



Guía de Servicios en línea para negocios (BSO, sus siglas en inglés) para el año tributable 2007

Servicios de inscripción

Incluye las siguientes lecciones:

- Inscripción para [Inscritos nacionales](#) y [Inscritos extranjeros](#)
- [Cómo completar su inscripción telefónica](#)
- Acceso a los servicios de BSO: [Pedir](#), [activar](#), [volver a pedir](#), y [quitar acceso](#)
- Procedimientos para [acceso](#) y [salida](#)
- [Cómo cambiar su contraseña](#) y [contraseñas olvidadas](#)
- [Cómo actualizar su información de inscripción](#)
- [Desactivación de la Identificación de usuario](#)
- [Cómo comunicarse con el Seguro Social](#)

Lección 1: Inscripción para los Inscritos nacionales

Siga las siguientes instrucciones para inscribirse para una Identificación de usuario y contraseña si usted es un Inscrito nacional.

Paso 1: Dirija su navegador a la página, Business Services Online Welcome (en español, Bienvenido a los Servicios en línea para negocios):
www.segurosocial.gov/bsowelcome.htm (sólo disponible en inglés).

Paso 2: Seleccione el botón de **Register** (en español, Inscribirse) en la página, Business Services Online Welcome. El sistema mostrará la página, Registration Attestation (en español, Atestación de inscripción).

Social Security Online
Business Services Online

www.socialsecurity.gov
BSO Welcome | BSO Information | Contact Us | Keyboard Navigation

Registration Attestation
HELP

[BSO Welcome](#) > Registration Attestation

Online Services Availability

- Monday-Friday: 5 AM - 1 AM EST
- Saturday: 5 AM - 11 PM EST
- Sunday: 8 AM - 11:30 PM EST

DON'T USE YOUR BROWSER'S BACK BUTTON

Effective as of October 2007, your Personal Identification Number (PIN) is now referred to as your User ID.

Please read the following information about registering to use Business Services Online.

Please select the link below to read about SSA's legal authority for collecting information.

[Paperwork Reduction Act Statement](#)

Registering for Business Services

To obtain a User ID and password, complete the registration form and select the submit button on the following page. The information you submit will be verified against our records.

Upon successful registration, you will have your User ID and password.

You may update your registration information or change your password at any time. Your User ID will expire if you do not change your password at least once a year. The system will display your password expiration date. If you provide an e-mail address during the registration process, you will receive an e-mail notification when your User ID is about to expire.

I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files.

User Certification for SSA Business Services Online

I certify that:

- I am currently employed by the employer associated with my registration and am authorized to conduct business on behalf of the employer.

OR

I am registering as the employer of an individual or individuals who work(s) for me in my household.

OR

I am registering as a self-employed individual.

- I understand that I may be subject to penalties if I submit fraudulent information. I agree that I am responsible for all actions taken with my User ID.
- I understand that SSA may ban me and/or the company I represent from the use of these services if SSA determines or suspects there has been misuse of the services.
- I am aware that any person who knowingly and willingly makes any representation to falsely obtain information from Social Security records and/or intends to deceive the Social Security Administration as to the true identity of an individual could be punished by a fine or imprisonment, or both.

By selecting the "I Accept" button, you certify that you have read, understand and agree to the user certification of Business Services Online.

Have a question? Call **1-800-772-6270** Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

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Paso 3: Seleccione el botón de **I Accept** (en español, Acepto) después de leer y consentir con las condiciones definidas en la página, Registration Attestation. El sistema mostrará la página, Registration for Business Services Online (en español, Inscripción a los Servicios en línea para negocios).

Social Security Online **Business Services Online**
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Registration for Business Services Online [HELP](#)

[BSO Welcome](#) > Registration

Form Approved: OMB No. 0960-0626
Expiration date: 09/30/2009

You must have an Employer Identification Number (EIN) to request access to the full range of Business Services Online. If you are self-employed, you may request limited access without an EIN. [Apply For EIN](#)

NOTE: Accountants, CPAs, etc. You only need to register once in your own firm's name. You can then conduct business for as many clients as you wish.

Information About You, or Your Company or Business: we will compare this information with our records to verify you are currently employed by the company or business you represent. Correspondence with your employer will be sent to the address we have on file, not the address you provide below. Select [this link](#) for more help with completing this form.

I am an employee of a company that has an EIN
 I am Self Employed and have an EIN
 I am Self Employed and do NOT have an EIN
 I am a Household Employer and have an EIN
 I work and reside outside the U.S. and have an EIN, but I do NOT have a U.S. Social Security Number

Employer Identification Number (EIN): (If you do NOT have an EIN then leave this field blank.)

Company Name or Business Name:

Company Phone Number:

Company Phone Extension: (Optional)

Please check the statement below **ONLY** if applicable.

I am a 3rd party submitter registering to do business on behalf of another company.

Effective as of October 2007, your Personal Identification Number (PIN) is now referred to as your User ID.

Please enter Name and SSN as they appear on your Social Security Card. If you do NOT have an SSN then leave this field blank. [More info.](#)

Please enter a US Domestic address OR a foreign address. [More info.](#)

Remember your password. To ensure your privacy, no one else can have access to your password. Social Security can help you start the process over again, but we cannot access your password. [More info.](#)

Choose your password: Your User ID and password are required to access Business Services Online. Your Password must be 8 characters long and be a combination of letters and numbers. Do NOT use special characters. Passwords are NOT case sensitive. [More info.](#)

Information About You: Since you are requesting a User ID, we will need to gather some information about you. The information you provide will be compared with our records in order to verify your identity.

First Name: JOHN

Middle Name: (Optional)

Last Name: DOE

Suffix (Jr., Sr., II, III, IV): (Optional)

U.S. Social Security Number: 12300 1928 (If you do NOT have an SSN leave this field blank)

Date of Birth (m m d d o c c y y): 05161952

Preferred Mailing Address Line 1: 1 No-Name Street

Preferred Mailing Address Line 2: (Optional)

City: Yonkers

Country: United States

State Abbreviation (for U.S.) / Province: NY

Zip (for U.S.) / Postal Code: 10029 **Zip Ext (for U.S.):** (Optional)

Work Phone Number: 3015551123

Work Phone Extension: (Optional)

Fax Number: (Optional)

E-mail: jdoe@xxxx.com
(Needed to notify you about registration and other wage reporting updates.)

Enter Password: ●●●●●● (not case sensitive)

Reenter Password: ●●●●●● (not case sensitive)

Have a question? Call 1-800-772-4279 Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-6778.

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Paso 4: Complete el formulario de inscripción a los Servicios en línea para negocios.

CONSEJOS

- Los campos que no son requeridos están señalados con (Optional [en español, Opcional]).
- Se le enviará un recordatorio a su correo electrónico indicándole que cambie su contraseña dos semanas antes de que caduque. Una dirección válida de correo electrónico es obligatoria.
- No utilice signos de puntuación en ningún campo. Esto incluye el guión en los números de teléfono.
- El botón de Help (en español, Ayuda) que está localizado en la parte superior de cada página, enlaza ayuda adicional para cada sección.
- Las contraseñas deben ser de ocho caracteres de largo y deben contener números y letras.

Por favor recuerde su contraseña.

Paso 5: Seleccione el botón de **Register** para procesar el formulario de inscripción. El sistema mostrará la página Successful Registration para su Identificación de usuario. (Para regresar a la página, Business Services Online Welcome sin inscribirse, seleccione el botón de **Cancel**).

NOTA: Si cualquier información suya está incorrecta, el sistema mostrará de nuevo el formulario para inscribirse a Servicios en línea para negocios junto con una lista de cualquier corrección que necesite hacer antes de inscribirse exitosamente. Si esto ocurre, haga las correcciones necesarias y haga las selecciones apropiadas. Luego, seleccione el botón de **Register**. El sistema mostrará la página Successful Registration para su Identificación de usuario.

The screenshot shows the 'Successful Registration' page on the Social Security Online Business Services Online portal. The page header includes 'Social Security Online' and 'Business Services Online' with the URL 'www.socialsecurity.gov'. Navigation links for 'BSO Welcome', 'BSO Information', 'Contact Us', and 'Keyboard Navigation' are present. The main content area states 'Your registration request was successful.' and provides the User ID '3E5TG6Y6'. It also includes a warning to 'DON'T USE YOUR BROWSER'S BACK BUTTON' and instructions on password expiration and login procedures. A 'Login' button is visible at the bottom right of the main content area.

Paso 6: Seleccione el botón de **Login** (en español, Acceder) par continuar. El sistema mostrará la página, General Login Attestation (en español, Atestación general de acceso). Refiérase a la [Lección 8: Procedimientos de acceso](#) para informarse mejor sobre cómo acceder al BSO.

Lección 2: Inscripción para Inscritos extranjeros

Siga las siguientes instrucciones para inscribirse para una Identificación de usuario y contraseña si usted no tiene un número de Seguro Social y tiene una dirección extranjera.


Paso 1: Dirija su navegador a la página, Business Services Online Welcome (en español, Bienvenido a los Servicios en línea para negocios):

www.segurosocial.gov/bsowelcome.htm (sólo disponible en inglés).

Paso 2: Seleccione el botón de **Register** (en español, Inscribirse) en la página, Business Services Online Welcome. El sistema mostrará la página, Registration Attestation (en español, Atestación de inscripción).

Social Security Online
Business Services Online

www.socialsecurity.gov
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[BSO Welcome](#) > Registration Attestation

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Upon successful registration, you will have your User ID and password.

You may update your registration information or change your password at any time. Your User ID will expire if you do not change your password at least once a year. The system will display your password expiration date. If you provide an e-mail address during the registration process, you will receive an e-mail notification when your User ID is about to expire.

I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files.

User Certification for SSA Business Services Online

I certify that:

- I am currently employed by the employer associated with my registration and am authorized to conduct business on behalf of the employer.

OR

I am registering as the employer of an individual or individuals who work(s) for me in my household.

OR

I am registering as a self-employed individual.

- I understand that I may be subject to penalties if I submit fraudulent information. I agree that I am responsible for all actions taken with my User ID.
- I understand that SSA may ban me and/or the company I represent from the use of these services if SSA determines or suspects there has been misuse of the services.
- I am aware that any person who knowingly and willingly makes any representation to falsely obtain information from Social Security records and/or intends to deceive the Social Security Administration as to the true identity of an individual could be punished by a fine or imprisonment, or both.

By selecting the "I Accept" button, you certify that you have read, understand and agree to the user certification of Business Services Online.

I Do NOT Accept

I Accept

Have a question? Call **1-800-772-6270** Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

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Paso 3: Seleccione el botón de **I Accept** (en español, Acepto) después de leer y consentir con las condiciones definidas en la página, Registration Attestation. El sistema mostrará la página, Registration for Business Services Online (en español, Inscripción a los Servicios en línea para negocios).

Social Security Online
www.socialsecurity.gov
Business Services Online

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Online Services Availability

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- Saturday: 5 AM - 11 PM EST
- Sunday: 8 AM - 11:30 PM EST

DON'T USE YOUR BROWSER'S BACK BUTTON

Please enter your Employer Identification Number. If you do NOT have an EIN then leave this field blank. [More info.](#)

Effective as of October 2007, your Personal Identification Number (PIN) is now referred to as your User ID.

Please enter Name and SSN as they appear on your Social Security Card. If you do NOT have an SSN then leave this field blank. [More info.](#)

Registration for Business Services Online

[BSO Welcome](#) > Registration [BSO HELP](#)

Form Approved: OMB No. 0960-0626
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You must have an Employer Identification Number (EIN) to request access to the full range of Business Services Online. If you are self-employed, you may request limited access without an EIN. [Apply For EIN](#)

NOTE: Accountants, CPAs, etc. You only need to register once in your own firm's name. You can then conduct business for as many clients as you wish.

Information About You, or Your Company or Business: we will compare this information with our records to verify you are currently employed by the company or business you represent. Correspondence with your employer will be sent to the address we have on file, not the address you provide below. Select [this link](#) for more help with completing this form.

I am an employee of a company that has an EIN
 I am Self Employed and have an EIN
 I am Self Employed and do NOT have an EIN
 I am a Household Employer and have an EIN
 I work and reside outside the U.S. and have an EIN, but I do NOT have a U.S. Social Security Number

Employer Identification Number (EIN): (If you do NOT have an EIN then leave this field blank.)

