

BSO Tutorial for Tax Year 2007

View Submission Status, Errors, and Notice Information

Contains the following lessons:

- <u>View Current Submission Status</u>
- View Submission Details
- <u>View Report-Level Information for a Submission</u>
- <u>View Resubmission Notices</u>
- <u>View Error Information for Previously Submitted Data</u>

Lesson 1: View Current Submission Status

The View Submission Status, Errors, and Notice Information link should be used by the individual who submitted the file. If you would like to view report level information that was submitted on your behalf by a third party, use the View Employer Report Status, Errors, and Notice Information link. See the View Employer Report Status/Errors/Notice Information section for more information.

- **Step 1**: Point your browser to the Business Services Online Welcome page: <u>www.socialsecurity.gov/bso/bsowelcome.htm</u>.
- **Step 2**: Select the **Log In** button on the Business Services Online Welcome page. The system displays the General Login Attestation page.

Social Security Online	Business Services Online
www. <u>s</u> ocialsecurity.gov	BSO <u>W</u> elcome BSO <u>I</u> nformation Contact <u>U</u> s Keyboard <u>N</u> avigation
	General Login Attestation
	BSQ Welcome > General Login Attestation
Online Services Availability	
 Monday-Friday: 5 AM - 1 AM EST Saturday: 5 AM - 11 PM EST 	I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files.
 Sunday: 8 AM - 11:30 PM EST 	I certify that:
DON'T USE YOUR BROWSER'S BACK BUTTON	 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.
Effective as of October 2007, your Personal Identification Number (PIN) is now referred to as your 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.
	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 .
www. <u>s</u> ocialsecurity.gov	BSO <u>W</u> elcome BSO Information Contact Us Keyboard Navigation

Step 3: Select the **I Accept** button after reading the conditions defined on the General Login Attestation page. The system displays the Log In to BSO page.

Social Security Online	Business Services Online	
www. <u>s</u> ocialsecurity.gov	BSO Welcome BSO Information Contact Us Keyboard Mavigation	
	Log In to BSO	<u>HELP</u>
Online Services Availability	<u>BSU wercome</u> / Login	
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	User ID: 3E5TG6Y6 Password: (not case sensitive) Forgot your password?	
Effective as of October 2007, your Personal Identification Number (PIN) is now referred to as your User ID.	Cancel	
Type your User ID and password; then select Log In.		
Need to complete your phone registration?		
	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. <u>s</u> ocialsecurity.gov	BSO <u>W</u> elcome BSO Information Contact <u>U</u> s Keyboard <u>N</u> avigation	

Step 4: Enter your User ID and password.

Step 5: Select the Login button. The system displays the BSO Main Menu page. (To return to the Business Services Online Welcome page, select the Cancel button.)

Social Security Online	Business Se	rvices Online	*		
www. <u>s</u> ocialsecurity.gov	BSO <u>M</u> ain Menu BSO Information Contact Us Keyboard <u>N</u> avigation				
		Main Menu	LOGOUT HEL		
Online Services Availability					
Monday-Friday: 5 AM - 1 AM EST Saturday: 5 AM - 11 PM EST	Welcome, JANE DOE Your password expires	s on March 16,2008			
 Sunday: 8 AM - 11:30 PM EST 	Report Wages To	o Social Security			
DON'T USE YOUR BROWSER'S BACK		process W-2s and W-2cs			
BUTTON		atus, acknowledge resubmission notices or			
	Request resubmissi	on extensions			
	View File / Wage	Report Status with Name / SSN Errors			
		errors and notice information			
	Social Security N	lumbers Verification Service			
	Request online SSN				
	Submit files for SSN	verification			
	Account Mainten	ance			
	Request, activate or	remove access to services			
	Re-request or deacti	vate access to services			
	Change your passwo	ord			
		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 Cu:	stomer		
www.socialsecurity.gov		BSO Welcome BSO Information Contact Us Keyboard Nav			

Step 6: Select the Report Wages to Social Security link.

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

The system displays the Report Wages to Social Security menu page.

Social Security Online	Business Services Online	
www.socialsecurity.gov	BSO Main Menu BSO Information Contact Us Keyboard Navigation	
	Report Wages to Social Security 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	Submit Or Resubmit Wage File, W-2 Online, And W-2c Online And View Submission Status	
DON'T USE YOUR BROWSER'S BACK BUTTON	Resubmission Notice Processing Acknowledge resubmission notices and request resubmission extensions	
	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. <u>s</u> ocialsecurity.gov	BSO Main Menu BSO Information Contact Us Keyboard Navigation	

Step 7:Select the Submit or Resubmit Wage File, W-2 Online, and W-2c Online and
View Submission Status link. The system displays the Submit or Resubmit Wage
File, W-2 Online, and W-2c Online and View Submission Status menu page.

Social Security Online	Business Services Online
ww. <u>s</u> ocialsecurity.gov	BSO Main Menu BSO Information Contact Us Keyboard Navigation
	Submit or Resubmit Wage File, W-2 Online, and W- 2c Online and View Submission Status BSD Main Menu > Report Wages to Social Security > Submit or Resubmit Wage File, W-2 Online, and W-20 Online and View Submission
	Status
Dnline 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	Submit a W-2 Wage File Send an electronic file that contains annual wage data in the EFW2 format. You may submit a new EFW2 submission, an EFW2C submission to correct previous reports, or, if a Resubmission Notice has been received, resubmit a file that has been returned because Social Security was unable to process the file successfully. (Note: This link should not be used to submit wage reports created using W-2 Online or W-2c Online.
Decement	View File / Wage Report Status without Name/SSN Errors View report status, errors, and notice information for previously submitted W-2s.
	Create Form W-2 Online
	Enter Form W-2 Create, print, and submit your Forms W-2 and Form W-3 for Tax Year 2006. Twenty (20) reports can be entered a one time.
	Resume Unsubmitted W-2s Continue processing your unsubmitted W-2s.
	Download Submitted W-2s Download a printable version of your submitted Forms W-2 and Form W-3. This printable version can be saved to your PC. (This feature is only available for Forms W-2 and Form W-3 created with W-2 Online within 30 days of th date of submission).
	Create Forms W-2c Online
	Enter Forms W-2c Create, print, and submit your Forms W-2c and Form W-3c for previously submitted and processed Tax Year 2004 W-2s. Five (5) reports can be entered at one time.
	Resume Unsubmitted W-2c Continue processing your unsubmitted W-2cs.
	Download Submitted W-2c Download a printable version of your submitted Forms W-2c and Form W-3c. This printable version can be saved t your PC. (This feature is only available for Forms W-2c and Form W-3c created with W-2c Online within 30 days o the date of submission).
	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 .
ww. <u>s</u> ocialsecurity.gov	BSO Main Menu BSO Information Contact Us Keyboard Navigation

Step 8: Select the View File / Wage Report Status [with or without] Name/SSN Errors link.

View File / Wage Report Status without Name/SSN Errors View report status, errors, and notice information for previously submitted W-2s.



If you did not elect to View File / Wage Report with or without Name / SSN Errors when you selected your roles in the Request Access to BSO process, the link may appear as View Submission Status Information. If that is the case, selection of the View Submission Status Information link results in display of the Query Attestation page, as shown in Step #9 below, for you to then proceed with Step #10.

Otherwise, the system displays the View File / Wage Report Status [with or without] Name/SSN Errors menu page.

Social Security Online	Business Services Online
www. <u>s</u> ocialsecurity.gov	BSO Main Menu BSO Information Contact Us Keyboard Navigation
	View File / Wage Report Status without Name/SSN Errors
Online Services Availability	BSO Main Menu > View File / Wage Report Status without Name / SSN Errors
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 Current submission Status, resubmission notices, and error information for previously submitted wage data. View Employer Report Status, Errors, and Notice Information View current employer report status information, and error information for previously submitted wage data. 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. <u>s</u> ocialsecurity.gov	BSO Main Menu BSO Information Contact Us Keyboard Navigation

Step 9: Select the View Submission Status, Errors, and Notice Information link.

View Submission Status, Errors, and Notice Information View current submission status, resubmission notices, and error information for previously submitted wage data.

The system displays the Query Attestation page.

	Social Security Online Business Services Online Social Security's Business Services Online (BSO)
	Query Attestation
User Certification t	o Query the SSA Business Services Online
files. I certify that I am the i	Social Security Administration (SSA) will validate the information I provide against the information in SSA's ndividual authorized to conduct business under this PIN and have the authority to attest to the accuracy of the ployee wage information for the employer.
By selecting the "I Ao Services Online.	CCCEPt" button, you certify that you have read, understand and agree to the user certification of Business

Step 10: Select the **I Accept** button after reading the conditions defined in the Query Attestation page. The system displays the Submission Selection page.

	Social Security's Business Services Online (BSO)
BSO Main Me	enu BSO Information Links Contact SSA Keyboard Navigation Logout
BSO Help	
	Submission Selection
eceipt Year	
he Receipt Year is the year that i	the Social Security Administration began processing your original submission. For Resubmissi your original Resubmission Notice.
Please Choose a F	Receipt Year
	After 12/14/07 Choose 2008): 2008 💌
/FID Option	File Identifiers (WFIDs) for the selected Receipt Year. If you do not specify one or more WFIDs, al
ote: If you recently filed using vailable. If you are self-employ	electronic data transmission, allow one to six weeks for your submission information to be yed, only Internet submissions will be displayed unless you specify one or more WFIDs.
ote: If you recently filed using vailable. If you are self-employ	electronic data transmission, allow one to six weeks for your submission information to be
ote: If you recently filed using vailable. If you are self-employ ubmission information is not o	electronic data transmission, allow one to six weeks for your submission information to be yed, only Internet submissions will be displayed unless you specify one or more WFIDs.
lote: If you recently filed using vailable. If you are self-employ ubmission information is not o	electronic data transmission, allow one to six weeks for your submission information to be yed, only Internet submissions will be displayed unless you specify one or more WFIDs. displayed for paper submissions.
ote: If you recently filed using vailable. If you are self-employ ubmission information is not o	electronic data transmission, allow one to six weeks for your submission information to be yed, only Internet submissions will be displayed unless you specify one or more WFIDs. displayed for paper submissions.
lote: If you recently filed using vailable. If you are self-employ Pubmission information is not o	electronic data transmission, allow one to six weeks for your submission information to be yed, only Internet submissions will be displayed unless you specify one or more WFIDs. displayed for paper submissions. WFID 1:
ote: If you recently filed using vailable. If you are self-employ ubmission information is not o	electronic data transmission, allow one to six weeks for your submission information to be yed, only Internet submissions will be displayed unless you specify one or more WFIDs. displayed for paper submissions. WFID 1: WFID 2: WFID 3:
lote: If you recently filed using vailable. If you are self-employ Submission information is not o	electronic data transmission, allow one to six weeks for your submission information to be yed, only Internet submissions will be displayed unless you specify one or more WFIDs. WFID 1:
lote: If you recently filed using vailable. If you are self-employ lubmission information is not o Enter WFIDs:	electronic data transmission, allow one to six weeks for your submission information to be yed, only Internet submissions will be displayed unless you specify one or more WFIDs. WFID 1:
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lote: If you recently filed using vailable. If you are self-employ Submission information is not o Enter WFIDs:	electronic data transmission, allow one to six weeks for your submission information to be yed, only Internet submissions will be displayed unless you specify one or more WFIDs. WFID 1:
lote: If you recently filed using vailable. If you are self-employ Submission information is not o Enter WFIDs:	electronic data transmission, allow one to six weeks for your submission information to be yed, only Internet submissions will be displayed unless you specify one or more WFIDs. WFID 1:
lote: If you recently filed using vailable. If you are self-employ Submission information is not o Enter WFIDs:	electronic data transmission, allow one to six weeks for your submission information to be yed, only Internet submissions will be displayed unless you specify one or more WFIDs. displayed for paper submissions. WFID 1: WFID 2: WFID 3: WFID 4: WFID 5:
lote: If you recently filed using vailable. If you are self-employ bubmission information is not of Enter WFIDs: ort Option	electronic data transmission, allow one to six weeks for your submission information to be yed, only Internet submissions will be displayed unless you specify one or more WFIDs. displayed for paper submissions. WFID 1: WFID 2: WFID 3: WFID 4: WFID 5: By: Receipt Date Continue Cancel
available. If you are self-employ Submission information is not o Enter WFIDs: Sort Option Sort List	electronic data transmission, allow one to six weeks for your submission information to be yed, only Internet submissions will be displayed unless you specify one or more WFIDs. displayed for paper submissions. WFID 1: WFID 2: WFID 3: WFID 4: WFID 5:

Step 11: Select the Receipt Year of your original submission from the Please Choose a Receipt Year drop-down menu.



