



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

Acusar recibo de un aviso para presentar información de nuevo

Contiene las siguientes lecciones:

- [Acusar recibo de un aviso de la Administración del Seguro Social para presentar su información de nuevo](#)

Lección 1: Acusar recibo de un aviso para presentar su información de nuevo

Siga las siguientes instrucciones para confirmar que usted recibió un aviso del Seguro Social para que vuelva a presentar su información del formulario W-2.

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

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

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

- Online Services Availability:** A list of service hours: Monday-Friday (5 AM - 1 AM EST), Saturday (5 AM - 11 PM EST), and Sunday (8 AM - 11:30 PM EST).
- Warning Box:** A yellow box with the text 'DONT USE YOUR BROWSER'S BACK BUTTON'.
- Effective as of October 2007:** A note stating that the Personal Identification Number (PIN) is now referred to as the User ID.
- Attestation Text:** A paragraph stating: 'I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files. I certify that:'. This is followed by four bullet points:
 - I understand that I may be subject to penalties if I submit fraudulent information. I agree that I am responsible for all actions taken with my User ID.
 - I understand that SSA may ban me and/or the company I represent from the use of these services if SSA determines or suspects there has been misuse of the services.
 - I am aware that any person who knowingly and willfully makes any representation to falsely obtain information from Social Security records and/or intends to deceive the Social Security Administration as to the true identity of an individual could be punished by a fine or imprisonment, or both.
 - I am authorized to do business under this User ID.
- Acceptance Statement:** A bolded statement: 'By selecting the "I Accept" button, you certify that you have read, understand and agree to the user certification of Business Services Online.'
- Buttons:** Two buttons at the bottom: 'I Do NOT Accept' and 'I Accept'.
- Footer:** A dark blue footer with the URL 'www.socialsecurity.gov' and navigation links.

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

Social Security Online
www.socialsecurity.gov

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

Log In to BSO [HELP](#)

BSO Welcome > Login

Online Services Availability

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

DON'T USE YOUR BROWSER'S BACK BUTTON

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

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

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

User ID:

Password:

(not case sensitive)

[Forgot your password?](#)

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

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

Paso 4: Entre su PIN y contraseña.

Paso 5: Seleccione el botón de **Login**. El sistema mostrará la página principal de BSO. (Para regresar a la página, BSO Welcome seleccione el botón de **Cancel** [en español, Cancelar]).

Social Security Online
www.socialsecurity.gov

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

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

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

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

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

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

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

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

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

Paso 6: Seleccione el enlace de **Report Wages to Social Security** (en español, Informar salarios al Seguro Social).

Report Wages To Social Security

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

El sistema mostrará la página menú de Report Wages to Social Security.

The screenshot shows the 'Report Wages to Social Security' page on the Social Security Business Services Online (BSO) portal. The page has a red header with 'Social Security Online' and 'Business Services Online'. Below the header is a navigation bar with links for 'BSO Main Menu', 'BSO Information', 'Contact Us', and 'Keyboard Navigation'. The main content area features the title 'Report Wages to Social Security' and a 'LOGOUT | BSO HELP' link. A breadcrumb trail shows 'BSO Main Menu > Report Wages to Social Security'. The primary action is a large blue link: 'Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status'. Below this is a section for 'Resubmission Notice Processing' with the text 'Acknowledge resubmission notices and request resubmission extensions'. A yellow box on the left side contains the warning 'DON'T USE YOUR BROWSER'S BACK BUTTON'. A 'BSO Main Menu' button is located in the center. At the bottom, there is contact information: 'Have a question? Call 1-800-772-6270 Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.' The footer includes the URL 'www.socialsecurity.gov' and the same navigation links as the top bar.

Paso 7: Seleccione el enlace de **Resubmission Notice Processing** (en español, Procesar el aviso para presentar información de nuevo). El sistema mostrará la página menú de Resubmission Notice Processing.

