参保人员本人签名(供下一环节上传材料使用)。

弹性延迟退休申请录入信息

个人编号*	81000000000000000000	身份证号码*	11010111010101010102	姓名*	刘刚
法定退休年月	2025-03	弹性延迟退休月数*	20	超龄停缴年月	2026-12

《退休时间申请书》(点击下载本文件, 打印填写并签名后, 在上传材料环节上传) (点击下载)

下一步 废弃

(三) 在上传材料环节, 扫描参保人有效身份证件、《企业职工基本养老保险退休时间申请书》后, 点击“下一步”提交。

上传材料

No.	材料名	是否必扫	页数类型	已上传照片数	上传	删除	查看
1	居民身份证 (正反面均需上传)	√	多页	1	↑	⌫	🔍
2	退休时间申请书	√	多页	1	↑	⌫	🔍

备注

上一步 下一步

(四) 在确认信息界面，确认录入信息无误后，点击“下一步”提交。

The screenshot shows a web application interface with a sidebar on the left and a main content area. The sidebar contains various menu items such as '居民参加医疗保险', '本市户籍', '灵活就业人员', etc. The main content area displays a '确认信息' (Confirm Information) dialog box. The dialog box has a title bar with a search icon, a refresh icon, and a close icon. Below the title bar, the text '弹性延迟申请确认信息' is displayed. The main area of the dialog contains a form with the following fields:

个人编号	8666	身份证号码	110101	姓名	张明
法定退休年月	2025-03	延迟退休月数	20	超龄停缴年月	2026-12

At the bottom of the dialog box, there are three buttons: '上一步' (Previous Step), '下一步' (Next Step), and '废弃' (Cancel). The '下一步' button is highlighted in blue, indicating it is the active step.

(五) 提交成功后等待社保经办机构审批。

The screenshot shows the '等待审核' (Waiting for Review) interface. The main content area displays a red warning message: '温馨提示：您的申请已经提交，请耐心等待审核' (Warm reminder: Your application has been submitted, please wait patiently for review). Below the message, there is a small dialog box titled '来自网页的消息' (Message from the website) with a yellow warning icon and the same text: '温馨提示：您的申请已经提交，请耐心等待审核'. A '确定' (Confirm) button is located at the bottom of this dialog box. At the bottom right of the main content area, there is a button labeled '查看审核结果' (View Review Results).