If you submitted your file after 12/14/07, select 2008.

Step 12: Enter your WFID(s) for the selected Receipt Year. If you do not enter the WFID(s), the system displays all of the WFID(s) under your Employer Identification Number (EIN) for the selected Receipt Year. This step is optional.



If you are self-employed, and did not register using an EIN, only Internet wage report submissions will be displayed.

- Step 13: Select an option from the Sort List By drop-down menu. The Sort Options are by Receipt Date, WFID, Version, Submission Status, and Status Date.
- Step 14: Select the Continue button. The system displays the Submission Information page. (Otherwise, select the Cancel button to return to the BSO Main Menu page.)

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	BSO N	viain Men	UTBSO INFORM	iation Links (CUNTACT SSATK	eyboard Navigation l	Lugout	
BSO Help								
Return to Sub	mission Selection							
	×		0	uhminoi	n n Informa			
			3	upmissio	on Inform	ation		
ubmission Ir				the supervision of the supervisi				
o Select the	View Notice link	in the Re	submission Not	ice column to [.]	view your resubm	submission status code: ission notice.	3.	
o Select the	View Reports lir	ik in the R	California Contacto personale a recolar	o view the stat	us of your report(
					i, allow six weeks to be displayed h	for it to be displayed he ere.	re.	
				1000	and the sea			
P: Use your brov	vser menu S <i>ave</i>	As or Pri	<i>nt</i> feature if you	wish to save o	r print this page f	or your records.		
lote: The Resub	mission Notice,	View Erro	ors, and Reports	columns will t	be blank if they d	o not apply to the submi	ssion.	
				P	age 1 of 1			
is page displays	submission rec	ords 1 thr	ough 9 of the 9	total submissi	ons.			
				E men	49 <u>88.</u> 903		Free of the second	ilian (a)
	WEID		Callendard	CANADA Date		th Carry Francisco	Callentertant	
Receipt Date	WFID	Version	Submission Status	Status Date	*Resubmission Notice	*View Errors	Submission Details	*Reports
	WFID 601102	Version 01		Status Date	Contractor and the second s	*View Errors By Error Description By Report Number		*Reports View Reports
Receipt Date			Status	and the second s	Notice	By Error Description	Details	View
Receipt Date	601102	01	Status RETURN	03/13/2006	Notice	By Error Description	Details Details	View Reports View
Receipt Date 03/10/06 03/10/06	601102 601101	01	Status RETURN COMPLETE	03/13/2006	Notice	By Error Description	Details Details Details	View Reports View Reports View
Receipt Date 03/10/06 03/10/06 03/10/06	601102 601101 601100	01	Status RETURN COMPLETE COMPLETE	03/13/2006 03/11/2006 03/11/2006	Notice	By Error Description	Details Details Details Details	View Reports View Reports View Reports View
Receipt Date 03/10/06 03/10/06 03/10/06 03/10/06	601102 601101 601100 601099	01 01 01 01 01 01	Status RETURN COMPLETE COMPLETE RECEIVED	03/13/2006 03/11/2006 03/11/2006 03/11/2006	Notice View Notice	By Error Description By Report Number	Details Details Details Details Details Details	View Reports View Reports View Reports View Reports View
Receipt Date 03/10/06 03/10/06 03/10/06 03/10/06 01/19/06	601102 601101 601100 601099 600861	01 01 01 01 01	Status RETURN COMPLETE COMPLETE RECEIVED RETURN	03/13/2006 03/11/2006 03/11/2006 03/11/2006 01/22/2006	Notice View Notice	By Error Description By Report Number By Error Description By Report Number By Error Description	Details Details Details Details Details Details Details	View Reports View Reports View Reports View Reports View Reports View
Receipt Date 03/10/06 03/10/06 03/10/06 03/10/06 01/19/06	601102 601101 601100 601099 600861 600813	01 01 01 01 01 01 01 01	Status RETURN COMPLETE COMPLETE RECEIVED RETURN RETURN	03/13/2006 03/11/2006 03/11/2006 03/11/2006 01/22/2006 01/22/2006	Notice View Notice View Notice View Notice	By Error Description By Report Number By Error Description By Report Number By Error Description By Report Number By Error Description	Details Details Details Details Details Details Details Details	View Reports View Reports View Reports View Reports View Reports View Reports View
Receipt Date 03/10/06 03/10/06 03/10/06 03/10/06 01/19/06 01/19/06	601102 601101 601100 601099 600861 600813 600812	01 01 01 01 01 01 01 01 01	Status RETURN COMPLETE COMPLETE RECEIVED RETURN RETURN RETURN	03/13/2006 03/11/2006 03/11/2006 03/11/2006 01/22/2006 01/22/2006	Notice View Notice View Notice View Notice View Notice	By Error Description By Report Number By Error Description By Report Number By Error Description By Report Number By Error Description By Report Number By Error Description By Error Description	Details Details Details Details Details Details Details Details Details	View Reports View Reports View Reports View Reports View Reports View Reports View Reports View
Receipt Date 03/10/06 03/10/06 03/10/06 03/10/06 01/19/06 01/19/06 01/19/06	601102 601101 601100 601099 600861 600813 600812 600811 600808	01 01 01 01 01 01 01 01 01	Status RETURN COMPLETE COMPLETE RECEIVED RETURN RETURN RETURN RETURN	03/13/2006 03/11/2006 03/11/2006 03/11/2006 01/22/2006 01/22/2006 01/22/2006 01/22/2006	Notice View Natice	By Error Description By Report Number By Error Description By Report Number	Details	View Reports View Reports View Reports View Reports View Reports View Reports View Reports View Reports View
Receipt Date 03/10/06 03/10/06 03/10/06 03/10/06 01/19/06 01/19/06	601102 601101 601100 601099 600861 600813 600812 600811 600808	01 01 01 01 01 01 01 01 01	Status RETURN COMPLETE COMPLETE RECEIVED RETURN RETURN RETURN RETURN	03/13/2006 03/11/2006 03/11/2006 03/11/2006 01/22/2006 01/22/2006 01/22/2006 01/22/2006	Notice View Natice	By Error Description By Report Number By Error Description By Report Number	Details	View Reports View Reports View Reports View Reports View Reports View Reports View Reports View Reports View
Receipt Date 03/10/06 03/10/06 03/10/06 03/10/06 01/19/06 01/19/06 01/19/06	601102 601101 601100 601099 600861 600813 600812 600811 600808	01 01 01 01 01 01 01 01 01	Status RETURN COMPLETE COMPLETE RECEIVED RETURN RETURN RETURN RETURN	03/13/2006 03/11/2006 03/11/2006 03/11/2006 01/22/2006 01/22/2006 01/22/2006 01/22/2006 01/22/2006	Notice View Natice	By Error Description By Report Number By Error Description By Report Number	Details	View Reports View Reports View Reports View Reports View Reports View Reports View Reports View Reports View
Receipt Date 03/10/06 03/10/06 03/10/06 03/10/06 01/19/06 01/19/06 01/19/06	601102 601101 601100 601099 600861 600813 600812 600811 600808	01 01 01 01 01 01 01 01 01	Status RETURN COMPLETE COMPLETE RECEIVED RETURN RETURN RETURN RETURN	03/13/2006 03/11/2006 03/11/2006 03/11/2006 01/22/2006 01/22/2006 01/22/2006 01/22/2006 01/22/2006	Notice View Notice ons.	By Error Description By Report Number By Error Description By Report Number	Details	View Reports View Reports View Reports View Reports View Reports View Reports View Reports View Reports View
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Step 15: Select the link in the Submission Status column of the specific submission to display a definition of the status. The system displays the Explanation of Processing Status Codes pop-up window.

xplanation o	of Processing Sta	atus Code
	You have reque:	sted information about the RECEIVED processing status code.
	RECEIVED	Social Security has received your submission.
	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.



The status of your submission is located at the top of the pop-up window.

Step 16: Select the **Close Browser Window** button to close the pop-up window and return to the Submission Information page.

Lesson 2: View Submission Details

Follow the instructions below to view the detailed status of your submitted data.

- **Step 1**: Point your browser to the Business Services Online Welcome page: www.socialsecurity.gov/bso/bsowelcome.htm.
- **Step 2**: Select the **Log In** button on the Business Services Online Welcome page. The system displays the General Login Attestation page.

Social Security Online	Business Services Online
www. <u>s</u> ocialsecurity.gov	BSO Welcome BSO Information Contact Us Keyboard Navigation
	General Login Attestation
	BSO Welcome > General Login Attestation
Online Services Availability	
 Monday-Friday: 5 AM - 1 AM EST Saturday: 5 AM - 11 PM EST 	I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files.
 Sunday: 8 AM - 11:30 PM EST 	I certify that:
DON'T USE YOUR BROWSER'S BACK BUTTON	 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.
Effective as of October 2007, your Personal Identification Number (PIN) is now referred to as your 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.
	I Do NOT 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 .
www. <u>s</u> ocialsecurity.gov	BSO <u>W</u> elcome BSO Information Contact <u>U</u> s Keyboard <u>N</u> avigation

Step 3: Select the **I Accept** button after reading the conditions defined on the General Login Attestation page. The system displays the Log In to BSO page.

Social Security Online	Business Services Online	
www. <u>s</u> ocialsecurity.gov	BSO Welcome BSO Information Contact Us Keyboard Navigation	
	Log In to BSO	<u>HELP</u>
Online Services Availability		
Monday-Friday: 5 AM - 1 AM EST Saturday: 5 AM - 11 PM EST Sunday: 8 AM - 11:30 PM EST	User ID: 3E5TG6Y6 Password:	
DON'T USE YOUR BROWSER'S BACK BUTTON	Forgot your password?	
Effective as of October 2007, your Personal Identification Number (PIN) is now referred to as your User ID.	Cancel	
Type your User ID and password; then select Log In.		
Need to complete your phone registration?		
	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. <u>s</u> ocialsecurity.gov	BSO Welcome BSO Information Contact Us Keyboard Navigation	

- Step 4: Enter your User ID and password.
- Step 5: Select the Login button. The system displays the BSO Main Menu page. (To return to the Business Services Online Welcome page, select the Cancel button.)
- Step 6: Select the Report Wages to Social Security link.