Company Name or Business Name:

Company Phone Number:

Company Phone Extension: (Optional)

Please check the statement below **ONLY** if applicable.

I am a third party submitter registering to do business on behalf of another company.

Information About You: Since you are requesting a User ID, we will need to gather some information about you. The information you provide will be compared with our records in order to verify your identity.

First Name:

Middle Name: (Optional)

Last Name:

Suffix (Jr., Sr., II, III, IV): (Optional)

U.S. Social Security Number: (If you do NOT have an SSN leave this field blank.)

Date of Birth (m.m.d.d.o.o.y.y):

Please enter a US Domestic address OR a foreign address. [More info.](#)

Remember your password. To ensure your privacy, no one else can have access to your password. Social Security can help you start the process over again, but we cannot access your password. [More info.](#)

Choose your password: Your User ID and password are required to access Business Services Online. Your Password must be 8 characters long and be a combination of letters and numbers. Do NOT use special characters. Passwords are NOT case sensitive. [More info.](#)

Preferred Mailing Address Line 1:

Preferred Mailing Address Line 2: (Optional)

City:

Country:

State Abbreviation (for U.S.) / Province:

Zip (for U.S.) / Postal Code: Zip Ext (for U.S.): (Optional)

Work Phone Number:

Work Phone Extension: (Optional)

Fax Number: (Optional)

E-mail:
(Needed to notify you about registration and other wage reporting updates.)

Enter Password: (not case sensitive)

Reenter Password: (not case sensitive)

Have a question? Call 1-800-772-6270 Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

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Paso 4: Complete el formulario de inscripción a los Servicios en línea para negocios.

CONSEJOS

- Los campos que no son requeridos están señalados con (Optional [en español, Opcional]).
- Se le enviará un recordatorio a su correo electrónico indicándole que cambie su contraseña dos semanas antes de que caduque. Una dirección válida de correo electrónico es obligatoria.
- No utilice signos de puntuación en ningún campo. Esto incluye el guión en los números de teléfono.
- El botón de Help (en español, Ayuda) que está localizado en la parte superior de cada página, enlaza ayuda adicional para cada sección.
- Las contraseñas deben ser de ocho caracteres de largo y deben contener números y letras.

Por favor recuerde su contraseña.

Paso 5: Seleccione el botón de **Register** (en español, Inscribirse) para procesar el formulario de inscripción. El sistema mostrará el formulario para inscribirse a Servicios en línea para negocios junto con una lista de cualquier corrección que necesite hacer antes de inscribirse exitosamente.

Paso 6: Seleccione el botón de **Register** para procesar el formulario de inscripción. El sistema mostrará la página Successful Registration para su Identificación de usuario. (Para regresar a la página, Business Services Online Welcome sin inscribirse, seleccione el botón de **Cancel** [en español, Cancelar]).

The screenshot shows the 'Successful Registration' page on the Social Security Business Services Online portal. The page header includes 'Social Security Online' and 'Business Services Online'. The main content area displays the message 'Your registration request was successful.' and provides the user ID '3E5TG6Y6'. It also includes a warning to 'Please secure this User ID for your future use' and a note that the password will expire on 11/25/2008. There are buttons for 'BSO Welcome' and 'Login'. A yellow box on the left side of the page contains the text 'DONT USE YOUR BROWSER'S BACK BUTTON'. The footer includes the website URL 'www.socialsecurity.gov' and navigation links.

Paso 7: Seleccione el botón de **BSO Welcome** (en español, Bienvenido al BSO) para salir de esta página. El sistema mostrará la página, Business Services Online Welcome.

NOTA: Si se inscribe sin proveer un número de Seguro Social de los EE.UU., autenticación adicional será necesaria antes de que pueda usar el BSO.

Lección 3: Cómo completar la Inscripción telefónica

Es posible que los nuevos usuarios tengan que hablar con un representante de servicio al consumidor para empleadores para poder completar su inscripción por Internet. Siga las siguientes instrucciones para completar su inscripción por teléfono después de habar con un representante de servicio al consumidor para empleadores.

Paso 1: Dirija su navegador a la página, Business Services Online Welcome (en español, Bienvenido a los Servicios en línea para negocios): www.segurosocial.gov/bsowelcome.htm (sólo disponible en inglés).

Paso 2: Seleccione el botón de **Complete Phone Registration** (en español, Completar inscripción por teléfono) en la página, Business Services Online Welcome. El sistema mostrará la página, Complete Phone Registration.

Social Security Online **Business Services Online**

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Complete Phone Registration [HELP](#)

[BSO Welcome](#) > Complete Phone Registration

A User identification (User ID) and password are required to use Business Services Online. Your User ID was issued during the registration process. You must now choose your personal password to complete registration.

Online Services Availability

- Monday-Friday: 5 AM - 1 AM EST
- Saturday: 5 AM - 11 PM EST
- Sunday: 8 AM - 11:30 PM EST

DON'T USE YOUR BROWSER'S BACK BUTTON

Effective as of October 2007, your Personal Identification Number (PIN) is now referred to as your User ID.

Enter your Social Security number or leave blank if you Do NOT have an SSN.

Enter your Employer ID Number or leave blank if you Do NOT have an EIN.

Your password must be at least 8 characters long and be a combination of letters and numbers. For example, there must be at least 1 letter and 1 number in your password. Passwords are NOT case sensitive. Do Not use special characters.

U.S. Social Security Number: (If you do NOT have an SSN leave this field blank.)

Date of Birth (M M D D Y Y Y Y):

Employer Identification Number (EIN): (If you do NOT have an EIN then leave this field blank.)

User ID:

First Name:

Last Name:

Enter Password:

Re-enter Password:

Have a question? Call **1-800-772-6270** Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

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Paso 3: Entre los campos apropiados en la página, Business Services Online Complete Phone Registration.

Según cómo usted quiera inscribirse, el número de Seguro Social estadounidense y el número de identificación de empleador (EIN) no son campos requeridos.

Paso 4: Seleccione el botón de **Complete Phone Registration**. El sistema mostrará un mensaje que confirma que ya completo su inscripción por teléfono. Para regresar a la página, Business Services Online Welcome sin completar el proceso de inscripción, seleccione el botón de **Cancel** (en español, Cancelar).

Paso 5: Seleccione el botón de **Login** (en español, Acceder) par mostrar la página, General Login Attestation (en español, Atestación general de acceso). De lo contrario, seleccione el botón de **BSO Welcome** para mostrar la página Business Services Online Welcome.

Lección 4: Pedir acceso a los servicios de BSO

Siga las siguientes instrucciones para conectarse al BSO con su Número de identificación personal (PIN, sus siglas en inglés) y contraseña.

Paso 1: Dirija su navegador a la página, Business Services Online Welcome (en español, Bienvenido a los Servicios en línea para negocios):
www.segurosocial.gov/bsowelcome.htm (sólo disponible en inglés).

Paso 2: Seleccione el enlace de **Log In** (en español, Acceso) en la página, Business Services Online Welcome. El sistema mostrará la página, General Login Attestation (en español, Atestación general de acceso).

Social Security Online **Business Services Online**

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Complete Phone Registration [HELP](#)

[BSO Welcome](#) > Complete Phone Registration

A User identification (User ID) and password are required to use Business Services Online. Your User ID was issued during the registration process. You must now choose your personal password to complete registration.

Online Services Availability

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- Saturday: 5 AM - 11 PM EST
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DON'T USE YOUR BROWSER'S BACK BUTTON

Effective as of October 2007, your Personal Identification Number (PIN) is now referred to as your User ID.

Enter your Social Security number or leave blank if you Do NOT have an SSN.

Enter your Employer ID Number or leave blank if you Do NOT have an EIN.

Your password must be at least 8 characters long and be a combination of letters and numbers. For example, there must be at least 1 letter and 1 number in your password. Passwords are NOT case sensitive. Do Not use special characters.

Have a question? Call **1-800-772-6270** Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

Fields to be filled:

- User ID:
- First Name:
- Last Name:
- U.S. Social Security Number: (If you do NOT have an SSN leave this field blank.)
- Date of Birth (M M D D Y Y Y Y):
- Employer Identification Number (EIN): (If you do NOT have an EIN then leave this field blank.)
- Enter Password:
- Re-enter Password:

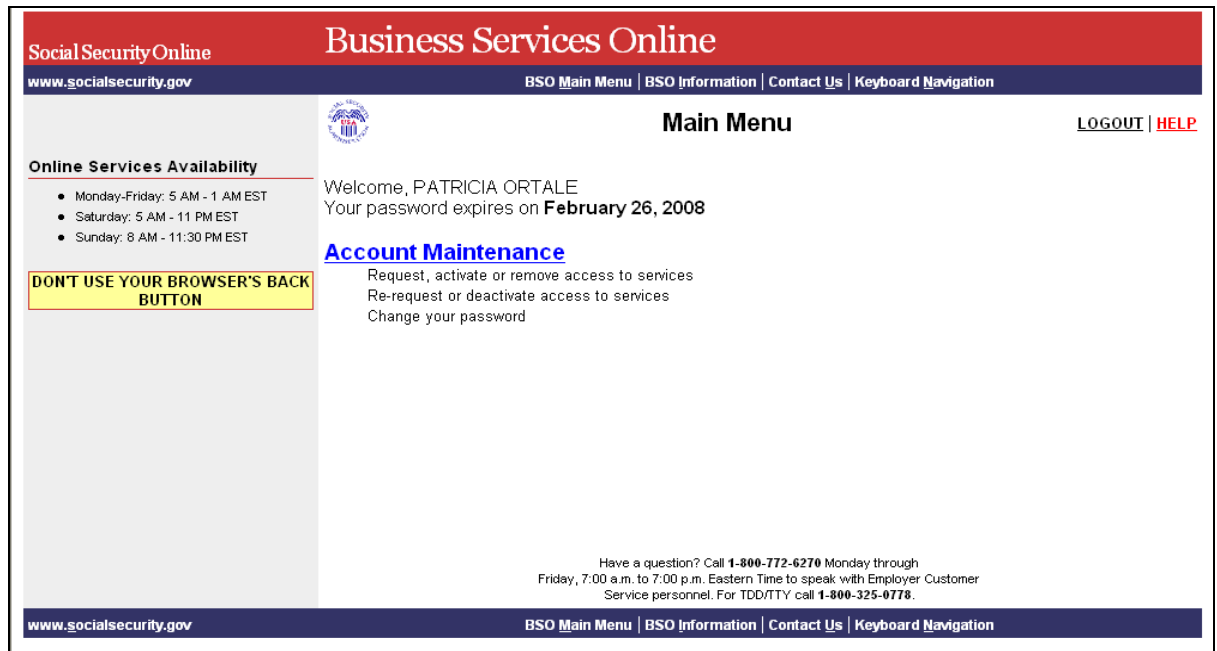
[www.socialsecurity.gov](#) [BSO Welcome](#) | [BSO Information](#) | [Contact Us](#) | [Keyboard Navigation](#)

Paso 3: Seleccione el botón de **I Accept** (en español, Acepto) después de leer las condiciones definidas en la página, General Login Attestation. El sistema mostrará la página, Log In to BSO (en español, Acceso al BSO).

Paso 4: Entre su User ID (en español, Identificación de usuario) y contraseña.

Paso 5: Seleccione el botón de **Login** para mostrar la página, BSO Main Menu. (Para regresar a la página, Business Services Online Welcome seleccione el botón de **Cancel** [en español, Cancelar]).

***NOTA:** El menú mostrado en su página, BSO Main Menu es único para usted y presenta sólo los programas y servicios a los cuales usted tiene acceso.*



Paso 6: Seleccione el enlace de **Account Maintenance** (en español, Mantenimiento de cuenta) para mostrar el menú, Account Maintenance).



Paso 7: Seleccione el enlace de Request Access to BSO Services (en español, Pedir acceso a los servicios para mostrar la página, Request Access to BSO Services).

Request Access To BSO Services

Select the option or options that best describe the type of business you plan to conduct with Social Security. Once you have completed your request, an activation code may be mailed.