The screenshot shows the 'Resubmission Notice Processing' page. At the top, there is a red header with 'Social Security Online' and 'Business Services Online'. Below the header, there is a navigation bar with 'www.socialsecurity.gov', 'BSO Main Menu', 'BSO Information', 'Contact Us', and 'Keyboard Navigation'. The main content area has a title 'Resubmission Notice Processing' and links for 'LOGOUT' and 'HELP'. There are two main sections: 'Acknowledge Resubmission Notice' and 'Request Resubmission Extension'. A yellow box on the left contains the warning: 'DON'T USE YOUR BROWSER'S BACK BUTTON'. Below this, there is a text box explaining when to resubmit. At the bottom, there is a 'BSO Main Menu' button and contact information for customer service.

Paso 8: Seleccione el enlace de **Acknowledge Resubmission Notice** (en español, Acusar aviso para presentar información de nuevo).

[Acknowledge Resubmission Notice](#)

Acknowledge that you have received a notice asking you to resubmit your wage data.

El sistema mostrará la página de Query Attestation (en español, Cuestionar Atestación).

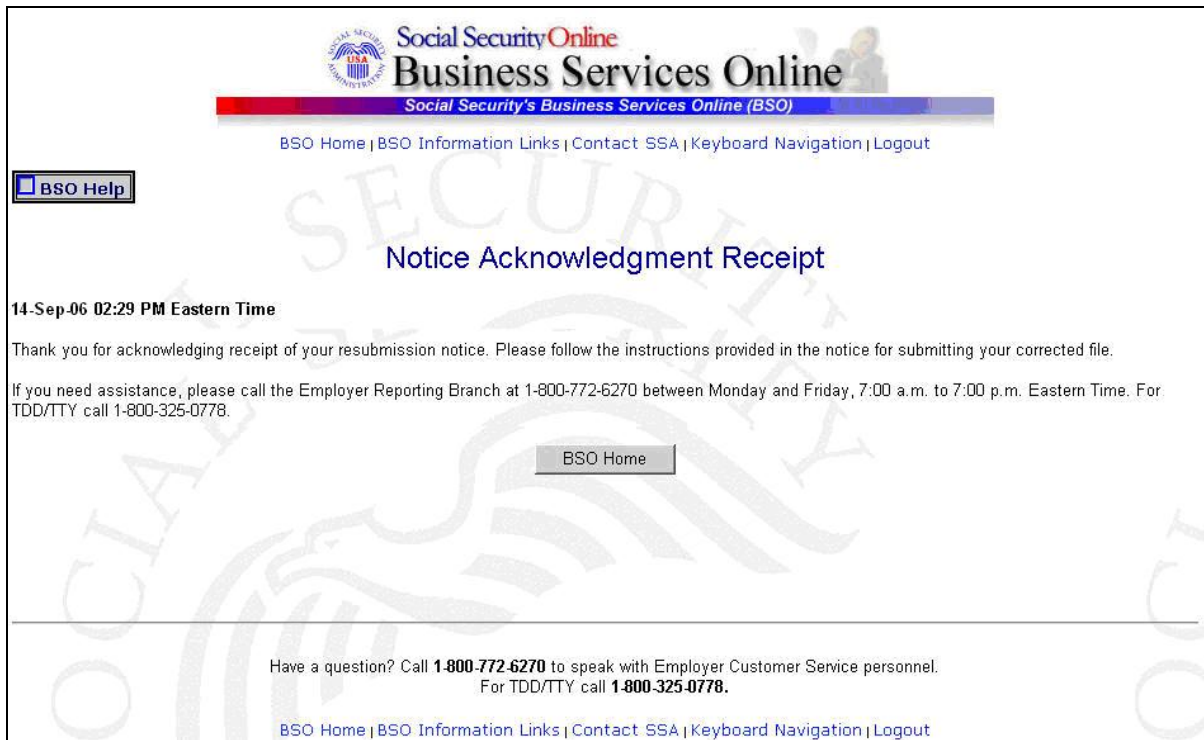
The screenshot shows the 'Query Attestation' page. At the top, there is a header with the Social Security Online logo and 'Business Services Online'. Below the header, there is a title 'Query Attestation' and a subtitle 'User Certification to Query the SSA Business Services Online'. The main content area contains two paragraphs of text: 'I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files.' and 'I certify that I am the individual authorized to conduct business under this PIN and have the authority to attest to the accuracy of the data and receive employee wage information for the employer.' Below the text, there is a horizontal line and a button labeled 'I Accept'. At the bottom, there are two buttons: 'I Accept' and 'I DO NOT Accept'.