Report Wages To Social Security Submit, download or process W-2s and W-2cs

View submission status, acknowledge resubmission notices or Request resubmission extensions

The system displays the Report Wages to Social Security menu page.

Social Security Online	Business Services Online	
www.socialsecurity.gov	BSO Main Menu BSO Information Contact Us Keyboard Navigation	
	Report Wages to Social Security	HELP
Online Services Availability		
Monday-Friday: 5 AM - 1 AM EST Saturday: 5 AM - 11 PM EST Sunday: 8 AM - 11:30 PM EST	Submit Or Resubmit Wage File. W-2 Online. And W-2c Online And View Submission Status	
DON'T USE YOUR BROWSER'S BACK BUTTON	Resubmission Notice Processing Acknowledge resubmission notices and request resubmission extensions	
	BSO Main Menu	
	Have a question? Call 1-809-772-6270 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 1-809-325-0778 .	
www.socialsecurity.gov	BSO Main Menu BSO Information Contact Us Keyboard Navigation	

Step 7: Select the Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status link. The system displays the Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status menu page.

Social Security Online	Business Services Online
ww. <u>s</u> ocialsecurity.gov	BSO Main Menu BSO Information Contact Us Keyboard Navigation
	Submit or Resubmit Wage File, W-2 Online, and W- 2c Online and View Submission Status BSD Main Menu > Report Wages to Social Security > Submit or Resubmit Wage File, W-2 Online, and W-20 Online and View Submission
	Status
Dnline 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	Submit a W-2 Wage File Send an electronic file that contains annual wage data in the EFW2 format. You may submit a new EFW2 submission, an EFW2C submission to correct previous reports, or, if a Resubmission Notice has been received, resubmit a file that has been returned because Social Security was unable to process the file successfully. (Note: This link should not be used to submit wage reports created using W-2 Online or W-2c Online.
Decement	View File / Wage Report Status without Name/SSN Errors View report status, errors, and notice information for previously submitted W-2s.
	Create Form W-2 Online
	Enter Form W-2 Create, print, and submit your Forms W-2 and Form W-3 for Tax Year 2006. Twenty (20) reports can be entered a one time.
	Resume Unsubmitted W-2s Continue processing your unsubmitted W-2s.
	Download Submitted W-2s Download a printable version of your submitted Forms W-2 and Form W-3. This printable version can be saved to your PC. (This feature is only available for Forms W-2 and Form W-3 created with W-2 Online within 30 days of th date of submission).
	Create Forms W-2c Online
	Enter Forms W-2c Create, print, and submit your Forms W-2c and Form W-3c for previously submitted and processed Tax Year 2004 W-2s. Five (5) reports can be entered at one time.
	Resume Unsubmitted W-2c Continue processing your unsubmitted W-2cs.
	Download Submitted W-2c Download a printable version of your submitted Forms W-2c and Form W-3c. This printable version can be saved t your PC. (This feature is only available for Forms W-2c and Form W-3c created with W-2c Online within 30 days o the date of submission).
	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 .
ww. <u>s</u> ocialsecurity.gov	BSO Main Menu BSO Information Contact Us Keyboard Navigation

Step 8: Select the View File / Wage Report Status [with or without] Name/SSN Errors link.

View File / Wage Report Status without Name/SSN Errors View report status, errors, and notice information for previously submitted W-2s.



If you did not elect to View File / Wage Report with or without Name / SSN Errors when you selected your roles in the Request Access to BSO process, the link may appear as View Submission Status Information. If that is the case, selection of the View Submission Status Information link results in display of the Query Attestation page, as shown in Step #9 below, for you to then proceed with Step #10.

Otherwise, the system displays the View File / Wage Report Status menu page.

Social Security Online	Business Services Online
www. <u>s</u> ocialsecurity.gov	BSO Main Menu BSO Information Contact Us Keyboard Navigation
Online Services Availability	View File / Wage Report Status without Name/SSN Errors
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 Submission Status, Errors, and Notice Information View current submission status, resubmission notices, and error information for previously submitted wage data. View Employer Report Status, Errors, and Notice Information View current employer report status information, and error information for previously submitted wage data. 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. <u>s</u> ocialsecurity.gov	BSO Main Menu BSO Information Contact Us Keyboard Navigation

Step 9: Select the View Submission Status, Errors, and Notice Information link.

View Submission Status, Errors, and Notice Information View current submission status, resubmission notices, and error information for previously submitted wage data.

The system displays the Query Attestation page.

_	Social Security Online Business Services Online Social Security's Business Services Online (BSO)
	Query Attestation
User Certification to Quer	y the SSA Business Services Online
files. I certify that I am the individu	Security Administration (SSA) will validate the information I provide against the information in SSA's al authorized to conduct business under this PIN and have the authority to attest to the accuracy of the wage information for the employer.
By selecting the "I Accept" b Services Online.	utton, you certify that you have read, understand and agree to the user certification of Business
	I Accept I DO NOT Accept

Step 10: Select the **I Accept** button after reading the conditions defined in the Query Attestation page. The system displays the Submission Selection page.

	Social Security's Business Services Online (BSO)
BSO Main Me	enu BSO Information Links Contact SSA Keyboard Navigation Logout
BSO Help	
	Submission Selection
eceipt Year	
he Receipt Year is the year that i	the Social Security Administration began processing your original submission. For Resubmissi your original Resubmission Notice.
Please Choose a F	Receipt Year
	After 12/14/07 Choose 2008): 2008 💌
/FID Option	File Identifiers (WFIDs) for the selected Receipt Year. If you do not specify one or more WFIDs, al
ote: If you recently filed using vailable. If you are self-employ	electronic data transmission, allow one to six weeks for your submission information to be yed, only Internet submissions will be displayed unless you specify one or more WFIDs.
ote: If you recently filed using vailable. If you are self-employ	electronic data transmission, allow one to six weeks for your submission information to be
ote: If you recently filed using vailable. If you are self-employ ubmission information is not o	electronic data transmission, allow one to six weeks for your submission information to be yed, only Internet submissions will be displayed unless you specify one or more WFIDs.
lote: If you recently filed using vailable. If you are self-employ ubmission information is not o	electronic data transmission, allow one to six weeks for your submission information to be yed, only Internet submissions will be displayed unless you specify one or more WFIDs. displayed for paper submissions.
ote: If you recently filed using vailable. If you are self-employ ubmission information is not o	electronic data transmission, allow one to six weeks for your submission information to be yed, only Internet submissions will be displayed unless you specify one or more WFIDs. displayed for paper submissions.
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ote: If you recently filed using vailable. If you are self-employ ubmission information is not o	electronic data transmission, allow one to six weeks for your submission information to be yed, only Internet submissions will be displayed unless you specify one or more WFIDs. displayed for paper submissions. WFID 1: WFID 2: WFID 3:
lote: If you recently filed using vailable. If you are self-employ Submission information is not o	electronic data transmission, allow one to six weeks for your submission information to be yed, only Internet submissions will be displayed unless you specify one or more WFIDs. WFID 1:
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lote: If you recently filed using vailable. If you are self-employ bubmission information is not of Enter WFIDs: ort Option	electronic data transmission, allow one to six weeks for your submission information to be yed, only Internet submissions will be displayed unless you specify one or more WFIDs. displayed for paper submissions. WFID 1: WFID 2: WFID 3: WFID 4: WFID 5: By: Receipt Date Continue Cancel
available. If you are self-employ Submission information is not o Enter WFIDs: Sort Option Sort List	electronic data transmission, allow one to six weeks for your submission information to be yed, only Internet submissions will be displayed unless you specify one or more WFIDs. displayed for paper submissions. WFID 1: WFID 2: WFID 3: WFID 4: WFID 5:

Step 11: Select the Receipt Year of your original submission from the Please Choose a Receipt Year drop-down menu.



If you submitted your file after 12/14/07, select 2008.

Step 12: If you do not enter the WFID, the system displays all of the WFID(s) submitted under your EIN for the selected Receipt Year. This step is optional.



If you are self-employed, and did not register using an EIN, only Internet wage report submissions will be displayed.

- Step 13: Select an option from the Sort List By drop-down menu. The Sort Options are by Receipt Date, WFID, Version, Submission Status, and Status Date.
- Step 14: Select the Continue button. The system displays the Submission Information page. (Otherwise, select the Cancel button to return to the BSO Main Menu page.)