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Request Access to BSO Services [LOGOUT](#) | [HELP](#)

[BSO Main Menu](#) > [Account Maintenance Menu](#) > Request Access

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DON'T USE YOUR BROWSER'S BACK BUTTON

Employer Services Suite:

Electronic Wage Reporting Service
 Allows use of one or more of the following services:

- Reporting Wages to Social Security
- View File/Wage Reports Status, Errors, and Error Notices **without** Name / SSN Errors
- View File/Wage Reports Status, Errors, and Error Notices **with** Name / SSN Errors

AND/OR

Social Security Number Verification Service (SSNVS)
 Allows the completion of an online form or submission of a file to request verification of names and Social Security Numbers of employees.

Attorney Services Suite:

Form SSA-1694 Business Taxpayer Information
 Allows attorneys or authorized representatives to register with Social Security for Form SSA-1694 Request for Business Entity Taxpayer Information and perform the following functions:

- Complete Form SSA-1694 Business Taxpayer Information
- Update Form SSA-1694 Business Taxpayer Information

Have a question? Call **1-800-772-6270** Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

www.socialsecurity.gov [BSO Main Menu](#) | [BSO Information](#) | [Contact Us](#) | [Keyboard Navigation](#)

Paso 8: El Employer Services Suite (en español, Conjunto de servicios para empleadores) es el primer paso del BSO Request Access Wizard (en español, Wizard para pedir acceso al BSO) y permitirá pedir acceso a los servicios del Employer Services Suite. Seleccione los encasillados de los servicios a los cuales está pidiendo acceso.

Si no ve la opción para una función particular, es posible que (1) ya tenga acceso, (2) haya pedido acceso recientemente, o (3) no tenga los permisos requeridos para adquirir acceso.

Social Security Online **Business Services Online**

www.socialsecurity.gov [BSO Main Menu](#) | [BSO Information](#) | [Contact Us](#) | [Keyboard Navigation](#)

Request Access to BSO Services [LOGOUT](#) | [HELP](#)

[BSO Main Menu](#) > [Account Maintenance Menu](#) > Request Access Page 1 of 3

Online Services Availability

- Monday-Friday: 5 AM - 1 AM EST
- Saturday: 5 AM - 11 PM EST
- Sunday: 8 AM - 11:30 PM EST

DON'T USE YOUR BROWSER'S BACK BUTTON

Viewing basic submission status provides a limited general status (receipt of submission). For viewing of File/Wage status, Errors and Error Notices with or without Name/SSN Errors, access must be requested on the "Request Access to BSO, View File/Wage Status, Errors and Errors Notices" page that follows.

Report Wages to Social Security

Do you want to report wages to Social Security?

Requesting access for the Report Wages to Social Security function will allow you to :

- Create, print, and submit Forms W-2 and W-2c Online,
- Upload wage submission or resubmission files that are prepared in the Electronic Filing (EFW2/EFW2C) format,
- Acknowledge resubmission request notices and obtain time extensions for submission requests, and
- View basic submission status.

Yes

No

Have a question? Call **1-800-772-6270** Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

www.socialsecurity.gov [BSO Main Menu](#) | [BSO Information](#) | [Contact Us](#) | [Keyboard Navigation](#)

Paso 9: Seleccione el botón de «Yes» (en español, Sí) y el de «Next» (en español, Seguir) para pedir acceso para informar salarios al Seguro Social

Social Security Online **Business Services Online**

www.socialsecurity.gov [BSO Main Menu](#) | [BSO Information](#) | [Contact Us](#) | [Keyboard Navigation](#)

Request Access to BSO Services [LOGOUT](#) | [HELP](#)

[BSO Main Menu](#) > [Account Maintenance Menu](#) > Request Access Page 2 of 3

Online Services Availability


- Monday-Friday: 5 AM - 1 AM EST
- Saturday: 5 AM - 11 PM EST
- Sunday: 8 AM - 11:30 PM EST

DON'T USE YOUR BROWSER'S BACK BUTTON

View File / Wage Report Status, Errors and Error Notices

View File / Wage Report Status service allows you to view the processing status of wage information submitted by or for your employer. This service also allows you to review any errors the Social Security Administration found in the submitted information, and any error notices the Social Security Administration sent to your employer. You can choose whether the errors and error notices you review include information about Name / SSN errors.

Access to review wage information **with** or **without** Name / SSN errors requires obtaining an activation code which may take up to 2 weeks. The activation notice for reviewing wage information status **without** Name / SSN errors is sent directly to you. Access to review wage information **with** Name / SSN errors involves a more rigorous process and requires preauthorization from your employer. If access is requested **with** Name / SSN errors, your employer will be notified via first class mail to the address we have on record, usually within 2 weeks. The notice will include an activation code which is needed to activate your request. You must then return to the BSO web site and enter the activation code.

 I do NOT want any additional Submission Information. Basic Submission Status is included with "Report Wages to Social Security".

I request access to View File / Wage Report Status, Errors and Error Notices **without** Name / SSN errors.

I request access to View File / Wage Report Status, Errors and Error Notices **with** Name / SSN errors.

Have a question? Call **1-800-772-6270** Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

www.socialsecurity.gov [BSO Main Menu](#) | [BSO Information](#) | [Contact Us](#) | [Keyboard Navigation](#)

Paso 10: Seleccione uno de los botones y después el botón de «Next» para pedir la vista que desea del File/Wage Report Status (en español, Estado de Archivo e Informe de salarios).

Social Security Online **Business Services Online**

www.socialsecurity.gov BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation

Request Access to BSO Services LOGOUT | HELP

BSO Main Menu > Account Maintenance Menu > Request Access Page 3 of 3

Online Services Availability

- Monday-Friday: 5 AM - 11 AM EST
- Saturday: 5 AM - 11 PM EST
- Sunday: 8 AM - 11:30 PM EST

DON'T USE YOUR BROWSER'S BACK BUTTON

[Proper Use of Social Security Number Verification Service](#)

Social Security Number Verification Service (SSNVS)

Do you want to verify Social Security Numbers Online?

Requesting access for the Social Security Number Verification Service will allow you to complete an online form or to submit files to request verification of names and Social Security Numbers of employees of the company for which you work or of the company that has hired you to perform this service.

 Access to the name/number verification service involves a more rigorous process and requires pre-authorization from your employer. If access is requested, your employer will be notified via first class mail, usually within 2 weeks. The notice will include an activation code which is needed to activate your request.

Yes

No

<< Previous Next >>

Have a question? Call **1-800-772-6270** Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

www.socialsecurity.gov BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation

Paso 11: Seleccione el botón de «Yes» y después el de «Next» para pedir acceso al Social Security Number Verification Services (en español, Servicios para verificar los número de Seguro Social [SSNVS, sus siglas en inglés]). El sistema mostrará la página Request Summary (en español, Pedir resumen) en la página, Request Access to BSO Services.

The screenshot displays the 'Request Access to BSO Services' page on the Social Security Online portal. The page header includes 'Social Security Online' and 'Business Services Online'. The main content area is titled 'Request Summary' and lists the following selected functions:

- Report Wages to Social Security
- View File / Wage Report Status, Errors and Error Notices without Name/SSN Errors
- Social Security Number Verification Service (SSNVS)

Below the list, a message states: 'Select the "Confirm" button below to send your access request to the Social Security Administration. If you wish to make changes, use the "<< Previous" button to return to the appropriate page.' At the bottom of the main content area, there are two buttons: '<< Previous' and 'Confirm'.

Paso 12: Revise la lista de funciones seleccionadas y seleccione el botón de «Confirm» en español, Confirmar) para confirmar las selecciones. El sistema mostrará la página Request Access to BSO Services Confirmation (en español, Pedido de acceso a los servicios BSO, confirmado).

Social Security Online **Business Services Online**

www.socialsecurity.gov [BSO Main Menu](#) | [BSO Information](#) | [Contact Us](#) | [Keyboard Navigation](#)

Request Access to BSO Services Confirmation [LOGOUT](#) | [HELP](#)

[BSO Main Menu](#) > [Account Maintenance Menu](#) > [Request Access to BSO Services](#) > Request Access to BSO Services Confirmation

Online Services Availability

- Monday-Friday: 5 AM - 11 AM EST
- Saturday: 5 AM - 11 PM EST
- Sunday: 8 AM - 11:30 PM EST

DON'T USE YOUR BROWSER'S BACK BUTTON

Activation codes add a layer of security to the employer and employee using Business Services Online. If the service you requested requires an activation code, you will not be able to use this service until you receive this code. Activation codes are usually received within 2 weeks.

To enable your services when your activation code arrives, select Account Maintenance from the BSO Main Menu and then select the Activate Access to BSO Services link.

Your request for access to the services and tasks listed below was received on August 01, 2007.

Please print this for your records.

Report Wages to Social Security
Your may begin to use this service immediately.

View File/Wage Report Status, Errors, and Error Notices without Name / SSN Errors
Your activation code has been sent by first class mail to the address we have on record for your employer. (GLEN BURNIE , MD)

Social Security Number Verification Service
Your activation code has been sent by first class mail to the address we have on record for your employer. (GLEN BURNIE , MD)

[BSO Main Menu](#)

Have a question? Call **1-800-772-6270** Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

www.socialsecurity.gov [BSO Main Menu](#) | [BSO Information](#) | [Contact Us](#) | [Keyboard Navigation](#)

La pantalla de confirmación mostrará cuales funciones fueron seleccionadas, cuales son activadas inmediatamente y cuales requieran códigos de activación. Los códigos de activación serán enviados por correo y normalmente llegan dentro de dos semanas.

Paso 13: Seleccione el botón de BSO Main Menu (en español, Menú Principal del BSO) para regresar al menú principal de BSO.

Lección 5: Activar acceso a los servicios de BSO

Paso 1: Dirija su navegador a la página, Business Services Online Welcome (en español, Bienvenido a los Servicios en línea para negocios):

www.segurosocial.gov/bsowelcome.htm (sólo disponible en inglés).

Paso 2: Seleccione el botón de **Log In** (en español, Acceso) en la página, Business Services Online Welcome. El sistema mostrará la página, General Login Attestation (en español, Atestación general de acceso).

The screenshot shows the 'General Login Attestation' page on the Social Security Business Services Online portal. The page has a red header with 'Business Services Online' and a dark blue navigation bar with links for 'BSO Welcome', 'BSO Information', 'Contact Us', and 'Keyboard Navigation'. The main content area is white and contains the following elements:

- Left Sidebar:**
 - Online Services Availability:**
 - Monday-Friday: 5 AM - 1 AM EST
 - Saturday: 5 AM - 11 PM EST
 - Sunday: 8 AM - 11:30 PM EST
 - Warning Box:** "DON'T USE YOUR BROWSER'S BACK BUTTON" (highlighted in yellow).
 - Notice:** "Effective as of October 2007, your Personal Identification Number (PIN) is now referred to as your User ID."
- Main Content:**
 - Header: "General Login Attestation" with a "HELP" link.
 - Text: "I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files."
 - Text: "I certify that:"
 - Agreement Points:**
 - I understand that I may be subject to penalties if I submit fraudulent information. I agree that I am responsible for all actions taken with my User ID.
 - I understand that SSA may ban me and/or the company I represent from the use of these services if SSA determines or suspects there has been misuse of the services.
 - I am aware that any person who knowingly and willfully makes any representation to falsely obtain information from Social Security records and/or intends to deceive the Social Security Administration as to the true identity of an individual could be punished by a fine or imprisonment, or both.
 - I am authorized to do business under this User ID.
 - Disclaimer:** "By selecting the 'I Accept' button, you certify that you have read, understand and agree to the user certification of Business Services Online."
 - Buttons:** "I Do NOT Accept" and "I Accept".
 - Footer:** "Have a question? Call 1-800-772-6270 Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778."

Paso 3: Seleccione el botón de **I Accept** (en español, Acepto) después de leer las condiciones definidas en la página, General Login Attestation. El sistema mostrará la página, Log In to BSO (en español, Acceso al BSO).

Paso 4: Entre su User ID (en español, Identificación de usuario) y contraseña.

Paso 5: Seleccione el botón de **Login** para mostrar la página, BSO Main Menu. (Para regresar a la página, Business Services Online Welcome seleccione el botón de **Cancel** [en español, Cancelar]).

NOTA: El menú mostrado en su página, BSO Main Menu es único para usted y sólo presenta los programas y servicios a los cuales usted tiene acceso.