Paso 9: Seleccione el botón de **I Accept** (en español, **Acepto**) después de leer las condiciones definidas en la página de Query Attestation. El sistema mostrará la página de Acknowledge Resubmission Notice.

The screenshot shows the 'Acknowledge Resubmission Notice' page on the Social Security Online Business Services Online (BSO) portal. At the top, there is a header with the Social Security Administration logo and the text 'Social Security Online Business Services Online'. Below the header, there are navigation links: 'BSO Home | BSO Information Links | Contact SSA | Keyboard Navigation | Logout'. A 'BSO Help' button is visible on the left. The main heading is 'Acknowledge Resubmission Notice'. Below this, there is a paragraph of instructions: 'Use this form to acknowledge that you received a notice from the Social Security Administration requiring you to resubmit your wage data. Please specify the Employer Identification Number (EIN), Wage File Identifier (WFID), and Receipt Year exactly as they appear on the resubmission notice you received from the Social Security Administration.' The form includes fields for 'EIN:', 'WFID - Version:' (with a hyphen and a separate box for the version), and 'Receipt Year:' (with a dropdown menu set to '2007'). Below these fields, there is a section titled 'Choose one of the following:' with three radio button options: 'I filed using electronic media (e.g. Internet or Electronic Data Transfer).', 'I filed using physical media (e.g. tape, cartridge, or diskette) and I received my submission in the mail.', and 'I filed using physical media (e.g. tape, cartridge, or diskette) and I did not receive my submission in the mail.' At the bottom of the form, there are two buttons: 'Acknowledge Notice' and 'Cancel'. Below the buttons, there is a note: 'Have a question? Call 1-800-772-6270 to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.' At the very bottom, there are more navigation links: 'BSO Home | BSO Information Links | Contact SSA | Keyboard Navigation | Logout'.

Paso 10: Entre su EIN, WFID, Versión y Año de acuse (exactamente como aparecen en el aviso de presentar información de nuevo que usted recibió del Seguro Social) e indique el método apropiado que usó para presentar datos.

Paso 11: Seleccione el botón de **Acknowledge Notice** (en español, **Acusar recibo del aviso**) para procesar el acuse de recibo. (De lo contrario, seleccione el botón de **Cancel** [en español, **Cancelar**] para cancelar el acuse de recibo y regresar a la página principal de BSO). El sistema mostrará la página, Notice Acknowledgment Receipt (en español, Recibo de confirmación del aviso).



The screenshot shows the Social Security Online Business Services Online (BSO) website. At the top, there is a logo for Social Security Online Business Services Online and a navigation bar with links: BSO Home | BSO Information Links | Contact SSA | Keyboard Navigation | Logout. Below the navigation bar, there is a "BSO Help" button. The main heading is "Notice Acknowledgment Receipt". The date and time are "14-Sep-06 02:29 PM Eastern Time". The text reads: "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." There is a "BSO Home" button. At the bottom, there is a footer with the text: "Have a question? Call 1-800-772-6270 to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778." and a navigation bar with links: BSO Home | BSO Information Links | Contact SSA | Keyboard Navigation | Logout.

Paso 12: Seleccione el botón de **BSO Home** (en español, Página principal de BSO) para regresar a la página, BSO Main Menu.