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	BSO N	viain Men	UTBSO INFORM	ation Links (CUNTACT SSATK	eyboard Navigation l	Lugout	
BSO Help								
Return to Sub	mission Selection							
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			3	upmissio	on Inform	ation		
ubmission Ir				the supervision of the supervisi				
o Select the	View Notice link	in the Re	submission Not	ice column to [.]	view your resubm	submission status code: ission notice.	3.	
o Select the	View Reports lir	ik in the R	California Contacto personale a recolar	o view the stat	us of your report(
					i, allow six weeks to be displayed h	for it to be displayed he ere.	re.	
				1000	and the sea			
P: Use your brov	vser menu S <i>ave</i>	As or Pri	<i>nt</i> feature if you	wish to save o	r print this page f	or your records.		
lote: The Resub	mission Notice,	View Erro	ors, and Reports	columns will t	be blank if they d	o not apply to the submi	ssion.	
				P	age 1 of 1			
is page displays	submission rec	ords 1 thr	ough 9 of the 9	total submissi	ons.			
				E men	492 <u>.</u> 90)		Free of the second	ili de la composición de la composicinde la composición de la composición de la composición de la comp
	WEID		Callendard	CANADA Date		th Carry Francisco	Callentertant	
Receipt Date	WFID	Version	Submission Status	Status Date	*Resubmission Notice	*View Errors	Submission Details	*Reports
	WFID 601102	Version 01		Status Date	Contractor and Contractor	*View Errors By Error Description By Report Number		*Reports View Reports
Receipt Date			Status	and the second s	Notice	By Error Description	Details	View
Receipt Date	601102	01	Status RETURN	03/13/2006	Notice	By Error Description	Details Details	View Reports View
Receipt Date 03/10/06 03/10/06	601102 601101	01	Status RETURN COMPLETE	03/13/2006	Notice	By Error Description	Details Details Details	View Reports View Reports View
Receipt Date 03/10/06 03/10/06 03/10/06	601102 601101 601100	01	Status RETURN COMPLETE COMPLETE	03/13/2006 03/11/2006 03/11/2006	Notice	By Error Description	Details Details Details Details	View Reports View Reports View Reports View
Receipt Date 03/10/06 03/10/06 03/10/06 03/10/06	601102 601101 601100 601099	01 01 01 01 01 01	Status RETURN COMPLETE COMPLETE RECEIVED	03/13/2006 03/11/2006 03/11/2006 03/11/2006	Notice View Notice	By Error Description By Report Number	Details Details Details Details Details Details	View Reports View Reports View Reports View Reports View
Receipt Date 03/10/06 03/10/06 03/10/06 03/10/06 01/19/06	601102 601101 601100 601099 600861	01 01 01 01 01	Status RETURN COMPLETE COMPLETE RECEIVED RETURN	03/13/2006 03/11/2006 03/11/2006 03/11/2006 01/22/2006	Notice View Notice	By Error Description By Report Number By Error Description By Report Number By Error Description	Details Details Details Details Details Details Details	View Reports View Reports View Reports View Reports View Reports View
Receipt Date 03/10/06 03/10/06 03/10/06 03/10/06 01/19/06	601102 601101 601100 601099 600861 600813	01 01 01 01 01 01 01 01	Status RETURN COMPLETE COMPLETE RECEIVED RETURN RETURN	03/13/2006 03/11/2006 03/11/2006 03/11/2006 01/22/2006 01/22/2006	Notice View Notice View Notice View Notice	By Error Description By Report Number By Error Description By Report Number By Error Description By Report Number By Error Description	Details Details Details Details Details Details Details Details	View Reports View Reports View Reports View Reports View Reports View Reports View
Receipt Date 03/10/06 03/10/06 03/10/06 03/10/06 01/19/06 01/19/06	601102 601101 601100 601099 600861 600813 600812	01 01 01 01 01 01 01 01 01	Status RETURN COMPLETE COMPLETE RECEIVED RETURN RETURN RETURN	03/13/2006 03/11/2006 03/11/2006 03/11/2006 01/22/2006 01/22/2006	Notice View Notice View Notice View Notice View Notice	By Error Description By Report Number By Error Description By Report Number By Error Description By Report Number By Error Description By Report Number By Error Description By Error Description	Details Details Details Details Details Details Details Details Details	View Reports View Reports View Reports View Reports View Reports View Reports View Reports View
Receipt Date 03/10/06 03/10/06 03/10/06 03/10/06 01/19/06 01/19/06 01/19/06	601102 601101 601100 601099 600861 600813 600812 600811 600808	01 01 01 01 01 01 01 01 01	Status RETURN COMPLETE COMPLETE RECEIVED RETURN RETURN RETURN RETURN	03/13/2006 03/11/2006 03/11/2006 03/11/2006 01/22/2006 01/22/2006 01/22/2006 01/22/2006	Notice View Natice	By Error Description By Report Number By Error Description By Report Number	Details	View Reports View Reports View Reports View Reports View Reports View Reports View Reports View Reports View
Receipt Date 03/10/06 03/10/06 03/10/06 03/10/06 01/19/06 01/19/06	601102 601101 601100 601099 600861 600813 600812 600811 600808	01 01 01 01 01 01 01 01 01	Status RETURN COMPLETE COMPLETE RECEIVED RETURN RETURN RETURN RETURN	03/13/2006 03/11/2006 03/11/2006 03/11/2006 01/22/2006 01/22/2006 01/22/2006 01/22/2006	Notice View Natice	By Error Description By Report Number By Error Description By Report Number	Details	View Reports View Reports View Reports View Reports View Reports View Reports View Reports View Reports View
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Receipt Date 03/10/06 03/10/06 03/10/06 03/10/06 01/19/06 01/19/06 01/19/06	601102 601101 601100 601099 600861 600813 600812 600811 600808	01 01 01 01 01 01 01 01 01	Status RETURN COMPLETE COMPLETE RECEIVED RETURN RETURN RETURN RETURN	03/13/2006 03/11/2006 03/11/2006 03/11/2006 01/22/2006 01/22/2006 01/22/2006 01/22/2006 01/22/2006	Notice View Notice ons.	By Error Description By Report Number By Error Description By Report Number	Details	View Reports View Reports View Reports View Reports View Reports View Reports View Reports View Reports View
Receipt Date 03/10/06 03/10/06 03/10/06 03/10/06 01/19/06 01/19/06 01/19/06	601102 601101 601100 601099 600861 600813 600812 600811 600808	01 01 01 01 01 01 01 01 01	Status RETURN COMPLETE COMPLETE RECEIVED RETURN RETURN RETURN RETURN	03/13/2006 03/11/2006 03/11/2006 03/11/2006 01/22/2006 01/22/2006 01/22/2006 01/22/2006 01/22/2006 01/22/2006	Notice View Notice ons.	By Error Description By Report Number By Error Description By Report Number	Details	View Reports View Reports View Reports View Reports View Reports View Reports View Reports View Reports View

Step 15: Select the **Details** link in the Submission Details column of the specific submission. The system displays the Submission Details pop-up window.

WFID	601099	
Version	01	
Receipt Date	03/10/2006	
Processing Status	RECEIVED	
Status Date	03/11/2006	
Filing Method	INTERNET	
Number of W-3s		
Submitter's Filename	ADDcomments.doc	

Step 16: Select the **Close Browser Window** button to close the pop-up window and return to the Submission Information page.

Lesson 3: View Report-Level Information for a Submission

This option is available only to users who selected the View File/Wage Report Status, Error, and Error Notices **with** or **without** Name/SSN Errors role. Follow the instructions below to view the report-level information for your submitted data.

- **Step 1**: Point your browser to the Business Services Online Welcome page: www.socialsecurity.gov/bso/bsowelcome.htm.
- **Step 2**: Select the **Log In** button on the Business Services Online Welcome page. The system displays the General Login Attestation page.

Social Security Online	Business Services Online
www. <u>s</u> ocialsecurity.gov	BSO <u>W</u> elcome BSO Information Contact <u>Us</u> Keyboard <u>N</u> avigation
	General Login Attestation
	BSO Welcome > General Login Attestation
Online Services Availability	Long developed the state of the Constant Andrewski and (COA) will well determined as information. I was independent
 Monday-Friday: 5 AM - 1 AM EST Saturday: 5 AM - 11 PM EST 	I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files.
 Sunday: 8 AM - 11:30 PM EST 	I certify that:
DON'T USE YOUR BROWSER'S BACK BUTTON	 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.
Effective as of October 2007, your Personal Identification Number (PIN) is now referred to as your 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.
	I Do NOT 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 .
www. <u>s</u> ocialsecurity.gov	BSO <u>W</u> elcome BSO Information Contact Us Keyboard <u>N</u> avigation

Step 3: Select the **I Accept** button after reading the conditions defined on the General Login Attestation page. The system displays the Log In to BSO page.

Social Security Online	Business Services Online	
www. <u>s</u> ocialsecurity.gov	BSO Welcome BSO Information Contact Us Keyboard Navigation	
	Log In to BSO	<u>HELP</u>
Online Services Availability		
Monday-Friday: 5 AM - 1 AM EST Saturday: 5 AM - 11 PM EST Sunday: 8 AM - 11:30 PM EST	User ID: 3E5TG6Y6 Password:	
DON'T USE YOUR BROWSER'S BACK BUTTON	Forgot your password?	
Effective as of October 2007, your Personal Identification Number (PIN) is now referred to as your User ID.	Cancel	
Type your User ID and password; then select Log In.		
Need to complete your phone registration?		
	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. <u>s</u> ocialsecurity.gov	BSO Welcome BSO Information Contact Us Keyboard Navigation	

- **Step 4**: Enter your User ID and password.
- Step 5: Select the Login button. The system displays the BSO Main Menu page. (To return to the Business Services Online Welcome page, select the Cancel button.)
- Step 6: Select the Report Wages to Social Security link.

Report Wages To Social Security

Submit, download or process W-2s and W-2cs View submission status, acknowledge resubmission notices or Request resubmission extensions

The system displays the Report Wages to Social Security menu page.

Social Security Online	Business Services Online	
www.socialsecurity.gov	BSO Main Menu BSO Information Contact Us Keyboard Navigation	
	Report Wages to Social Security	HELP
Online Services Availability		
Monday-Friday: 5 AM - 1 AM EST Saturday: 5 AM - 11 PM EST Sunday: 8 AM - 11:30 PM EST	Submit Or Resubmit Wage File, W-2 Online, And W-2c Online And View Submission Status	
DON'T USE YOUR BROWSER'S BACK BUTTON	Resubmission Notice Processing Acknowledge resubmission notices and request resubmission extensions	
	BSO Main Menu	
	Have a question? Call 1.800-772-6270 Monday through Friday, 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1.800-325-0778 .	
www.gocialsecurity.gov	BSO Main Menu BSO Information Contact Us Keyboard Navigation	

Step 7: Select the Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status link.

The system displays the Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status menu page.

Social Security Online	Business Services Online
www. <u>s</u> ocialsecurity.gov	BSO Main Menu BSO Information Contact Us Keyboard Navigation
	Submit or Resubmit Wage File, W-2 Online, and W-2 2c Online and View Submission Status
online Services Availability	Status
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	Submit a W-2 Wage File Send an electronic file that contains annual wage data in the EFW2 format. You may submit a new EFW2 submission, an EFW2C submission to correct previous reports, or, if a Resubmission Notice has been received, resubmit a file that has been returned because Social Security was unable to process the file successfully. (Note: This link should not be used to submit wage reports created using W-2 Online or W-2c Online.
	View File / Wage Report Status without Name/SSN Errors View report status, errors, and notice information for previously submitted W-2s.
	Create Form W-2 Online
	Enter Form W-2 Create, print, and submit your Forms W-2 and Form W-3 for Tax Year 2006. Twenty (20) reports can be entered at one time.
	Resume Unsubmitted W-2s Continue processing your unsubmitted W-2s.
	Download Submitted W-2s Download a printable version of your submitted Forms W-2 and Form W-3. This printable version can be saved to your PC. (This feature is only available for Forms W-2 and Form W-3 created with W-2 Online within 30 days of the date of submission).
	Create Forms W-2c Online
	Enter Forms W-2c Create, print, and submit your Forms W-2c and Form W-3c for previously submitted and processed Tax Year 2008 W-2s. Five (5) reports can be entered at one time.
	Resume Unsubmitted W-2c Continue processing your unsubmitted W-2cs.
	Download Submitted W-2c Download a printable version of your submitted Forms W-2c and Form W-3c. This printable version can be saved t your PC. (This feature is only available for Forms W-2c and Form W-3c created with W-2c Online within 30 days o the date of submission).
	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/ITTY call 1-800-325-0778 .
ww. <u>s</u> ocialsecurity.gov	BSO Main Menu BSO Information Contact Us Keyboard Navigation

Step 8: Select the View File / Wage Report Status [with or without] Name/SSN Errors link.

View File / Wage Report Status without Name/SSN Errors View report status, errors, and notice information for previously submitted W-2s.

The system displays the View File / Wage Report Status menu page.

Social Security Online	Business Services Online
www. <u>s</u> ocialsecurity.gov	BSO Main Menu BSO Information Contact Us Keyboard Navigation
	View File / Wage Report Status without Name/SSN Errors
Online Services Availability	BSO Main Menu > View File / Wage Report Status without Name / SSN Errors
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 Submission Status, Errors, and Notice Information View current submission status, resubmission notices, and error information for previously submitted wage data. View Employer Report Status, Errors, and Notice Information View current employer report status information, and error information for previously submitted wage data. 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 TD/DTY call 1-800-325-0778 .
www. <u>s</u> ocialsecurity.gov	BSO Main Menu BSO Information Contact Us Keyboard Mavigation

Step 9: Select the View Submission Status, Errors, and Notice Information link.

View Submission Status, Errors, and Notice Information View current submission status, resubmission notices, and error information for previously submitted wage data.

The system displays the Query Attestation page.