Social Security Online **Business Services Online**
www.socialsecurity.gov [BSO Main Menu](#) | [BSO Information](#) | [Contact Us](#) | [Keyboard Navigation](#)

Main Menu [LOGOUT](#) | [HELP](#)

Online Services Availability

- Monday-Friday: 5 AM - 11 AM EST
- Saturday: 5 AM - 11 PM EST
- Sunday: 8 AM - 11:30 PM EST

DON'T USE YOUR BROWSER'S BACK BUTTON

Welcome, PATRICIA ORTALE
 Your password expires on **February 26, 2008**

Report Wages
 Submit, download or process W2s and W2cs
 View submission status, acknowledge resubmission notices or
 Request resubmission extensions

Account Maintenance
 Request, activate or remove access to services
 Re-request or deactivate access to services
 Change your password

Have a question? Call **1-800-772-6270** Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

www.socialsecurity.gov [BSO Main Menu](#) | [BSO Information](#) | [Contact Us](#) | [Keyboard Navigation](#)

Paso 6: Seleccione el enlace de Account Maintenance (en español, Mantenimiento de cuenta) para mostrar el menú de Account Maintenance.

Social Security Online **Business Services Online**
www.socialsecurity.gov [BSO Main Menu](#) | [BSO Information](#) | [Contact Us](#) | [Keyboard Navigation](#)

Account Maintenance [LOGOUT](#) | [HELP](#)

[BSO Main Menu](#) > [Account Maintenance Menu](#)

Online Services Availability

- Monday-Friday: 5 AM - 11 AM EST
- Saturday: 5 AM - 11 PM EST
- Sunday: 8 AM - 11:30 PM EST

DON'T USE YOUR BROWSER'S BACK BUTTON

Effective as of October 2007, your **Personal Identification Number (PIN)** is now referred to as your **User ID**.

Request Access To BSO Services
 Select the option or options that best describe the type of business you plan to conduct with Social Security. Once you have completed your request, an activation code may be mailed.

Activate Access To BSO Services
 Enter activation code(s) to gain full access to requested BSO service(s).

Remove Access To BSO Services
 Disable your access to BSO services.

Deactivate Your User ID
 Deactivate your user identification and disable your access to BSO services.

Change Your Password
 Your password expires on **February 26, 2008** and must be changed before that date to keep your User ID active.

Update Your Registration Information
 Update or change your registration information - correct address, phone number, company phone number, or e-mail address.

[BSO Main Menu](#)

Have a question? Call **1-800-772-6270** Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

www.socialsecurity.gov [BSO Main Menu](#) | [BSO Information](#) | [Contact Us](#) | [Keyboard Navigation](#)

Paso 7: Seleccione el enlace de **Activate Access to BSO Services**.



El sistema mostrará la página, Activate Access to BSO Services.



Paso 8: Entre el código de activación en el campo de **Enter your Activation Code** (en español, Entrar su código de activación) y seleccione el botón de **Activate** (en español, Activar). El sistema mostrará la página, Activation Code Approved (en español, Código de activación aprobado). (Para regresar a la página, BSO Main Menu, seleccione el botón de **Cancel** [en español, Cancelar].)

Paso 9: Seleccione el enlace de **BSO Main Menu** (en español, Menú principal de BSO) para regresar al menú principal de BSO. El menú principal de BSO debe mostrar el nuevo servicio activado. De lo contrario, seleccione el enlace de **Enter Another Activation Code** (en español, Entrar otro código de activación) para entrar otro código de activación.

Lección 6: Volver a pedir códigos de activación

Siga las siguientes instrucciones para volver a pedir códigos de activación para los servicios de BSO. Use esta opción si no ha recibido sus códigos de activación del Seguro Social o si se le han extraviado. Puede volver a pedir códigos de activación si han pasado por lo menos 10 días desde que usted pidió acceso a los servicios de BSO. Si vuelve a pedir códigos de acceso, los códigos otorgados anteriormente no serán válidos.

Paso 1: Dirija su navegador a la página, Business Services Online Welcome (en español, Bienvenido a los Servicios en línea para negocios):

www.segurosocial.gov/bsowelcome.htm (sólo disponible en inglés).

Paso 2: Seleccione el botón de **Log In** (en español, Acceso) en la página, Business Services Online Welcome. El sistema mostrará la página, General Login Attestation (en español, Atestación general de acceso).

Social Security Online **Business Services Online**
www.socialsecurity.gov [BSO Welcome](#) | [BSO Information](#) | [Contact Us](#) | [Keyboard Navigation](#)

General Login Attestation [HELP](#)

[BSO Welcome](#) > [General Login Attestation](#)

Online Services Availability

- Monday-Friday: 5 AM - 11 AM EST
- Saturday: 5 AM - 11 PM EST
- Sunday: 8 AM - 11:30 PM EST

DON'T USE YOUR BROWSER'S BACK BUTTON

Effective as of October 2007, your Personal Identification Number (PIN) is now referred to as your User ID.

I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files.

I certify that:

- I understand that I may be subject to penalties if I submit fraudulent information. I agree that I am responsible for all actions taken with my User ID.
- I understand that SSA may ban me and/or the company I represent from the use of these services if SSA determines or suspects there has been misuse of the services.
- I am aware that any person who knowingly and willfully makes any representation to falsely obtain information from Social Security records and/or intends to deceive the Social Security Administration as to the true identity of an individual could be punished by a fine or imprisonment, or both.
- I am authorized to do business under this User ID.

By selecting the "I Accept" button, you certify that you have read, understand and agree to the user certification of Business Services Online.

Have a question? Call **1-800-772-6270** Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

www.socialsecurity.gov [BSO Welcome](#) | [BSO Information](#) | [Contact Us](#) | [Keyboard Navigation](#)

Paso 3: Seleccione el botón de **I Accept** (en español, Acepto) después de leer las condiciones definidas en la página, General Login Attestation. El sistema mostrará la página, Log In to BSO (en español, Acceso al BSO).

Social Security Online **Business Services Online**
 www.socialsecurity.gov BSO Welcome | BSO Information | Contact Us | Keyboard Navigation

Log In to BSO [HELP](#)

[BSO Welcome](#) > Login

Online Services Availability

- Monday-Friday: 5 AM - 1 AM EST
- Saturday: 5 AM - 11 PM EST
- Sunday: 8 AM - 11:30 PM EST

DONT USE YOUR BROWSER'S BACK BUTTON

Effective as of October 2007, your Personal Identification Number (PIN) is now referred to as your User ID.

Type your User ID and password; then select Log In.

[Need to complete your phone registration?](#)

User ID: 3E5TG6Y6
 Password: ●●●●●●
 (not case sensitive)

[Forgot your password?](#)

Cancel Login

Have a question? Call 1-800-772-6270 Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

www.socialsecurity.gov BSO Welcome | BSO Information | Contact Us | Keyboard Navigation

Paso 4: Entre su User ID (en español, Identificación de usuario) y contraseña.

Paso 5: Seleccione el botón de **Login** para mostrar la página, BSO Main Menu. (Para regresar a la página, Business Services Online Welcome seleccione el botón de **Cancel** [en español, Cancelar]).

NOTA: *El menú mostrado en su página, BSO Main Menu es único para usted y sólo presenta los programas y servicios a los cuales usted tiene acceso.*

The screenshot shows the 'Business Services Online' main menu. At the top, there is a red header with 'Social Security Online' and 'Business Services Online'. Below the header is a dark blue navigation bar with links for 'www.socialsecurity.gov', 'BSO Main Menu', 'BSO Information', 'Contact Us', and 'Keyboard Navigation'. The main content area is white and features a 'Main Menu' title and a 'LOGOUT | HELP' link. A welcome message for 'PATRICIA ORTALE' is displayed, along with a password expiration notice for February 26, 2008. A yellow box on the left side contains the warning: 'DON'T USE YOUR BROWSER'S BACK BUTTON'. The 'Account Maintenance' section is highlighted in blue, listing options to request, activate, or remove access to services, re-request or deactivate access, and change the password. At the bottom, there is contact information for customer service.

Paso 6: Seleccione el enlace de **Account Maintenance** (en español, Mantenimiento de cuenta) para mostrar el menú, Account Maintenance).

The screenshot shows the 'Account Maintenance' page. The header and navigation bar are identical to the previous screenshot. The main content area is titled 'Account Maintenance' and includes a 'LOGOUT | HELP' link. A breadcrumb trail shows 'BSO Main Menu > Account Maintenance Menu'. The 'Request Access To BSO Services' section is highlighted in blue, with a sub-section for 'Re-Request Activation Codes'. Other options listed include 'Remove Access To BSO Services', 'Deactivate Your User ID', 'Change Your Password', and 'Update Your Registration Information'. A 'BSO Main Menu' button is located at the bottom center. Contact information for customer service is provided at the bottom of the page.

Paso 7: Seleccione el enlace de **Re-Request Activation Codes** (en español, Volver a pedir códigos de activación).

▶ **Re-Request Activation Codes**
 Re-request activation code(s) if you have not received or have misplaced them.

El sistema mostrará la página, Re-Request Activation Codes.

Re-Request Activation Codes LOGOUT | HELP

BSO Main Menu > Account Maintenance Menu > Re-Request Activation Codes

Online Services Availability

- Monday-Friday: 5 AM - 1 AM EST
- Saturday: 5 AM - 11 PM EST
- Sunday: 8 AM - 11:30 PM EST

DON'T USE YOUR BROWSER'S BACK BUTTON

Select this link for more information regarding the [Proper Use of Social Security Number Verification Service](#)

If you previously requested access to Business Services Online services and have not received, or have misplaced your activation code(s), you may re-request them here. If it has not been at least 10 days since you requested the access, you will not be able to re-request your activation code(s) at this time. If it has been more than 60 days since you requested access, you will need to re-request access via the [Request Access to BSO Services](#) option.

View File/Wage Report Status, Errors, and Error Notices with Name / SSN Errors

- Review the status of wage files and/or wage reports submitted by or for your company,
- Review the errors, including Name/Social Security Number mismatches, found by Social Security in wage files submitted by or for your company, and
- Review error notices, including Name/Social Security Number Mismatch notices, sent by Social Security about wage files submitted by or for your company.

**Access to this service involves a more rigorous process and requires pre-authorization from your employer. If it has been 2 weeks since you requested this access and you have not yet received your activation code from your employer, please check with your employer first before re-requesting another activation code.*

Social Security Number Verification Service (SSNVS)

- Complete an online form or submit files to request verification of names and Social Security Numbers of employees of the company for which you work or of the company that has hired you to perform this service.

**Access to this service involves a more rigorous process and requires pre-authorization from your employer. If it has been 2 weeks since you requested this access and you have not yet received your activation code from your employer, please check with your employer first before re-requesting another activation code.*

Have a question? Call **1-800-772-6270** Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

Paso 8: Seleccione los encasillados de los servicios que usted pidió recientemente.

Paso 9: Seleccione el botón de **Re-Request** (en español, Volver a pedir). El sistema mostrará la página, Re-request Activation Code Confirmation (en español, Volver a pedir códigos de activación, confirmado).

The screenshot shows the Social Security Business Services Online (BSO) interface. At the top, there is a red header with 'Social Security Online' and 'Business Services Online'. Below this is a dark blue navigation bar with links for 'BSO Main Menu', 'BSO Information', 'Contact Us', and 'Keyboard Navigation'. The main content area has a white background with a blue header for 'Re-Request Activation Codes Confirmation'. A yellow box on the left contains the text 'DON'T USE YOUR BROWSER'S BACK BUTTON'. The main text area contains the following information: 'Your re-request was received on Jul 13, 2007.', 'Please print this for your records.', 'View Name and Social Security Number Errors with Name / SSN Errors' (with a sub-note that the activation code was sent by first class mail to the address on record for the employer in Crofton, MD), and 'Social Security Number Verification Service' (with a sub-note that the activation code was sent by first class mail to the address on record for the employer in Crofton, MD). At the bottom of the main content area, there are two buttons: 'BSO Main Menu' and 'Re-Request Another Activation Code'. A footer section contains contact information: 'Have a question? Call 1-800-772-6270 Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.' The bottom of the page features a dark blue navigation bar with the same links as the top bar.

Paso 10: Seleccione el botón de **BSO Main Menu** para regresar al menú principal de BSO. Seleccione el botón de **Re-Request Another Activation Codes** (en español, Volver a pedir otro código de activación) para regresar a la página Re-Request Activation Codes.