_	Social Security Online Business Services Online Social Security's Business Services Online (BSO)
	Query Attestation
User Certification to Quer	r the SSA Business Services Online
files. I certify that I am the individua	Security Administration (SSA) will validate the information I provide against the information in SSA's al authorized to conduct business under this PIN and have the authority to attest to the accuracy of the wage information for the employer.
By selecting the "I Accept" b Services Online.	utton, you certify that you have read, understand and agree to the user certification of Business
	I Accept I DO NOT Accept

Step 10: Select the **I Accept** button after reading the conditions defined in the Query Attestation page. The system displays the Submission Selection page.

	Social Security's Business Services Online (BSO)
BSO Main	Menu BSO Information Links Contact SSA Keyboard Navigation Logout
2 BSO Help	
	Submission Selection
eceipt Year	
	that the Social Security Administration began processing your original submission. For Resubmissions on your original Resubmission Notice.
	e a Receipt Year
(For Submissio	ons After 12/14/07 Choose 2008): 2008 💌
VFID Option	
/FIDs for the Receipt Year w lote: If you recently filed u	sing electronic data transmission, allow one to six weeks for your submission information to be
VFIDs for the Receipt Year w lote: If you recently filed u vailable. If you are self-en	ill be displayed. sing electronic data transmission, allow one to six weeks for your submission information to be aployed, only Internet submissions will be displayed unless you specify one or more WFIDs. not displayed for paper submissions.
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Step 11: Select the Receipt Year of your original submission from the Please Choose a Receipt Year drop-down menu.



If you submitted your file after 12/14/07, select 2008.

Step 12: Enter your WFID(s) for the selected Receipt Year. If you do not enter the WFID(s), the system displays all of the WFID(s) under your EIN for the selected Receipt Year. This step is optional.



If you are self-employed, and did not register using an EIN, only Internet wage report submissions will be displayed.

- Step 13: Select an option from the Sort List By drop-down menu. The Sort Options are by Receipt Date, WFID, Version, Submission Status, and Status Date.
- Step 14: Select the Continue button. The system displays the Submission Information page. (Otherwise, select the Cancel button to return to the BSO Main Menu page.)

 Select the results displayed in the Submission Status column for an explanation of submission status codes. Select the View Notice link in the Resubmission Notice column to view your resubmission notice. Select the links in the View Errors column to view your error information. Select the View Reports link in the Reports column to view the status of your report(s). If you used a method other than the Internet to file your submission, allow six weeks for it to be displayed here. If you have used the Internet to resubmit a file, allow 30 days for it to be displayed here. P: Use your browser menu Save As or Print feature if you wish to save or print this page for your records. Internet The Resubmission Notice, View Errors, and Reports columns will be blank if they do not apply to the submission. Page 1 of 1 						iness Services O			
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Step 15: Select the **View Reports** link in the Reports column of the specific submission. The system displays the Submission Report Level Information page.

	_	Bus Bus	a ser an the second second second	Online Services Online		
	BSO M	ain <mark>Menu</mark> (BSO Infor	mation Link	s Contact SSA Keyboard Navigation Logo	ut	
BSO Help	l d					
		Submiss	ion Re	port Level Information		
Receipt Year	: 2006, WFID: 60	tter EIN: 00-99999 1102 , Version: 01 3/2006, Submiss	999 1	A Y		
esubmitting. N changes in the cause serious only be made	When you resubmi e COMPLETE rep s tax consequences by filing a W-2c re	t a file, include any orts. A COMPLETE s for employees an port.	reports tha E report wil d the emplo	RETURN status, view and correct errors I th show COMPLETE status also, but make I be processed again if it contains change over. Corrections after a report is COMPL or print this page for your records.	no s. This can	
\mathbb{C}	ys reports 1 through 1		WISH LU SAVE I	Page 1 of 1		
Report Number	Report EIN	Reported W-2 Count		ney Totals as Reported From W-3 ocessed totals may be different)	Report Status	Report Errors
1	00 - 9999999	0000002	SS Wages Medicare(E Fed Taxabl Fed Tax(Bo Adv EIC(Bo	Box 5): \$6,000.00 le(Box 1): \$28,000.00 box 2): \$1,200.00	RETURN	View Errors
his page displa	ys reports 1 through 1	of the 1 total reports.		Page 1 of 1		
	Options					
		Submission Informatic	un)	Return to the Submission Information Pa	ge.	
	Har	ve a question? Call 1.8		Back to Top to speak with Employer Customer Service person ITY call 1-800-325-0778.	nel.	

Step 16: Select the **Submission Information** button to return to the Submission Information page.

Lesson 4: View Resubmission Notices

This option is available only to users who selected the View File/Wage Report Status, Error, and Error Notices **with** or **without** Name / SSN Errors role. Follow the instructions below to view notices from SSA asking you to resubmit your data. Refer to the *Acknowledge Resubmission Notice* section for more information.

- **Step 1**: Point your browser to the Business Services Online Welcome page: <u>www.socialsecurity.gov/bso/bsowelcome.htm</u>.
- **Step 2**: Select the **Log In** button on the Business Services Online Welcome page. The system displays the General Login Attestation page.

Social Security Online	Business Services Online
www. <u>s</u> ocialsecurity.gov	BSO Welcome BSO Information Contact Us Keyboard Navigation
	General Login Attestation
	BSO Welcome > General Login Attestation
Online Services Availability	Lunderstand that the Social Social's Administration (SSA) will validate the information I provide against
 Monday-Friday: 5 AM - 1 AM EST Saturday: 5 AM - 11 PM EST 	I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files.
 Sunday: 8 AM - 11:30 PM EST 	I certify that:
DON'T USE YOUR BROWSER'S BACK BUTTON	 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.
Effective as of October 2007, your Personal Identification Number (PIN) is now referred to as your 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.
	I Do NOT 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 .
www. <u>s</u> ocialsecurity.gov	BSO <u>W</u> elcome BSO Information Contact <u>U</u> s Keyboard <u>N</u> avigation

Step 3: Select the **I Accept** button after reading the conditions defined on the General Login Attestation page. The system displays the Log In to BSO page.

Social Security Online	Business Services Online	
www. <u>s</u> ocialsecurity.gov	BSO Welcome BSO Information Contact Us Keyboard Navigation	
	Log In to BSO	<u>HELP</u>
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	User ID: 3E5TG6Y6 Password: •••••••	
BUTTON	Forgot your password?	
Effective as of October 2007, your Personal Identification Number (PIN) is now referred to as your User ID.	Cancel	
Type your User ID and password; then select Log In.		
Need to complete your phone registration?		
	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. <u>s</u> ocialsecurity.gov	BSO <u>W</u> elcome BSO <u>I</u> nformation Contact <u>U</u> s Keyboard <u>N</u> avigation	

- **Step 4**: Enter your User ID and password.
- Step 5: Select the Login button. The system displays the BSO Main Menu page. (To return to the Business Services Online Welcome page, select the Cancel button.)
- Step 6: Select the Report Wages to Social Security link.

Report Wages To Social Security

Submit, download or process W-2s and W-2cs View submission status, acknowledge resubmission notices or Request resubmission extensions

The system displays the Report Wages to Social Security menu page.

Social Security Online	Business Services Online	
www.socialsecurity.gov	BSO Main Menu BSO Information Contact Us Keyboard Navigation	
	Report Wages to Social Security	HELP
Online Services Availability		
Monday-Friday: 5 AM - 1 AM EST Saturday: 5 AM - 11 PM EST Sunday: 8 AM - 11:30 PM EST	Submit Or Resubmit Wage File, W-2 Online, And W-2c Online And View Submission Status	
DON'T USE YOUR BROWSER'S BACK BUTTON	Resubmission Notice Processing Acknowledge resubmission notices and request resubmission extensions	
	BSO Main Menu	
	Have a question? Call 1.800-772-6270 Monday through Friday, 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1.800-325-0778 .	
www.gocialsecurity.gov	BSO Main Menu BSO Information Contact Us Keyboard Navigation	

Step 7: Select the Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status link.

The system displays the Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status menu page.

Social Security Online	Business Services Online
www. <u>s</u> ocialsecurity.gov	BSO Main Menu BSO Information Contact Us Keyboard Navigation
	Submit or Resubmit Wage File, W-2 Online, and W-2 2c Online and View Submission Status
online Services Availability	Status
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	Submit a W-2 Wage File Send an electronic file that contains annual wage data in the EFW2 format. You may submit a new EFW2 submission, an EFW2C submission to correct previous reports, or, if a Resubmission Notice has been received, resubmit a file that has been returned because Social Security was unable to process the file successfully. (Note: This link should not be used to submit wage reports created using W-2 Online or W-2c Online.
	View File / Wage Report Status without Name/SSN Errors View report status, errors, and notice information for previously submitted W-2s.
	Create Form W-2 Online
	Enter Form W-2 Create, print, and submit your Forms W-2 and Form W-3 for Tax Year 2006. Twenty (20) reports can be entered at one time.
	Resume Unsubmitted W-2s Continue processing your unsubmitted W-2s.
	Download Submitted W-2s Download a printable version of your submitted Forms W-2 and Form W-3. This printable version can be saved to your PC. (This feature is only available for Forms W-2 and Form W-3 created with W-2 Online within 30 days of the date of submission).
	Create Forms W-2c Online
	Enter Forms W-2c Create, print, and submit your Forms W-2c and Form W-3c for previously submitted and processed Tax Year 2008 W-2s. Five (5) reports can be entered at one time.
	Resume Unsubmitted W-2c Continue processing your unsubmitted W-2cs.
	Download Submitted W-2c Download a printable version of your submitted Forms W-2c and Form W-3c. This printable version can be saved t your PC. (This feature is only available for Forms W-2c and Form W-3c created with W-2c Online within 30 days o the date of submission).
	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/ITTY call 1-800-325-0778 .
ww. <u>s</u> ocialsecurity.gov	BSO Main Menu BSO Information Contact Us Keyboard Navigation

Step 8: Select the View File / Wage Report Status [with or without] Name/SSN Errors link.

View File / Wage Report Status without Name/SSN Errors View report status, errors, and notice information for previously submitted W-2s.

The system displays the View File / Wage Report Status menu page.

Social Security Online	Business Services Online
www. <u>s</u> ocialsecurity.gov	BSO Main Menu BSO Information Contact Us Keyboard Navigation
	View File / Wage Report Status without Name/SSN Errors
Online Services Availability	BSD Main Menu > View File / Wage Report Status without Name / SSN Errors
Monday-Friday: 5 AM - 1 AM EST Saturday: 5 AM - 11 PM EST Sunday: 8 AM - 11:30 PM EST	View Submission Status, Errors, and Notice Information View current submission status, resubmission notices, and error information for previously submitted wage data. View Employer Report Status, Errors, and Notice Information
DON'T USE YOUR BROWSER'S BACK BUTTON	View current employer report status information, and error information for previously submitted wage data. 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. <u>s</u> ocialsecurity.gov	BSO Main Menu BSO Information Contact Us Keyboard Navigation

Step 9: Select the View Submission Status, Errors, and Notice Information link.

View Submission Status, Errors, and Notice Information View current submission status, resubmission notices, and error information for previously submitted wage data.

The system displays the Query Attestation page.

_	Social Security Online Business Services Online Social Security's Business Services Online (BSO)
	Query Attestation
User Certification to Quer	y the SSA Business Services Online
files. I certify that I am the individu	Security Administration (SSA) will validate the information I provide against the information in SSA's al authorized to conduct business under this PIN and have the authority to attest to the accuracy of the wage information for the employer.
By selecting the "I Accept" b Services Online.	utton, you certify that you have read, understand and agree to the user certification of Business
	I Accept I DO NOT Accept

Step 10: Select the **I Accept** button after reading the conditions defined in the Query Attestation page. The system displays the Submission Selection page.