Lección 7: Quitar acceso a los servicios BSO

Siga las siguientes instrucciones para quitar el acceso a los servicios BSO. Use esta opción si ya no necesita usar un servicio de BSO.

Paso 1: Dirija su navegador a la página, Business Services Online Welcome (en español, Bienvenido a los Servicios en línea para negocios):
www.segurosocial.gov/bsowelcome.htm (sólo disponible en inglés).

Paso 2: Seleccione el enlace de **Log In** (en español, Acceso) en la página, Business Services Online Welcome. El sistema mostrará la página, General Login Attestation (en español, Atestación general de acceso).

The screenshot shows the 'General Login Attestation' page on the Social Security Business Services Online portal. The page has a red header with 'Social Security Online' and 'Business Services Online'. Below the header is a navigation bar with links for 'BSO Welcome', 'BSO Information', 'Contact Us', and 'Keyboard Navigation'. The main content area is titled 'General Login Attestation' and includes a 'HELP' link. On the left side, there is a section for 'Online Services Availability' with a list of hours: Monday-Friday (5 AM - 1 AM EST), Saturday (5 AM - 11 PM EST), and Sunday (8 AM - 11:30 PM EST). Below this is a yellow warning box that says 'DON'T USE YOUR BROWSER'S BACK BUTTON'. Further down, it states 'Effective as of October 2007, your Personal Identification Number (PIN) is now referred to as your User ID.' The main text of the attestation reads: 'I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files. I certify that:'. This is followed by a list of four bullet points: 1. I understand that I may be subject to penalties if I submit fraudulent information. I agree that I am responsible for all actions taken with my User ID. 2. I understand that SSA may ban me and/or the company I represent from the use of these services if SSA determines or suspects there has been misuse of the services. 3. I am aware that any person who knowingly and willfully makes any representation to falsely obtain information from Social Security records and/or intends to deceive the Social Security Administration as to the true identity of an individual could be punished by a fine or imprisonment, or both. 4. I am authorized to do business under this User ID. Below the list, there is a statement: 'By selecting the "I Accept" button, you certify that you have read, understand and agree to the user certification of Business Services Online.' At the bottom of the attestation section, there are two buttons: 'I Do NOT Accept' and 'I Accept'. At the very bottom of the page, there is a footer with the URL 'www.socialsecurity.gov' and navigation links for 'BSO Welcome', 'BSO Information', 'Contact Us', and 'Keyboard Navigation'. A small text block in the footer provides contact information: 'Have a question? Call 1-800-772-6270 Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.'

Paso 3: Seleccione el botón de **I Accept** (en español, Acepto) después de leer las condiciones definidas en la página, General Login Attestation. El sistema mostrará la página, Log In to BSO (en español, Acceso al BSO).

Paso 4: Entre su User ID (en español, Identificación de usuario) y contraseña.

Paso 5: Seleccione el botón de **Login** para mostrar la página, BSO Main Menu . (Para regresar a la página, Business Services Online Welcome seleccione el botón de **Cancel** [en español, Cancelar]).

NOTA: *El menú en su página, BSO Main Menu es único para usted y sólo presenta los programas y servicios a los cuales usted tiene acceso.*

Social Security Online **Business Services Online**
www.socialsecurity.gov [BSO Main Menu](#) | [BSO Information](#) | [Contact Us](#) | [Keyboard Navigation](#)

Main Menu [LOGOUT](#) | [HELP](#)

Online Services Availability

- Monday-Friday: 5 AM - 1 AM EST
- Saturday: 5 AM - 11 PM EST
- Sunday: 8 AM - 11:30 PM EST

DON'T USE YOUR BROWSER'S BACK BUTTON

Welcome, PATRICIA ORTALE
 Your password expires on **February 26, 2008**

Report Wages
 Submit, download or process W2s and W2cs
 View submission status, acknowledge resubmission notices or
 Request resubmission extensions

Account Maintenance
 Request, activate or remove access to services
 Re-request or deactivate access to services
 Change your password

Have a question? Call **1-800-772-6270** Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

www.socialsecurity.gov [BSO Main Menu](#) | [BSO Information](#) | [Contact Us](#) | [Keyboard Navigation](#)

Paso 6: Seleccione el enlace de **Account Maintenance** (en español, **Mantenimiento de cuenta**) para mostrar el menú, **Account Maintenance**).

Social Security Online **Business Services Online**
www.socialsecurity.gov [BSO Main Menu](#) | [BSO Information](#) | [Contact Us](#) | [Keyboard Navigation](#)

Account Maintenance [LOGOUT](#) | [HELP](#)

[BSO Main Menu](#) > Account Maintenance Menu

Online Services Availability

- Monday-Friday: 5 AM - 1 AM EST
- Saturday: 5 AM - 11 PM EST
- Sunday: 8 AM - 11:30 PM EST

DON'T USE YOUR BROWSER'S BACK BUTTON

Request Access To BSO Services
 Select the option or options that best describe the type of business you plan to conduct with Social Security. Once you have completed your request, an activation code may be mailed.

Re-Request Activation Codes
 Re-request activation code(s) if you have not received or have misplaced them.

Remove Access To BSO Services
 Disable your access to BSO services.

Deactivate Your User ID
 Deactivate your user identification and disable your access to BSO services.

Change Your Password
 Your password expires on **February 26, 2008** and must be changed before that date to keep your User ID active.

Update Your Registration Information
 Update or change your registration information - correct address, phone number, company phone number, or e-mail address.

[BSO Main Menu](#)

Have a question? Call **1-800-772-6270** Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

www.socialsecurity.gov [BSO Main Menu](#) | [BSO Information](#) | [Contact Us](#) | [Keyboard Navigation](#)

Paso 7: Seleccione el enlace de **Remove Access to BSO Services** (en español, Quitar el acceso a los servicios de BSO).

Remove Access To BSO Services

Disable your access to BSO services.

El sistema mostrará la página, Remove Access to BSO Services.

Social Security Online **Business Services Online**

www.socialsecurity.gov [BSO Main Menu](#) | [BSO Information](#) | [Contact Us](#) | [Keyboard Navigation](#)

Remove Access to BSO Services [LOGOUT](#) | [HELP](#)

[BSO Main Menu](#) > [Account Maintenance Menu](#) > Remove Access to BSO Services

Online Services Availability

- Monday-Friday: 5 AM - 1 AM EST
- Saturday: 5 AM - 11 PM EST
- Sunday: 8 AM - 11:30 PM EST

DON'T USE YOUR BROWSER'S BACK BUTTON

To remove access to BSO Services please select the services(s) that you would like to remove.

Report Wages to Social Security

- Create, print, and submit Forms W-2 and W-2c Online,
- Upload wage submission or resubmission files that are prepared in the Electronic Filing (EFW2/EFW2C) format,
- Acknowledge resubmission request notices and obtain time extensions for resubmission requests, and
- View basic submission status.

Have a question? Call **1-800-772-6270** Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

www.socialsecurity.gov [BSO Main Menu](#) | [BSO Information](#) | [Contact Us](#) | [Keyboard Navigation](#)

Paso 8: Seleccione los encasillados de los servicios que usted desea quitar y seleccione el botón de **Remove** (en español, Quitar). El sistema mostrará la página, Remove Access to BSO Services Successful (en español, Quitar el acceso a los servicios de BSO fue exitoso).

Social Security Online **Business Services Online**

www.socialsecurity.gov [BSO Main Menu](#) | [BSO Information](#) | [Contact Us](#) | [Keyboard Navigation](#)

Remove Access to BSO Services Successful [LOGOUT](#) | [HELP](#)

[BSO Main Menu](#) > [Account Maintenance Menu](#) > [Remove Access](#) > Remove Access Successful

Online Services Availability

- Monday-Friday: 5 AM - 1 AM EST
- Saturday: 5 AM - 11 PM EST
- Sunday: 8 AM - 11:30 PM EST

DON'T USE YOUR BROWSER'S BACK BUTTON

Your request to remove access to Report Wages to Social Security was successful. If you have removed this access in error you may use the "[Request Access to BSO Services](#)" option from the "[BSO Main Menu](#)", "[Account Maintenance Menu](#)" selection to re-request access.

[BSO Main Menu](#) [Deactivate Another Service](#)

Have a question? Call **1-800-772-6270** Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

www.socialsecurity.gov [BSO Main Menu](#) | [BSO Information](#) | [Contact Us](#) | [Keyboard Navigation](#)

Paso 9: Seleccione el botón de **BSO Main Menu** (en español, Menú principal de BSO) para ir a la página principal de BSO. Seleccione el botón de **Deactivate Another Service** (en español, Desactivar otro servicio) para ir a la página, Remove Access to BSO Services.

Lección 8: Proceso de acceso

Siga las siguientes instrucciones para acceder el BSO con su Identificación de usuario y contraseña.

Paso 1: Dirija su navegador a la página, Business Services Online Welcome (en español, Bienvenido a los Servicios en línea para negocios):
www.segurosocial.gov/bsowelcome.htm (sólo disponible en inglés).

Paso 2: Seleccione el enlace de **Log In** (en español, Acceso) en la página, Business Services Online Welcome. El sistema mostrará la página, General Login Attestation (en español, Atestación general de acceso).

Social Security Online Business Services Online
 www.socialsecurity.gov BSO Welcome | BSO Information | Contact Us | Keyboard Navigation

General Login Attestation [HELP](#)

[BSO Welcome](#) > General Login Attestation

Online Services Availability

- Monday-Friday: 5 AM - 1 AM EST
- Saturday: 5 AM - 11 PM EST
- Sunday: 8 AM - 11:30 PM EST

DON'T USE YOUR BROWSER'S BACK BUTTON

Effective as of October 2007, your Personal Identification Number (PIN) is now referred to as your User ID.

I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files.

I certify that:

- I understand that I may be subject to penalties if I submit fraudulent information. I agree that I am responsible for all actions taken with my User ID.
- I understand that SSA may ban me and/or the company I represent from the use of these services if SSA determines or suspects there has been misuse of the services.
- I am aware that any person who knowingly and willfully makes any representation to falsely obtain information from Social Security records and/or intends to deceive the Social Security Administration as to the true identity of an individual could be punished by a fine or imprisonment, or both.
- I am authorized to do business under this User ID.

By selecting the "I Accept" button, you certify that you have read, understand and agree to the user certification of Business Services Online.

Have a question? Call **1-800-772-6270** Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

www.socialsecurity.gov BSO Welcome | BSO Information | Contact Us | Keyboard Navigation

Paso 3: Seleccione el botón de **I Accept** (en español, Acepto) después de leer las condiciones definidas en la página, General Login Attestation. El sistema mostrará la página, Log In to BSO (en español, Acceso a los Servicios en línea para negocios).

Paso 4: Entre su User ID (en español, Identificación de usuario) y contraseña.

Paso 5: Seleccione el botón de **Login** para mostrar la página, BSO Main Menu. (Para regresar a la página, Business Services Online Welcome seleccione el botón de **Cancel** [en español, Cancelar]).

NOTA: *El menú en su página, BSO Main Menu es único para usted y sólo presenta los programas y servicios a los cuales usted tiene acceso.*

Social Security Online
Business Services Online

www.socialsecurity.gov
BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation

Online Services Availability

- Monday-Friday: 5 AM - 1 AM EST
- Saturday: 5 AM - 11 PM EST
- Sunday: 8 AM - 11:30 PM EST

**DON'T USE YOUR BROWSER'S BACK
BUTTON**



Main Menu

[LOGOUT](#) | [HELP](#)

Welcome, JANE DOE
Your password expires on **March 16, 2008**

Report Wages To Social Security
 Submit, download or process W-2s and W-2cs
 View submission status, acknowledge resubmission notices or
 Request resubmission extensions

View File / Wage Report Status with Name / SSN Errors
 View report status, errors and notice information

Social Security Numbers Verification Service
 Request online SSN verification
 Submit files for SSN verification

Account Maintenance
 Request, activate or remove access to services
 Re-request or deactivate access to services
 Change your password

Have a question? Call **1-800-772-6270** Monday through
 Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer

www.socialsecurity.gov
BSO Welcome | BSO Information | Contact Us | Keyboard Navigation

Lección 9: Proceso para salir

Siga las siguientes instrucciones para salir del BSO.

Paso 1: Seleccione cualquier botón de **Logout** (en español, Salir) donde sea que aparezca.