USA VISA	Social Security Online Business Services Online Social Security's Business Services Online (BSO)
BSO Main Me	nu BSO Information Links Contact SSA Keyboard Navigation Logout
BSO Help	
	Submission Selection
Receipt Year	
	he Social Security Administration began processing your original submission. For Resubmissions, our original Resubmission Notice.
Please Choose a R	eceipt Year
(For Submissions A	nter 12/14/07 Choose 2008): 2008 💌
WFID Option	
available. If you are self-employ	electronic data transmission, allow one to six weeks for your submission information to be ed, only Internet submissions will be displayed unless you specify one or more WFIDs. lisplayed for paper submissions.
	WFID 1:
	WFID 2:
	WFID 3:
	WFID 4:
	WFID 5:
	WFID 5:
	WFID 5:
Sort List	By: Receipt Date Continue Cancel on? Call 1-800-772-6270 to speak with Employer Customer Service personnel.
Have a questi	By: Receipt Date Cancel Continue Cancel on? Call 1-800-772-6270 to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778 .
Sort List Have a questi	By: Receipt Date Continue Cancel on? Call 1-800-772-6270 to speak with Employer Customer Service personnel.

Step 11: Select the Receipt Year of your original submission from the Please Choose Receipt Year drop-down menu.



If you submitted your file after 12/14/07, select 2008.

Step 12: Enter your WFID(s) for the selected Receipt Year. If you do not enter the WFID(s), the system displays all of the WFID(s) under your EIN for the selected Receipt Year. This step is optional.



If you are self-employed, and did not register using an EIN, only Internet wage report submissions will be displayed.

- Step 13: Select an option from the Sort List By drop-down menu. The Sort Options are by Receipt Date, WFID, Version, Submission Status, and Status Date.
- Step 14: Select the Continue button. The system displays the Submission Information page. (Otherwise, select the Cancel button to return to the BSO Main Menu page.)

					iness Services O			
	BSO N	viain Men	UTBSO INFORM	iation Links (CUNTACT SSATK	eyboard Navigation l	Lugout	
BSO Help								
Return to Sub	mission Selection							
	×		0	uhminoi	n n Informa			
			3	upmissio	on Inform	ation		
ubmission Ir				the supervision of the supervisi				
o Select the	View Notice link	in the Re	submission Not	ice column to [.]	view your resubm	submission status code: ission notice.	3.	
o Select the	View Reports lir	ik in the R	California Contacto personale a recolar	o view the stat	us of your report(
					i, allow six weeks to be displayed h	for it to be displayed he ere.	re.	
				1000	and the sea			
P: Use your brov	vser menu S <i>ave</i>	As or Pri	<i>nt</i> feature if you	wish to save o	r print this page f	or your records.		
lote: The Resub	mission Notice,	View Erro	ors, and Reports	columns will t	be blank if they d	o not apply to the submi	ssion.	
				P	age 1 of 1			
is page displays	submission rec	ords 1 thr	ough 9 of the 9	total submissi	ons.			
				E men	49 <u>88.</u> 903		Free of the second	ilian (a)
	WEID		Callendard	CANADA Date		th Carry Francisco	Callentertant	
Receipt Date	WFID	Version	Submission Status	Status Date	*Resubmission Notice	*View Errors	Submission Details	*Reports
	WFID 601102	Version 01		Status Date	Contractor and Contractor	*View Errors By Error Description By Report Number		*Reports View Reports
Receipt Date			Status	and the second s	Notice	By Error Description	Details	View
Receipt Date	601102	01	Status RETURN	03/13/2006	Notice	By Error Description	Details Details	View Reports View
Receipt Date 03/10/06 03/10/06	601102 601101	01	Status RETURN COMPLETE	03/13/2006	Notice	By Error Description	Details Details Details	View Reports View Reports View
Receipt Date 03/10/06 03/10/06 03/10/06	601102 601101 601100	01	Status RETURN COMPLETE COMPLETE	03/13/2006 03/11/2006 03/11/2006	Notice	By Error Description	Details Details Details Details	View Reports View Reports View Reports View
Receipt Date 03/10/06 03/10/06 03/10/06 03/10/06	601102 601101 601100 601099	01 01 01 01 01 01	Status RETURN COMPLETE COMPLETE RECEIVED	03/13/2006 03/11/2006 03/11/2006 03/11/2006	Notice View Notice	By Error Description By Report Number	Details Details Details Details Details Details	View Reports View Reports View Reports View Reports View
Receipt Date 03/10/06 03/10/06 03/10/06 03/10/06 01/19/06	601102 601101 601100 601099 600861	01 01 01 01 01	Status RETURN COMPLETE COMPLETE RECEIVED RETURN	03/13/2006 03/11/2006 03/11/2006 03/11/2006 01/22/2006	Notice View Notice	By Error Description By Report Number By Error Description By Report Number By Error Description	Details Details Details Details Details Details Details	View Reports View Reports View Reports View Reports View Reports View
Receipt Date 03/10/06 03/10/06 03/10/06 03/10/06 01/19/06	601102 601101 601100 601099 600861 600813	01 01 01 01 01 01 01 01	Status RETURN COMPLETE COMPLETE RECEIVED RETURN RETURN	03/13/2006 03/11/2006 03/11/2006 03/11/2006 01/22/2006 01/22/2006	Notice View Notice View Notice View Notice	By Error Description By Report Number By Error Description By Report Number By Error Description By Report Number By Error Description	Details Details Details Details Details Details Details Details	View Reports View Reports View Reports View Reports View Reports View Reports View
Receipt Date 03/10/06 03/10/06 03/10/06 03/10/06 01/19/06 01/19/06	601102 601101 601100 601099 600861 600813 600812	01 01 01 01 01 01 01 01 01	Status RETURN COMPLETE COMPLETE RECEIVED RETURN RETURN RETURN	03/13/2006 03/11/2006 03/11/2006 03/11/2006 01/22/2006 01/22/2006	Notice View Notice View Notice View Notice View Notice	By Error Description By Report Number By Error Description By Report Number By Error Description By Report Number By Error Description By Report Number By Error Description By Error Description	Details Details Details Details Details Details Details Details Details	View Reports View Reports View Reports View Reports View Reports View Reports View Reports View
Receipt Date 03/10/06 03/10/06 03/10/06 03/10/06 01/19/06 01/19/06 01/19/06	601102 601101 601100 601099 600861 600813 600812 600811 600808	01 01 01 01 01 01 01 01 01	Status RETURN COMPLETE COMPLETE RECEIVED RETURN RETURN RETURN RETURN	03/13/2006 03/11/2006 03/11/2006 03/11/2006 01/22/2006 01/22/2006 01/22/2006 01/22/2006	Notice View Natice	By Error Description By Report Number By Error Description By Report Number	Details	View Reports View Reports View Reports View Reports View Reports View Reports View Reports View Reports View
Receipt Date 03/10/06 03/10/06 03/10/06 03/10/06 01/19/06 01/19/06	601102 601101 601100 601099 600861 600813 600812 600811 600808	01 01 01 01 01 01 01 01 01	Status RETURN COMPLETE COMPLETE RECEIVED RETURN RETURN RETURN RETURN	03/13/2006 03/11/2006 03/11/2006 03/11/2006 01/22/2006 01/22/2006 01/22/2006 01/22/2006	Notice View Natice	By Error Description By Report Number By Error Description By Report Number	Details	View Reports View Reports View Reports View Reports View Reports View Reports View Reports View Reports View
Receipt Date 03/10/06 03/10/06 03/10/06 03/10/06 01/19/06 01/19/06 01/19/06	601102 601101 601100 601099 600861 600813 600812 600811 600808	01 01 01 01 01 01 01 01 01	Status RETURN COMPLETE COMPLETE RECEIVED RETURN RETURN RETURN RETURN	03/13/2006 03/11/2006 03/11/2006 03/11/2006 01/22/2006 01/22/2006 01/22/2006 01/22/2006 01/22/2006	Notice View Natice	By Error Description By Report Number By Error Description By Report Number	Details	View Reports View Reports View Reports View Reports View Reports View Reports View Reports View Reports View
Receipt Date 03/10/06 03/10/06 03/10/06 03/10/06 01/19/06 01/19/06 01/19/06	601102 601101 601100 601099 600861 600813 600812 600811 600808	01 01 01 01 01 01 01 01 01	Status RETURN COMPLETE COMPLETE RECEIVED RETURN RETURN RETURN RETURN	03/13/2006 03/11/2006 03/11/2006 03/11/2006 01/22/2006 01/22/2006 01/22/2006 01/22/2006 01/22/2006	Notice View Notice ons.	By Error Description By Report Number By Error Description By Report Number	Details	View Reports View Reports View Reports View Reports View Reports View Reports View Reports View Reports View
Receipt Date 03/10/06 03/10/06 03/10/06 03/10/06 01/19/06 01/19/06 01/19/06	601102 601101 601100 601099 600861 600813 600812 600811 600808	01 01 01 01 01 01 01 01 01	Status RETURN COMPLETE COMPLETE RECEIVED RETURN RETURN RETURN RETURN	03/13/2006 03/11/2006 03/11/2006 03/11/2006 01/22/2006 01/22/2006 01/22/2006 01/22/2006 01/22/2006 01/22/2006	Notice View Notice ons.	By Error Description By Report Number By Error Description By Report Number	Details	View Reports View Reports View Reports View Reports View Reports View Reports View Reports View Reports View

Step 15: Select the **View Notice** link in the Resubmission Notice column of the specific submission. The system displays the most recent Resubmission Notice.

850 M	ain Menu (BSO Information Li	nks1Contact SSA1Keyboard Navigation1Logout
TIP: Use your brow		DMISSION Notice ure if you wish to save or print this page for your records.
Date: March 14, 3	2006 EIN 00-9999999	A A A A A A A A A A A A A A A A A A A
Stot: 400039 Receipt Year: 200	WFID: 601102 - 01 06 Notice ID: "0000006499"	
NO-NAME COMPA		
1 NO-NAME STRE ANYTOWN, ST 995		
We found error	rs in your Form W-2 file that security gov/bso/bsowe/come M	t we cannot correct. Log in to view your error information with your active PIN and password.
If you have regi about your erro	istered and have not receiv	ed your password, call 1-800-772-6270 for information tive PIN and password, see the Registration section
WHAT YOU N	EED TO DO	
Services Onlin this site, select	e (BSO) Web site at http://w t Acknowledge Resubmiss intifier) and receipt year as	veeks of the date of this notice on SSA's Business was accileacuity gov/bac/bacwscome Am. After logging on ion Nofice on the BSO Home Page. Enter the EN, Wi they appear on this notice and choose the appropriate
the BSO Home the first six cha column, select Report Numbe	Page and select View Sta racters of the WFID noted in By Error Description to view	e dt Attp://www.socialisecurity.gov/bao/tasows/come Atm. Log o thus / Notice / Error Information. Enter the receipt year above. Select Continue. In the View Critical Errors we reror information organizad by error type OR select organized by report number. Use the underlined links various views of the data.
STEP 3 CORRECT you Media Reportion necessary channeed a copy of	ur file using your back-up or ng and Electronic Eiling (M	ppy of the file you originally sent us. Check the Magneti MREF-1) reporting specifications and make any cting your file, call us tol fire at 1-800-772-8270. If you visit our Web site at
corrected file for	or your records. We will not errors. Label your Form W-;	unity within 45 days. You must keep a back-up copy of return your file since you elected to receive electronic 2 media with your EIN and WFID when resubmitting on
according to or of each year. E	ivenue Service (IRS) may a ur requirements. Paper and	issess penalties for files that are not filed on time or no I magnetic media filers must file correctly before March rectly before April 1. The amount of the penalty dependence
submission	ns	for paper and magnetic media, and after April 1 for electronic frames above but before August 1. gust 1, or no report filed.
Since the file m even if we rece before advising	nust be both on time and co sive the wage reports befor g the IRS that the file is late	where, the IRS may charge penalties for incorrect filing e the due date. We give you two attempts to correct a
	also apply if you do not retu	
	RTING SERVICES ON TH	
SSA provid forms, pub	des employers with access to m lications, Frequently Asked Que	any resources at http://www.socialsecurity.gov/employer, includir stions (FAQs), contact information, news and much more.
AccuWage and W-2C AccuWage	e/Accu/W2C is free software from (W-2 Correction) files for over 20 e and Accu/W2C from the Interne	SSA that allows you to check your W-2 (Wage and Tax Statem Didferent entors before you send them to SSA. You can downlo t at http://www.socialeecunty.gov/employes/accuwage.
Social Sec For more in	nformation please visit our Web	Os you to verify your employees" Social Security Numbers (SS site at http://www.socialsecurity.gov/employee/ssnv.htm.
REGISTR/ Registratio http://www. You must register.	is remained to use RSO. You a	nay register online at <i>sme.htm</i> or by phone at 1-800-772-6270. Ince every 365 days. If your password has expired, you must re-
IF YOU HAVE	QUESTIONS	
If you have que 7:00 a.m. and employerinfo@	7:00 p.m. Eastern Time, Mr	sil, you may call us toll free at 1-800-772-6270 between onday through Friday or send an e-mail to
E-mail transminemail. You sho	ssions are not secure and suid not send personal or se	SSA does not send personal or sensitive information o native information in your e-mail communications with
If the company information and resubmitting th	d EIN on the Code RA-Sub	ess shown on this notice are incorrect, review the addre mitter Record of your Form W-2 MMREF-1 file prior to
W. Burnell Hurt Associate Con Office of Centra	nmissioner,	
Optio	ons	allow Mr. Vie Wester
	Acknowledge This Notice	Acknowledge that you received this notice. This is not necessary if you have already acknowledged receipt of the notice either
3 E		online or by phone.



The Resubmission Notice column may be empty if there is no resubmission notice for the specific submission.

Step 16: Select the **Acknowledge This Notice** button to acknowledge that you have received the notice. The system displays the Acknowledge Resubmission Notice page.



The **Acknowledge This Notice** button will be displayed only if you have not previously acknowledged the notice.

	Social Security Online Business Services Online Social Security's Business Services Online (BSO)	
	BSO Main Menu BSO. Information Links Contact SSA Keyboard Navigation Logout	
🛂 BSO Help	CF.CUD,	
	Acknowledge Resubmission Notice	
	owledge that you received a notice from the Social Security Administration requiring you to resubmit your wage data. Please n Number (EIN), Wage File Identifier (WFID), and Receipt Year exactly as they appear on the resubmission notice you recei nistration.	
EIN:		
WFID - Version:		10000
Receipt Year:	2007 💌	100
Choose one of the f		6
	I filed using electronic media (e.g. Internet or Electronic Data Transfer).	
	O I filed using physical media (e.g. tape, cartridge, or diskette) and I received my submission in the mail.	-
	I filed using physical media (e.g. tape, cartridge, or diskette) and I did not receive my submission in the mail.	\cap
Acknowledge Notice	e Cancel	\smile
S	Have a question? Call 1-800-772-6270 to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778 .	S.

- Step 17: Enter your EIN, WFID, Version, and Receipt Year (exactly as they appear on the Resubmission Notice you received from SSA) and indicate the appropriate filing method.
- Step 18: Select the Acknowledge Notice button to process the acknowledgement. (Otherwise, select the Cancel button to cancel the acknowledgement and return to

the BSO Main Menu page.) The system displays the Notice Acknowledgement Receipt page.

Social Security Online Business Services Online Social Security's Business Services Online (BSO)
BSO Main Menu BSO Information Links Contact SSA Keyboard Navigation Logout
BSO Help
Notice Acknowledgment Receipt
14-Sep-06 02:29 PM Eastern Time
Thank you for acknowledging receipt of your resubmission notice. Please follow the instructions provided in the notice for submitting your corrected file.
If you need assistance, please call the Employer Reporting Branch at 1-800-772-6270 between Monday and Friday, 7:00 a.m. to 7:00 p.m. Eastern Time. For TDD/TTY call 1-800-325-0778.
BSO Home
Have a question? Call 1-800-772-6270 to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.
BSO Main Menu BSO Information Links Contact SSA Keyboard Navigation Logout

Step 19: Select the BSO Home button to return to the BSO Main Menu page.

Lesson 5: View Error Information for Previously Submitted Data

This option is available only to users who selected the View File/Wage Report Status, Error, and Error Notices **with** or **without** Name/SSN Errors role. Follow the instructions below to browse information about errors found in your submission data.

- **Step 1**: Point your browser to the Business Services Online Welcome page: www.socialsecurity.gov/bso/bsowelcome.htm.
- **Step 2**: Select the **Log In** button on the Business Services Online Welcome page. The system displays the General Login Attestation page.

Social Security Online	Business Services Online
www. <u>s</u> ocialsecurity.gov	BSO <u>W</u> elcome BSO Information Contact <u>Us</u> Keyboard <u>N</u> avigation
	General Login Attestation
	BSO Welcome > General Login Attestation
Online Services Availability	Long developed the state of the Constant Andrewski and (COA) will well determined as information. I was independent
 Monday-Friday: 5 AM - 1 AM EST Saturday: 5 AM - 11 PM EST 	I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files.
 Sunday: 8 AM - 11:30 PM EST 	I certify that:
DON'T USE YOUR BROWSER'S BACK BUTTON	 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.
Effective as of October 2007, your Personal Identification Number (PIN) is now referred to as your 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.
	I Do NOT 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 .
www. <u>s</u> ocialsecurity.gov	BSO <u>W</u> elcome BSO Information Contact Us Keyboard <u>N</u> avigation

Step 3: Select the **I Accept** button after reading the conditions defined on the General Login Attestation page. The system displays the Log In to BSO page.

Social Security Online	Business Services Online	
www. <u>s</u> ocialsecurity.gov	BSO Welcome BSO Information Contact Us Keyboard Navigation	
	Log In to BSO	<u>HELP</u>
Online Services Availability		
Monday-Friday: 5 AM - 1 AM EST Saturday: 5 AM - 11 PM EST Sunday: 8 AM - 11:30 PM EST	User ID: 3E5TG6Y6 Password:	
DON'T USE YOUR BROWSER'S BACK BUTTON	Forgot your password?	
Effective as of October 2007, your Personal Identification Number (PIN) is now referred to as your User ID.	Cancel	
Type your User ID and password; then select Log In.		
Need to complete your phone registration?		
	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. <u>s</u> ocialsecurity.gov	BSO Welcome BSO Information Contact Us Keyboard Navigation	

- **Step 4**: Enter your User ID and password.
- Step 5: Select the Login button. The system displays the BSO Main Menu page. (To return to the Business Services Online Welcome page, select the Cancel button.)
- Step 6: Select the Report Wages to Social Security link.

Report Wages To Social Security

Submit, download or process W-2s and W-2cs View submission status, acknowledge resubmission notices or Request resubmission extensions

The system displays the Report Wages to Social Security menu page.

Social Security Online	Business Services Online	
www.gocialsecurity.gov	BSO Main Menu BSO Information Contact Us Keyboard Navigation	
	Report Wages to Social Security	HELP
Online Services Availability		
Monday-Friday: 5 AM - 1 AM EST Saturday: 5 AM - 11 PM EST Sunday: 8 AM - 11:30 PM EST	Submit Or Resubmit Wage File, W-2 Online, And W-2c Online And View Submission Status	
DON'T USE YOUR BROWSER'S BACK BUTTON	Resubmission Notice Processing Acknowledge resubmission notices and request resubmission extensions	
	BSO Main Menu	
	Have a question? Call 1.800-772-6270 Monday through Friday, 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1.800-325-0778 .	
www.gocialsecurity.gov	BSO Main Menu BSO Information Contact Us Keyboard Navigation	

Step 7: Select the Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status link.

The system displays the Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status menu page.

Social Security Online	Business Services Online
ww. <u>s</u> ocialsecurity.gov	BSO Main Menu BSO Information Contact Us Keyboard Navigation
	Submit or Resubmit Wage File, W-2 Online, and W- 2c Online and View Submission Status BSD Main Menu > Report Wages to Social Security > Submit or Resubmit Wage File, W-2 Online, and W-20 Online and View Submission
	Status
Dnline 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	Submit a W-2 Wage File Send an electronic file that contains annual wage data in the EFW2 format. You may submit a new EFW2 submission, an EFW2C submission to correct previous reports, or, if a Resubmission Notice has been received, resubmit a file that has been returned because Social Security was unable to process the file successfully. (Note: This link should not be used to submit wage reports created using W-2 Online or W-2c Online.
Decement	View File / Wage Report Status without Name/SSN Errors View report status, errors, and notice information for previously submitted W-2s.
	Create Form W-2 Online
	Enter Form W-2 Create, print, and submit your Forms W-2 and Form W-3 for Tax Year 2006. Twenty (20) reports can be entered a one time.
	Resume Unsubmitted W-2s Continue processing your unsubmitted W-2s.
	Download Submitted W-2s Download a printable version of your submitted Forms W-2 and Form W-3. This printable version can be saved to your PC. (This feature is only available for Forms W-2 and Form W-3 created with W-2 Online within 30 days of th date of submission).
	Create Forms W-2c Online
	Enter Forms W-2c Create, print, and submit your Forms W-2c and Form W-3c for previously submitted and processed Tax Year 2004 W-2s. Five (5) reports can be entered at one time.
	Resume Unsubmitted W-2c Continue processing your unsubmitted W-2cs.
	Download Submitted W-2c Download a printable version of your submitted Forms W-2c and Form W-3c. This printable version can be saved t your PC. (This feature is only available for Forms W-2c and Form W-3c created with W-2c Online within 30 days o the date of submission).
	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 .
ww. <u>s</u> ocialsecurity.gov	BSO Main Menu BSO Information Contact Us Keyboard Navigation

Step 8: Select the View File / Wage Report Status [with or without] Name/SSN Errors link.

View File / Wage Report Status without Name/SSN Errors View report status, errors, and notice information for previously submitted W-2s. The system displays the View File / Wage Report Status menu page.

Social Security Online	Business Services Online
www. <u>s</u> ocialsecurity.gov	BSO <u>M</u> ain Menu BSO Information Contact Us Keyboard Navigation
Online Services Availability	View File / Wage Report Status without Name/SSN Errors BSO Main Menu > View File / Wage Report Status without Name / SSN Errors
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 Submission Status, Errors, and Notice Information View current submission status, resubmission notices, and error information for previously submitted wage data. View Employer Report Status, Errors, and Notice Information View current employer report status information, and error information for previously submitted wage data. 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. <u>s</u> ocialsecurity.gov	BSO Main Menu BSO Information Contact Us Keyboard Navigation

Step 9: Select the View Submission Status, Errors, and Notice Information link.