El sistema mostrará la página, Log Out of BSO (en español, Salir de BSO).

The screenshot shows the 'Log Out of BSO' page. At the top, there is a red banner with 'Social Security Online' and 'Business Services Online'. Below this is a dark blue navigation bar with links: 'BSO Main Menu', 'BSO Information', 'Contact Us', and 'Keyboard Navigation'. The main content area has a white background with a light blue sidebar on the left. The sidebar contains 'Online Services Availability' with a list of hours: Monday-Friday: 5 AM - 1 AM EST, Saturday: 5 AM - 11 PM EST, and Sunday: 8 AM - 11:30 PM EST. Below this is a yellow box with the text 'DON'T USE YOUR BROWSER'S BACK BUTTON'. The main content area features the title 'Log Out of BSO' and a confirmation question: 'Are you sure you want to log out of Business Services Online?'. Two buttons, 'No' and 'Yes', are positioned below the question. At the bottom of the page, there is a footer with the website URL 'www.socialsecurity.gov' and contact information: 'Have a question? Call 1-800-772-6270 Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.'

Paso 2: Seleccione **Yes** (en español, Sí) para terminar la sesión actual. El sistema mostrará la página, Customer Satisfaction Survey (en español, Encuesta sobre la satisfacción del cliente) o la página, Business Services Online Welcome. (Para continuar con su sesión y regresar a la página, BSO Main Menu, seleccione **No**).

Lección 10: Cambiar su contraseña

Las contraseñas deben ser cambiadas por lo menos una vez al año para poder mantener activa una Identificación de usuario. Siga las siguientes instrucciones para cambiar su contraseña.

NOTA: Cuando usted provea su dirección de correo electrónico, el sistema le enviará un correo electrónico dos semanas antes que su contraseña caduque. Refiérase a la [Lección 12: Cómo actualizar su información de contacto](#) para informarse mejor sobre cómo entrar su dirección electrónica, la cual es obligatoria.

Paso 1: Dirija su navegador a la página, Business Services Online Welcome (en español, Bienvenido a los Servicios en línea para negocios): www.segurosocial.gov/bsowelcome.htm (sólo disponible en inglés).

Paso 2: Seleccione el enlace de **Log In** (en español, Acceso) en la página, Business Services Online Welcome. El sistema mostrará la página, General Login Attestation (en español, Atestación general de acceso).

Social Security Online
www.socialsecurity.gov

Business Services Online
BSO Welcome | BSO Information | Contact Us | Keyboard Navigation

General Login Attestation [HELP](#)

BSO Welcome > General Login Attestation

Online Services Availability

- Monday-Friday: 5 AM - 1 AM EST
- Saturday: 5 AM - 11 PM EST
- Sunday: 8 AM - 11:30 PM EST

DON'T USE YOUR BROWSER'S BACK BUTTON

Effective as of October 2007, your Personal Identification Number (PIN) is now referred to as your User ID.

I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files.

I certify that:

- I understand that I may be subject to penalties if I submit fraudulent information. I agree that I am responsible for all actions taken with my User ID.
- I understand that SSA may ban me and/or the company I represent from the use of these services if SSA determines or suspects there has been misuse of the services.
- I am aware that any person who knowingly and willfully makes any representation to falsely obtain information from Social Security records and/or intends to deceive the Social Security Administration as to the true identity of an individual could be punished by a fine or imprisonment, or both.
- I am authorized to do business under this User ID.

By selecting the "I Accept" button, you certify that you have read, understand and agree to the user certification of Business Services Online.

Have a question? Call 1-800-772-6270 Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

www.socialsecurity.gov BSO Welcome | BSO Information | Contact Us | Keyboard Navigation

Paso 3: Seleccione el botón de **I Accept** (en español, Acepto) después de leer las condiciones definidas en la página, General Login Attestation. El sistema mostrará la página, Log In to BSO (en español, Acceso al BSO).

Paso 4: Entre su User ID (en español, Identificación de usuario) y contraseña.

Paso 5: Seleccione el botón de **Login** para mostrar la página, BSO Main Menu. (Para regresar a la página, Business Services Online Welcome seleccione el botón de **Cancel** [en español, Cancelar]).

NOTA: El menú en su página, BSO Main Menu es único para usted y sólo presenta los programas y servicios a los cuales usted tiene acceso.

The screenshot shows the 'Business Services Online' main menu. At the top, it says 'Social Security Online' and 'Business Services Online'. The URL is 'www.socialsecurity.gov'. Navigation links include 'BSO Main Menu', 'BSO Information', 'Contact Us', and 'Keyboard Navigation'. The user is logged in as 'JANE DOE' and their password expires on 'March 16, 2008'. The menu includes sections for 'Report Wages To Social Security', 'View File / Wage Report Status with Name / SSN Errors', 'Social Security Numbers Verification Service', and 'Account Maintenance'. A yellow box on the left says 'DON'T USE YOUR BROWSER'S BACK BUTTON'. A footer note says 'Have a question? Call 1-800-772-6270 Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer'.

Paso 6: Seleccione el enlace de **Account Maintenance** (en español, Mantenimiento de cuenta) para mostrar el menú, Account Maintenance).

The screenshot shows the 'Account Maintenance' page. The header is the same as the previous page. The user is logged in as 'JANE DOE'. The page title is 'Account Maintenance'. The breadcrumb trail is 'BSO Main Menu > Account Maintenance Menu'. The menu includes sections for 'Request Access To BSO Services', 'Re-Request Activation Codes', 'Remove Access To BSO Services', 'Deactivate Your User ID', 'Change Your Password', and 'Update Your Registration Information'. A yellow box on the left says 'DON'T USE YOUR BROWSER'S BACK BUTTON'. A 'BSO Main Menu' button is visible. A footer note says 'Have a question? Call 1-800-772-6270 Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778'.

Paso 7: Seleccione el enlace de **Change Your Password** (en español, Cambiar su contraseña).

[Change Your Password](#)

Your password expires on **February 26, 2008** and must be changed before that date to keep your User ID active.

El sistema mostrará la página, Change Password.

The screenshot shows the 'Change Password' page on the Business Services Online portal. The page has a red header with 'Social Security Online' and 'Business Services Online'. Below the header is a navigation bar with links for 'BSO Main Menu', 'BSO Information', 'Contact Us', and 'Keyboard Navigation'. The main content area is titled 'Change Password' and includes a 'LOGOUT | HELP' link. On the left side, there is a sidebar with 'Online Services Availability' (Monday-Friday: 5 AM - 1 AM EST, Saturday: 5 AM - 11 PM EST, Sunday: 8 AM - 11:30 PM EST), a warning 'DON'T USE YOUR BROWSER'S BACK BUTTON', and information about the 'User ID' (effective as of October 2007, your Personal Identification Number (PIN) is now referred to as your User ID). The main content area contains instructions: 'To change your password for Business Services Online, complete this form.' followed by a list of requirements:

- You may change your password at any time and as often as you want.
- Your password must be eight characters long and must be a combination of letters and numbers.
- There must be at least one letter and at least one number in your password. The other six characters may be all letters, all numbers, or any combination of both. Passwords are NOT case sensitive. Do not use special characters.
- If you provided a valid e-mail address during the registration process, you will be notified by e-mail when your User ID is about to expire.

 Below the instructions are three input fields: 'Enter Current Password:', 'Enter New Password:', and 'Re-enter New Password:', each with a '(not case sensitive)' note. At the bottom of the form are 'Cancel' and 'Change Password' buttons. A footer contains contact information: 'Have a question? Call 1-800-772-6270 Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.'

NOTA: Debe cambiar su contraseña por lo menos una vez al año para mantener activa su identificación de usuario.

Paso 8: Entre su contraseña actual y su contraseña nueva. Entre su nueva contraseña de nuevo para propósitos de verificación.

Paso 9: Seleccione el botón de **Change Password** (en español, Cambiar contraseña). El sistema mostrará la página, Password Change Successful (en español, Cambio de contraseña, exitoso).



Lección 11: Contraseña olvidada

BSO le permite solicitar una nueva contraseña si se le ha olvidado su contraseña actual. Para reducir la posibilidad de fraude, la nueva contraseña será enviada por correo a la última dirección provista por usted. No podrá obtener acceso al BSO hasta que reciba una nueva contraseña en el correo. Esta función no está disponible para los Inscritos extranjeros. Siga las siguientes instrucciones para solicitar una contraseña nueva.

Paso 1: Dirija su navegador a la página, Business Services Online Welcome (en español, Bienvenido a los Servicios en línea para negocios):
www.segurosocial.gov/bsowelcome.htm (sólo disponible en inglés).

Paso 2: Seleccione el enlace de **Login** (en español, Acceso) en la página, Business Services Online Welcome. El sistema mostrará la página, General Login Attestation (en español, Atestación general de acceso).

Social Security Online
 www.socialsecurity.gov

Business Services Online
 BSO Welcome | BSO Information | Contact Us | Keyboard Navigation

General Login Attestation HELP

BSO Welcome > General Login Attestation

Online Services Availability

- Monday-Friday: 5 AM - 1 AM EST
- Saturday: 5 AM - 11 PM EST
- Sunday: 8 AM - 11:30 PM EST

DON'T USE YOUR BROWSER'S BACK BUTTON

Effective as of October 2007, your Personal Identification Number (PIN) is now referred to as your User ID.

I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files.

I certify that:

- I understand that I may be subject to penalties if I submit fraudulent information. I agree that I am responsible for all actions taken with my User ID.
- I understand that SSA may ban me and/or the company I represent from the use of these services if SSA determines or suspects there has been misuse of the services.
- I am aware that any person who knowingly and willfully makes any representation to falsely obtain information from Social Security records and/or intends to deceive the Social Security Administration as to the true identity of an individual could be punished by a fine or imprisonment, or both.
- I am authorized to do business under this User ID.

By selecting the "I Accept" button, you certify that you have read, understand and agree to the user certification of Business Services Online.

Have a question? Call 1-800-772-6270 Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

www.socialsecurity.gov BSO Welcome | BSO Information | Contact Us | Keyboard Navigation

Paso 3: Seleccione el botón de **I Accept** (en español, Acepto) después de leer las condiciones definidas en la página, General Login Attestation. El sistema mostrará la página, Log In to BSO (en español, Acceso al BSO).

Paso 4: Seleccione el enlace de **Forgot your password?** (en español, ¿Se le olvidó su contraseña?) en la página, Log In to BSO. El sistema mostrará la página, Forgot Password (en español, Olvidó la contraseña).

Social Security Online **Business Services Online**

www.socialsecurity.gov BSO Welcome | BSO Information | Contact Us | Keyboard Navigation

Forgot Password [HELP](#)

BSO Welcome > Forgot Password

Request to replace forgotten password

To request a new password enter your First Name, Last Name, Social Security Number (if you have one), Date of Birth, and EIN (if you have one), then select "Request New Password".

First Name:

Last Name:

U.S. Social Security Number: (If you do NOT have an SSN leave this field blank)

Date of Birth (M M D D Y Y Y Y):

Employer Identification Number (EIN): (If you do NOT have an EIN then leave this field blank)

Your new password will be sent to you by first class mail usually within 2 weeks. You must wait for your password to utilize the BSO system. All passwords issued prior to this request will become invalid. [Select this link to return to the Login Page.](#)

Have a question? Call **1-800-772-6270** Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

www.socialsecurity.gov BSO Welcome | BSO Information | Contact Us | Keyboard Navigation

Paso 5: Entre su nombre, apellido, número de Seguro Social de los EE.UU. (si le corresponde), fecha de nacimiento, y Número de identificación patronal (si le corresponde).

Paso 6: Seleccione el botón de **Request New Password** (en español, Solicitar una nueva contraseña) para enviar el pedido. El sistema mostrará la página, Request for New Password Successful (en español, Pedido para nueva contraseña fue exitoso). (Para regresar a la página, Business Services Online Welcome sin enviar el pedido, seleccione el botón de **Cancel** [en español, Cancelar]).

Request for New Password Successful [HELP](#)

[BSO Welcome](#) > [Forgot Password](#) > Forgot Password Successful

Your request for a new password was successful

Your temporary password will be sent to you by first class mail usually within 2 weeks. You must wait for your password to use BSO services. If you have previously requested a password, that password is now cancelled. Please do not try to use it.