View Submission Status, Errors, and Notice Information

View current submission status, resubmission notices, and error information for previously submitted wage data.

The system displays the Query Attestation page.

_	Social Security Online Business Services Online Social Security's Business Services Online (BSO)
	Query Attestation
User Certification to Quer	r the SSA Business Services Online
files. I certify that I am the individua	Security Administration (SSA) will validate the information I provide against the information in SSA's al authorized to conduct business under this PIN and have the authority to attest to the accuracy of the wage information for the employer.
By selecting the "I Accept" b Services Online.	utton, you certify that you have read, understand and agree to the user certification of Business
	I Accept I DO NOT Accept

Step 10: Select the **I Accept** button after reading the conditions defined in the Query Attestation page. The system displays the Submission Selection page.

	Social Security's Business Services Online (BSO)
BSO Main	Menu BSO Information Links Contact SSA Keyboard Navigation Logout
2 BSO Help	
	Submission Selection
eceipt Year	
	that the Social Security Administration began processing your original submission. For Resubmissions on your original Resubmission Notice.
	e a Receipt Year
(For Submissio	ons After 12/14/07 Choose 2008): 2008 💌
VFID Option	
/FIDs for the Receipt Year w lote: If you recently filed us	sing electronic data transmission, allow one to six weeks for your submission information to be
VFIDs for the Receipt Year w lote: If you recently filed us vailable. If you are self-err	ill be displayed. sing electronic data transmission, allow one to six weeks for your submission information to be aployed, only Internet submissions will be displayed unless you specify one or more WFIDs. not displayed for paper submissions.
/FIDs for the Receipt Year w lote: If you recently filed us vailable. If you are self-err 'ubmission information is I	ill be displayed. sing electronic data transmission, allow one to six weeks for your submission information to be aployed, only Internet submissions will be displayed unless you specify one or more WFIDs. not displayed for paper submissions.
VFIDs for the Receipt Year w lote: If you recently filed us vailable. If you are self-err Submission information is I	rill be displayed. sing electronic data transmission, allow one to six weeks for your submission information to be aployed, only Internet submissions will be displayed unless you specify one or more WFIDs. not displayed for paper submissions.
/FIDs for the Receipt Year w lote: If you recently filed us vailable. If you are self-err 'ubmission information is I	ill be displayed. sing electronic data transmission, allow one to six weeks for your submission information to be aployed, only Internet submissions will be displayed unless you specify one or more WFIDs. not displayed for paper submissions.
VFIDs for the Receipt Year w lote: If you recently filed us vailable. If you are self-err Submission information is I	<pre>ill be displayed. sing electronic data transmission, allow one to six weeks for your submission information to be aployed, only Internet submissions will be displayed unless you specify one or more WFIDs. not displayed for paper submissions. Ds: WFID 1: WFID 2: </pre>
/FIDs for the Receipt Year w lote: If you recently filed us vailable. If you are self-err 'ubmission information is I	<pre>ill be displayed. sing electronic data transmission, allow one to six weeks for your submission information to be nployed, only Internet submissions will be displayed unless you specify one or more WFIDs. not displayed for paper submissions. Ds: WFID 1: WFID 2: WFID 3: </pre>
VFIDs for the Receipt Year w lote: If you recently filed us wailable. If you are self-err Submission information is i Enter WFIE	<pre>ill be displayed. sing electronic data transmission, allow one to six weeks for your submission information to be aployed, only Internet submissions will be displayed unless you specify one or more WFIDs. not displayed for paper submissions. Ds: WFID 1: WFID 2: WFID 3: WFID 4:</pre>
VFIDs for the Receipt Year w lote: If you recently filed us wailable. If you are self-err Submission information is i Enter WFIE	<pre>ill be displayed. sing electronic data transmission, allow one to six weeks for your submission information to be aployed, only Internet submissions will be displayed unless you specify one or more WFIDs. not displayed for paper submissions. Ds: WFID 1: WFID 2: WFID 3: WFID 4: WFID 5:</pre>
VFIDs for the Receipt Year w lote: If you recently filed us available. If you are self-err Submission information is i Enter WFIE Enter WFIE	<pre>ill be displayed. sing electronic data transmission, allow one to six weeks for your submission information to be aployed, only Internet submissions will be displayed unless you specify one or more WFIDs. not displayed for paper submissions. Ds: WFID 1: WFID 2: WFID 3: WFID 4:</pre>
WFIDs for the Receipt Year w Note: If you recently filed us available. If you are self-err Submission information is i Enter WFIE Fort Option	<pre>ill be displayed. sing electronic data transmission, allow one to six weeks for your submission information to be aployed, only Internet submissions will be displayed unless you specify one or more WFIDs. not displayed for paper submissions. Ds: WFID 1: WFID 2: WFID 3: WFID 4: WFID 5:</pre>
WFIDs for the Receipt Year w lote: If you recently filed us vailable. If you are self-err Submission information is i Enter WFIE	<pre>iII be displayed. sing electronic data transmission, allow one to six weeks for your submission information to be nployed, only Internet submissions will be displayed unless you specify one or more WFIDs. not displayed for paper submissions. S: WFID 1: WFID 2: WFID 3: WFID 4: WFID 5: List By: Receipt Date </pre>
(FIDs for the Receipt Year w lote: If you recently filed us vailable. If you are self-err Submission information is i Enter WFIE	<pre>iII be displayed. sing electronic data transmission, allow one to six weeks for your submission information to be nployed, only Internet submissions will be displayed unless you specify one or more WFIDs. not displayed for paper submissions. S: WFID 1: WFID 2: WFID 3: WFID 4: WFID 5: List By: Receipt Date </pre>

Step 11: Select the Receipt Year of your original submission from the Please Choose a Receipt Year drop-down menu.



If you submitted your file after 12/14/07, select 2008.

Step 12: This step is optional. Enter your WFID(s) for the selected Receipt Year. If you do not enter the WFID(s), the system displays all of the WFID(s) under your EIN or SSN for the selected Receipt Year.



If you are self-employed, and did not register using an EIN, only Internet wage report submissions will be displayed.

- Step 13: Select an option from the Sort List By drop-down menu. The Sort Options are by Receipt Date, WFID, Version, Submission Status, and Status Date.
- Step 14: Select the Continue button. The system displays the Submission Information page. (Otherwise, select the Cancel button to return to the BSO Main Menu page.)

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	BSO N	iain Men	UTBSU Inform	ation Links (CUNTACT SSATK	eyboard Navigation l	Lugout	
BSO Help								
Return to Sub	mission Selection							
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ubmission Ir				the supervision of the supervisi				
o Select the	View Notice link	in the <i>Re</i>	submission Not	ice column to [.]	view your resubm	submission status code: ission notice.	3.	
o Select the '	View Reports lir	k in the R	C 12 YO K ROYA SHI YESBARK 2 YESBAR	o view the stat	us of your report(
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P: Use your brov	vser menu Save	As or Pri	<i>int</i> feature if you	wish to save o	r print this page f	or your records.		
lote: The Resub	mission Notice,	View Erro	ors, and Reports	columns will t	be blank if they d	o not apply to the submi	ssion.	
				P	age 1 of 1			
	submission rec	ords 1 thr	ough 9 of the 9	total submissi	ons.			
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is page displays	MEID	Vorcion	Submission	Statue Date	*Docubmission		Submission	*Donorte
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	WFID 601102	Version 01		Status Date	Contractor and Contractor	*View Errors By Error Description By Report Number		*Reports View Reports
Receipt Date			Status	and the second s	Notice	By Error Description	Details	View
Receipt Date	601102	01	Status RETURN	03/13/2006	Notice	By Error Description	Details Details	View Reports View
Receipt Date 03/10/06 03/10/06	601102 601101	01	Status RETURN COMPLETE	03/13/2006	Notice	By Error Description	Details Details Details	View Reports View Reports View
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The View Errors column will not include any links if there are no errors related to the specific submission.

- Step 15: Select either the By Error Description or By Report Number link in the View Errors column of the specific submission to display any errors associated with the submission. Refer to Step 16 if you select the By Error Description link. Refer to Step 19 if you select the By Report Number link.
- **Step 16**: Select the **By Error Description** link in the View Errors column of the specific submission you wish to view. The system displays the All Errors by Error Description page.

n for an explanation of status codes. Select <i>Details</i> to view detailed error information for a particular error fou articular report. RTANT: If the submission shows one or more reports in RETURN status, view and correct errors before mitting. When you resubmit a file, include any reports that show COMPLETE status also, but make NO change COMPLETE reports. A COMPLETE report will be processed again if it contains changes. This can cause s tax consequences for employees and the employer. Corrections after a report is COMPLETE can only be by filing a W-2c report. se your browser menu <i>Save As or Print</i> feature if you wish to save or print this page for your records. Error Description Importance Total Error Report Report Status Invalid Names	All Errors by Error Description Approximation for Submitter EIN: 00-9999999 by Year: 2006, WFID: 601102, Version: 01 approximation for Submitter EIN: 00-9999999 a particular report number to view all errors for that report. Select View All to view all reports for a particular for an explanation of status codes. Select Details to view detailed error information for a particular error four information for a particular error four fricular report. RTANT: If the submission shows one or more reports in RETURN status, view and correct errors before infitting. When you resubmit a file, include any reports that show COMPLETE status also, but make NO change COMPLETE reports. A COMPLETE report will be processed again if it contains changes. This can cause the consequences for employees and the employer. Corrections after a report is COMPLETE can only be by filing a W-2 c report. e your browser menu Save As or Print feature if you wish to save or print this page for your records. <u>InFORMATIONAL</u> <u>1</u> <u>00-9999999</u> <u>0000000001</u> <u>COMPLETE</u> betails <u>View All Errors by Report Number</u> <u>InFORMATIONAL</u> <u>1</u> <u>00-9999999</u> <u>0000000001</u> <u>COMPLETE</u> betails <u>View All Errors by Report Number</u> <u>View All Errors by Report Number</u> <u>View All Errors by Report Number</u> <u>View All Errors by Report Numbe</u>	E	SO Main Mi	enu BSO Informat	ion Links Cor	ntact SSA Key	board Navigatior	Logout	
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Step 17: Select the **Details** link in the in the row of the error description that you wish to view. The system displays the Detailed Information for Error page.

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Step 18: Select the **Submission Information** button to return to the Submission Information page.

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Step 19: Select the **By Report Number** link in the View Errors column of the specific submission to display any errors associated with the submission. The system displays the All Errors by Report Number page.

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elect the results	displayed in the	Report Status	s column for an e	explanation	of status codes.		
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P: Use your browse Report Number	er menu Save As o Report EIN	r <i>Print</i> feature if y Report Status	rou wish to save or Error Desc		e for your records.		
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Step 20: Select the **Details** link in the row of the report number you wish to view. The system displays the Detailed Information for Error page.

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If you have authorization to view the names and SSNs from your wage submission that failed to match, they will appear on the Detailed Information



for Error page where the error indicates invalid names and SSNs. Otherwise, you will see the number of failed SSNs. For instructions on requesting authorization to view this information, see the Registration Services section of the tutorial.