DON'T USE YOUR BROWSER'S BACK BUTTON

[BSO Welcome](#)

Have a question? Call **1-800-772-6270** Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

NOTA: *Usted no podrá acceder BSO hasta que reciba su nueva contraseña por correo.*

Paso 7: Seleccione el botón de **BSO Welcome** (en español, Bienvenido al BSO) para regresar a la página, Business Services Online.

Lección 12: Cómo actualizar su información de inscripción

Siga las siguientes instrucciones para actualizar su información de inscripción.

Paso 1: Dirija su navegador a la página, Business Services Online Welcome (en español, Bienvenido a los Servicios en línea para negocios):
www.segurosocial.gov/bsowelcome.htm (sólo disponible en inglés).

Paso 2: Seleccione el botón de **Log In** (en español, Acceso) en la página, Business Services Online Welcome. El sistema mostrará la página, General Login Attestation (en español, Atestación general de acceso).

Business Services Online

www.socialsecurity.gov | BSO Welcome | BSO Information | Contact Us | Keyboard Navigation

General Login Attestation [HELP](#)

BSO Welcome > General Login Attestation

Online Services Availability

- Monday-Friday: 5 AM - 1 AM EST
- Saturday: 5 AM - 11 PM EST
- Sunday: 8 AM - 11:30 PM EST

DON'T USE YOUR BROWSER'S BACK BUTTON

Effective as of October 2007, your Personal Identification Number (PIN) is now referred to as your User ID.

I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files.

I certify that:

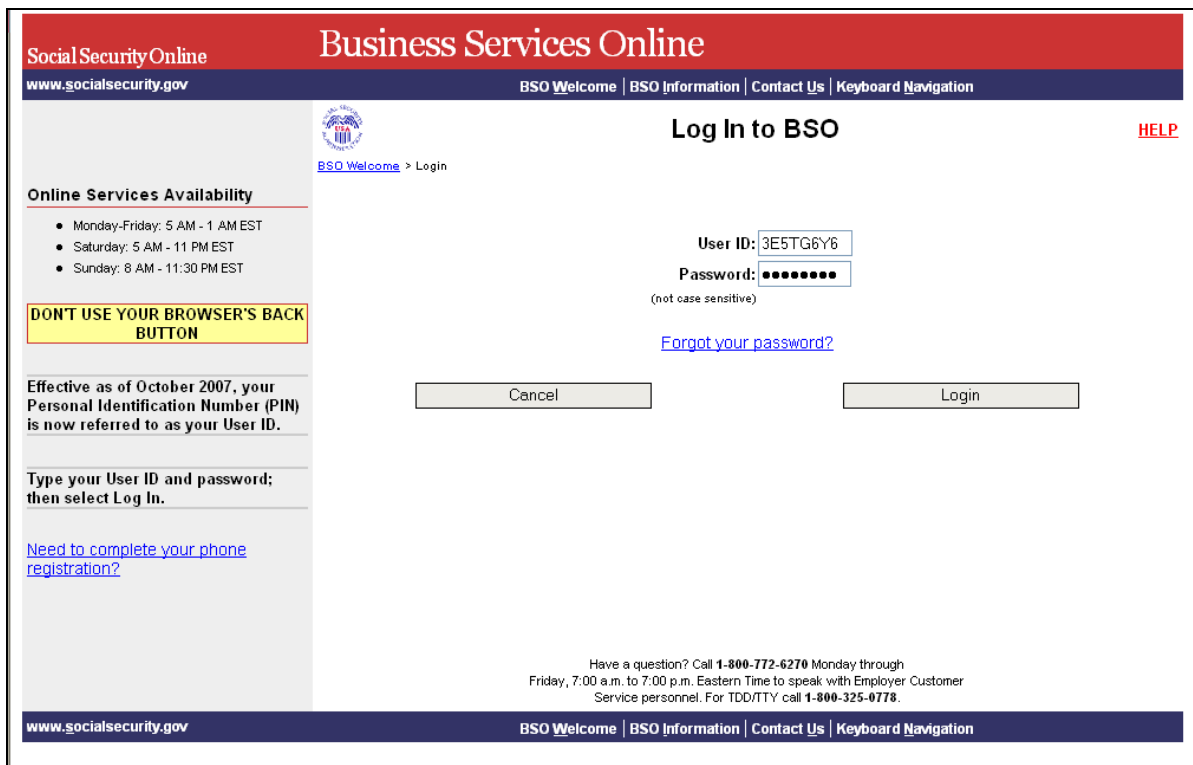
- I understand that I may be subject to penalties if I submit fraudulent information. I agree that I am responsible for all actions taken with my User ID.
- I understand that SSA may ban me and/or the company I represent from the use of these services if SSA determines or suspects there has been misuse of the services.
- I am aware that any person who knowingly and willfully makes any representation to falsely obtain information from Social Security records and/or intends to deceive the Social Security Administration as to the true identity of an individual could be punished by a fine or imprisonment, or both.
- I am authorized to do business under this User ID.

By selecting the "I Accept" button, you certify that you have read, understand and agree to the user certification of Business Services Online.

Have a question? Call 1-800-772-6270 Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

www.socialsecurity.gov | BSO Welcome | BSO Information | Contact Us | Keyboard Navigation

Paso 3: Seleccione el botón de **I Accept** (en español, Acepto) después de leer las condiciones definidas en la página, General Login Attestation. El sistema mostrará la página, Log In to BSO (en español, Acceso al BSO).



Paso 4: Entre su User ID (en español, Identificación de usuario) y contraseña.

Paso 5: Seleccione el botón de **Login** para mostrar la página, BSO Main Menu. (Para regresar a la página, Business Services Online Welcome seleccione el botón de **Cancel** [en español, Cancelar]).

NOTA: El menú en su página, BSO Main Menu es único para usted y sólo presenta los programas y servicios a los cuales usted tiene acceso.

The screenshot shows the 'Business Services Online' main menu. At the top, it says 'Social Security Online' and 'Business Services Online'. The URL 'www.socialsecurity.gov' is visible. Navigation links include 'BSO Main Menu', 'BSO Information', 'Contact Us', and 'Keyboard Navigation'. A 'Main Menu' header is on the right with 'LOGOUT | HELP' links. The user is identified as 'JANE DOE' and notified that their password expires on 'March 16, 2008'. The menu lists several services: 'Report Wages To Social Security', 'View File / Wage Report Status with Name / SSN Errors', 'Social Security Numbers Verification Service', and 'Account Maintenance'. A yellow warning box states 'DON'T USE YOUR BROWSER'S BACK BUTTON'. At the bottom, there is contact information for customer support.

Paso 6: Seleccione el enlace de Account Maintenance (en español, Mantenimiento de cuenta) para mostrar el menú, Account Maintenance.

The screenshot shows the 'Account Maintenance' page. The header is the same as the previous page. The main heading is 'Account Maintenance' with 'LOGOUT | HELP' links. A breadcrumb trail shows 'BSO Main Menu > Account Maintenance Menu'. The page lists several options: 'Request Access To BSO Services', 'Re-Request Activation Codes', 'Remove Access To BSO Services', 'Deactivate Your User ID', 'Change Your Password', and 'Update Your Registration Information'. A yellow warning box is present. A 'BSO Main Menu' button is located at the bottom. Contact information for customer support is provided at the very bottom.

Paso 7: Seleccione el enlace de **Update Your Registration Information** (en español, Actualice su información de inscripción).

► **Update your Contact Information**

Update or change your registration information – correct address, phone number, company phone number, or e-mail address.

El sistema mostrará el formulario, Update Your Registration Information.

Social Security Online
Business Services Online

www.socialsecurity.gov
BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation

Update Your Registration Information

[LOGOUT](#) | [HELP](#)

BSO Main Menu > Account Maintenance Menu > Update Your Registration Information

Online Services Availability

- Monday-Friday: 5 AM - 1 AM EST
- Saturday: 5 AM - 11 PM EST
- Sunday: 8 AM - 11:30 PM EST

DONT USE YOUR BROWSER'S BACK BUTTON

Note: Accountants, CPAs, etc. You only need to register once in your own firm's name. You can then conduct business for as many clients as you wish.

Please do NOT use your browser's navigation keys during this application. Use of the browser's navigation keys may cause a loss of data.

This part of the form is to gather information about you, or the company you own or by which you are employed. We will compare this information with our records to verify you are currently employed by the company or business you represent. Correspondence with your employer will be sent to the address we have on file, not the address you provide below. Select this link for more help with completing this form. [Help](#)

Effective as of October 2007, your Personal Identification Number (PIN) is now referred to as your User ID.

To change your EIN you must first deactivate your User ID and re-register under your new EIN.

First Name:

Middle Name: (Optional)

Last Name:

Suffix (Jr., Sr., II, III, IV): (Optional)

U.S. Social Security Number:

Date of Birth (MM/DD/YYYY):

Preferred Mailing Address Line 1:

Preferred Mailing Address Line 2: (Optional)

City:

Please enter a U.S. Domestic Address OR a Foreign Address

Country:

State Abbreviation (for U.S.) / Province:

Zip (for U.S.) / Postal Code: **Zip Ext (for U.S.):** (Optional)

Work Phone Number:

Work Phone Extension: (Optional)

Fax Number: (Optional)

E-mail:

Employer Identification Number (EIN):

I work and reside outside of the US and DO NOT have a US Social Security Number, but I DO have an EIN.

Company Name or Business Name:

Company Phone Number:

Company Phone Extension: (Optional)

Please check the statement below **ONLY** if applicable.

I am a 3rd party submitter registering to do business on behalf of another company.

Have a question? Call **1-800-772-6270** Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

www.socialsecurity.gov
BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation

Paso 8: Actualice la información que desea cambiar.

NOTA: *Solamente puede cambiar la siguiente información:*

- *Nombre*
- *Sufijo*
- *Fecha de nacimiento*
- *Dirección*
- *Ciudad*
- *Estado*
- *País*
- *Código postal*
- *Extensión del código postal*
- *Número de teléfono de su trabajo*
- *Número de fax*
- *Dirección de correo electrónico*
- *Nombre de la compañía o negocio*
- *Número de teléfono de la compañía*

Paso 9: Seleccione el botón de **Update** (en español, Actualizar) para actualizar la información de inscripción. El sistema mostrará la página, Update Your Registration Successful (en español, Actualización de su información fue exitosa). (Para cancelar la actualización y regresar a la página, BSO Main Menu seleccione el botón de **Cancel**).

The screenshot displays the Social Security Business Services Online (BSO) interface. At the top, a red banner contains the text "Social Security Online" and "Business Services Online". Below this, a dark blue navigation bar includes the URL "www.socialsecurity.gov" and links for "BSO Main Menu", "BSO Information", "Contact Us", and "Keyboard Navigation". The main content area features a large heading "Update Your Registration Information Successful" with "LOGOUT" and "HELP" links. A breadcrumb trail shows the path: "BSO Main Menu > Account Maintenance Menu > Update Your Registration Information > Update Your Registration Information Successful". The central message states "Your registration information has been updated." with a "BSO Main Menu" button below it. On the left, a sidebar titled "Online Services Availability" lists operating hours: Monday-Friday (5 AM - 1 AM EST), Saturday (5 AM - 11 PM EST), and Sunday (8 AM - 11:30 PM EST). A yellow warning box reads "DON'T USE YOUR BROWSER'S BACK BUTTON". At the bottom, contact information is provided: "Have a question? Call 1-800-772-6270 Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778." The footer repeats the URL and navigation links.

Lección 13: Desactivar su Identificación de usuario

Siga las siguientes instrucciones para desactivar su Identificación de usuario.

Paso 1: Dirija su navegador a la página, Business Services Online Welcome (en español, Bienvenido a los Servicios en línea para negocios):
www.segurosocial.gov/bsowelcome.htm (sólo disponible en inglés).

Paso 2: Seleccione el enlace de **Log In** (en español, Acceso) en la página, Business Services Online Welcome. El sistema mostrará la página, General Login Attestation (en español, Atestación general de acceso).

Social Security Online **Business Services Online**
www.socialsecurity.gov [BSO Welcome](#) | [BSO Information](#) | [Contact Us](#) | [Keyboard Navigation](#)

General Login Attestation [HELP](#)

[BSO Welcome](#) > [General Login Attestation](#)

Online Services Availability

- Monday-Friday: 5 AM - 1 AM EST
- Saturday: 5 AM - 11 PM EST
- Sunday: 8 AM - 11:30 PM EST

DON'T USE YOUR BROWSER'S BACK BUTTON

Effective as of October 2007, your Personal Identification Number (PIN) is now referred to as your User ID.

I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files.

I certify that:

- I understand that I may be subject to penalties if I submit fraudulent information. I agree that I am responsible for all actions taken with my User ID.
- I understand that SSA may ban me and/or the company I represent from the use of these services if SSA determines or suspects there has been misuse of the services.
- I am aware that any person who knowingly and willfully makes any representation to falsely obtain information from Social Security records and/or intends to deceive the Social Security Administration as to the true identity of an individual could be punished by a fine or imprisonment, or both.
- I am authorized to do business under this User ID.

By selecting the "I Accept" button, you certify that you have read, understand and agree to the user certification of Business Services Online.

Have a question? Call **1-800-772-6270** Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

www.socialsecurity.gov [BSO Welcome](#) | [BSO Information](#) | [Contact Us](#) | [Keyboard Navigation](#)

Paso 3: Seleccione el botón de **I Accept** (en español, Acepto) después de leer las condiciones definidas en la página, General Login Attestation. El sistema mostrará la página, Log In to BSO (en español, Acceso al BSO).

Paso 4: Entre su User ID (en español, Identificación de usuario) y contraseña.

Paso 5: Seleccione el botón de **Login** para mostrar la página, BSO Main Menu. (Para regresar a la página, Business Services Online Welcome seleccione el botón de **Cancel** [en español, Cancelar]).

NOTA: *El menú en su página, BSO Main Menu es único para usted y sólo presenta los programas y servicios a los cuales usted tiene acceso.*

Social Security Online
www.socialsecurity.gov

Business Services Online
BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation

Main Menu [LOGOUT](#) | [HELP](#)

Online Services Availability

- Monday-Friday: 5 AM - 1 AM EST
- Saturday: 5 AM - 11 PM EST
- Sunday: 8 AM - 11:30 PM EST

DONT USE YOUR BROWSER'S BACK BUTTON

Welcome, JANE DOE
Your password expires on **March 16, 2008**

Report Wages To Social Security
Submit, download or process W-2s and W-2cs
View submission status, acknowledge resubmission notices or
Request resubmission extensions

View File / Wage Report Status with Name / SSN Errors
View report status, errors and notice information

Social Security Numbers Verification Service
Request online SSN verification
Submit files for SSN verification

Account Maintenance
Request, activate or remove access to services
Re-request or deactivate access to services
Change your password

Have a question? Call **1-800-772-6270** Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer

www.socialsecurity.gov [BSO Welcome](#) | [BSO Information](#) | [Contact Us](#) | [Keyboard Navigation](#)

Paso 6: Seleccione el enlace de Account Maintenance (en español, Mantenimiento de cuenta) para mostrar el menú, Account Maintenance.

Social Security Online
www.socialsecurity.gov

Business Services Online
BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation

Account Maintenance [LOGOUT](#) | [HELP](#)

[BSO Main Menu](#) > Account Maintenance Menu

Online Services Availability

- Monday-Friday: 5 AM - 1 AM EST
- Saturday: 5 AM - 11 PM EST
- Sunday: 8 AM - 11:30 PM EST

DONT USE YOUR BROWSER'S BACK BUTTON

Request Access To BSO Services
Select the option or options that best describe the type of business you plan to conduct with Social Security. Once you have completed your request, an activation code may be mailed.

Re-Request Activation Codes
Re-request activation code(s) if you have not received or have misplaced them.

Remove Access To BSO Services
Disable your access to BSO services.

Deactivate Your User ID
Deactivate your user identification and disable your access to BSO services.

Change Your Password
Your password expires on **February 26, 2008** and must be changed before that date to keep your User ID active.

Update Your Registration Information
Update or change your registration information - correct address, phone number, company phone number, or e-mail address.

[BSO Main Menu](#)

Have a question? Call **1-800-772-6270** Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer
Service personnel. For TDD/TTY call **1-800-325-0778**.

www.socialsecurity.gov [BSO Main Menu](#) | [BSO Information](#) | [Contact Us](#) | [Keyboard Navigation](#)

Paso 7: Seleccione el enlace de **Deactivate Your User ID** (en español, Desactivar su Identificación de usuario).

Deactivate Your User ID

Deactivate your user identification and disable your access to BSO services.

El sistema mostrará la página, Deactivate User ID.

The screenshot shows the 'Deactivate User ID' page. At the top, there is a red header with 'Social Security Online' and 'Business Services Online'. Below the header is a navigation bar with 'www.socialsecurity.gov', 'BSO Main Menu', 'BSO Information', 'Contact Us', and 'Keyboard Navigation'. The main content area has a title 'Deactivate User ID' and a 'LOGOUT | HELP' link. A breadcrumb trail reads 'BSO Main Menu > Account Maintenance Menu > Deactivate User ID'. The main heading says 'This will deactivate your User ID for Business Services Online.' Below this is a 'Password:' field. A section titled 'Select the reason for deactivating your User ID:' contains two radio button options: 'I am no longer authorized to use Business Services Online.' (selected) and 'This User ID was compromised (e.g., disclosed to an unauthorized person)'. There are 'Cancel' and 'Deactivate' buttons. A yellow box with black text reads 'DON'T USE YOUR BROWSER'S BACK BUTTON'. A footer section contains contact information: 'Have a question? Call 1-800-772-6270 Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.' The bottom navigation bar is identical to the top one.

Paso 8: Entre su contraseña en el campo de Password (en español, Contraseña) y seleccione la razón por la cual está desactivando su Identificación de usuario.

Paso 9: Seleccione el botón de **Deactivate** (en español, Desactivar) para procesar el pedido. El sistema mostrará la página, User ID Deactivated (en español, Identificación de usuario desactivada). (Para cancelar la petición y regresar a la página, BSO Main Menu, seleccione el botón de **Cancel** [en español, Cancelar]).

The screenshot shows the Social Security Business Services Online (BSO) interface. At the top, there is a red header with 'Social Security Online' and 'Business Services Online'. Below this is a dark blue navigation bar with the URL 'www.socialsecurity.gov' and links for 'BSO Main Menu', 'BSO Information', 'Contact Us', and 'Keyboard Navigation'. The main content area has a white background with a light blue sidebar on the left. The sidebar contains 'Online Services Availability' with a list of hours: Monday-Friday (5 AM - 1 AM EST), Saturday (5 AM - 11 PM EST), and Sunday (8 AM - 11:30 PM EST). Below this is a yellow warning box that says 'DON'T USE YOUR BROWSER'S BACK BUTTON'. Further down, it states 'Effective as of October 2007, your Personal Identification Number (PIN) is now referred to as your User ID.' The main content area features the title 'User ID Deactivated' in large black text, with 'LOGOUT | HELP' links to the right. Below the title is a breadcrumb trail: 'BSO Main Menu > Account Maintenance Menu > Deactivate User ID > Deactivate User ID'. The central message reads 'Your Business Service Online User ID has been deactivated.' Below this message is a button labeled 'BSO Welcome'. At the bottom of the page, there is a dark blue footer with the URL 'www.socialsecurity.gov' and the same navigation links as the top bar. A small text block at the bottom center provides contact information: 'Have a question? Call 1-800-772-6270 Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.'

Lección 14: Cómo comunicarse con el Seguro Social

Siga las siguientes instrucciones para presentar una pregunta o declaración a la Administración del Seguro Social.

Paso 1: Dirija su navegador a la página, Business Services Online Welcome (en español, Bienvenido a los Servicios en línea para negocios):

www.segurosocial.gov/bsowelcome.htm (sólo disponible en inglés).

Paso 2: Seleccione el enlace de **Log In** (en español, Acceso) en la página, Business Services Online Welcome. El sistema mostrará la página, General Login Attestation (en español, Atestación general de acceso).

Paso 3: Seleccione el botón de **I Accept** (en español, Acepto) después de leer las condiciones definidas en la página, General Login Attestation. El sistema mostrará la página, Log In to BSO (en español, Acceso al BSO).

Paso 4: Entre su User ID (en español, Identificación de usuario) y contraseña.

Paso 5: Seleccione el botón de **Login** para mostrar la página, BSO Main Menu. (Para regresar a la página, Business Services Online Welcome seleccione el botón de **Cancel** [en español, Cancelar]).

Nota: El menú en su página, BSO Main Menu es único para usted y sólo presenta los programas y servicios a los cuales usted tiene acceso.

Social Security Online **Business Services Online**

www.socialsecurity.gov [BSO Main Menu](#) | [BSO Information](#) | [Contact Us](#) | [Keyboard Navigation](#)

Main Menu [LOGOUT](#) | [HELP](#)

Online Services Availability

- Monday-Friday: 5 AM - 1 AM EST
- Saturday: 5 AM - 11 PM EST
- Sunday: 8 AM - 11:30 PM EST

DON'T USE YOUR BROWSER'S BACK BUTTON

Welcome, JANE DOE
Your password expires on **March 16, 2008**

[Report Wages To Social Security](#)
Submit, download or process W-2s and W-2cs
View submission status, acknowledge resubmission notices or
Request resubmission extensions

[View File / Wage Report Status with Name / SSN Errors](#)
View report status, errors and notice information

[Social Security Numbers Verification Service](#)
Request online SSN verification
Submit files for SSN verification

[Account Maintenance](#)
Request, activate or remove access to services
Re-request or deactivate access to services
Change your password

Have a question? Call **1-800-772-6270** Monday through
Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer

www.socialsecurity.gov [BSO Welcome](#) | [BSO Information](#) | [Contact Us](#) | [Keyboard Navigation](#)

Paso 6: Seleccione el enlace de **Contact US** (en español, Comuníquese con nosotros) del encabezamiento.

www.socialsecurity.gov [BSO Welcome](#) | [BSO Information](#) | [Contact Us](#) | [Keyboard Navigation](#)

El sistema mostrará la ventana desplegable, Contact SSA (en español, Comunicarse con el Seguro Social).



BSO Help

Please note that you may have to close this window in order to resume your BSO session.

Close Browser Window

You can use the File menu to close this window.

Contact SSA

Type your question or comment below and select *Send Your Message*. Type your e-mail address and/or phone number with area code in the space provided. Allow one to three days to receive a response. Fields marked with an asterisk (*) MUST be completed.

WARNING! Do not include private information, such as your Social Security Number, in your message. This message will be transmitted via Internet e-mail and could be viewed by a third party.

Name: JANE DOE
E-mail:
(example: username@company.com)
Phone Number:

Choose BSO Program Questions or Comments for topics such as wage reporting instructions and deadlines, registration, or resubmission notices. Choose BSO Technical Questions or Comments for topics such as communications problems, preparing wage data files, or Accuwage. Choose your region's Employer Services Liaison Officer (ESLO) for general wage reporting concerns.

Recipient:* Select your mail recipient...
Message:*
 Send Your Message

Please note that you may have to close this window in order to resume your BSO session.

Close Browser Window

You can use the File menu to close this window.

Have a question? Call **1-800-772-6270** to speak with Employer Customer Service personnel.
 For TDD/TTY call **1-800-325-0778**.

NOTA: Su nombre, número de teléfono y dirección de correo electrónico deben aparecer automáticamente en los campos apropiados.

Paso 7: Entre su número de teléfono en el campo de Phone Number (en español, Número de teléfono) si éste no es propagado. Si su número de teléfono ya está mostrado, verifique que esté correcto.

Paso 8: Entre su dirección de correo electrónico en el campo de E-mail (en español, Correo electrónico) si éste no está propagada. Si su correo electrónico ya está mostrado, verifique que esté correcto.

NOTA: *Usted tiene que proveer su número de teléfono y correo electrónico.*

Paso 9: Seleccione la organización deseada en el menú desplegable de **Recipient** (en español, Destinatario). Este campo es obligatorio.

Paso 10: Escriba su mensaje en el campo de Message (en español, Mensaje). Este campo es obligatorio.

Paso 11: Seleccione el botón de **Send Your Message** (en español, Enviar su mensaje). (Seleccione Close Browser Window [en español, Cerrar ventana de navegador] para cancelar el mensaje).

Paso 12: Seleccione el botón de **Close Browser Window** para cerrar la ventana desplegable y regresar a la página, BSO Main Menu.