



## **BSO Tutorial for Tax Year 2007**

# View Submission Status, Errors, and Notice Information

Contains the following lessons:

- [View Current Submission Status](#)
- [View Submission Details](#)
- [View Report-Level Information for a Submission](#)
- [View Resubmission Notices](#)
- [View Error Information for Previously Submitted Data](#)

## 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:  
[www.socialsecurity.gov/bsowelcome.htm](http://www.socialsecurity.gov/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.socialsecurity.gov
BSO Welcome | BSO Information | Contact Us | Keyboard Navigation



[BSO Welcome](#) > General Login Attestation

**Online Services Availability**

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

DON'T USE YOUR BROWSER'S BACK BUTTON

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

### General Login Attestation HELP

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

I certify that:

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

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

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

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

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

Log In to BSO [HELP](#)

[BSO Welcome](#) > Login

**Online Services Availability**

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

**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: 3E5TG6Y6  
Password: ●●●●●●●●  
(not case sensitive)

[Forgot your password?](#)

Cancel Login

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

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

**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.)

The screenshot shows the Social Security Business Services Online (BSO) Main Menu page. The page has a red header with the text "Social Security Online" and "Business Services Online". Below the header is a navigation bar with links for "BSO Main Menu", "BSO Information", "Contact Us", and "Keyboard Navigation". The main content area is titled "Main Menu" and includes a "LOGOUT | HELP" link. The page is personalized for a user named JANE DOE, with a welcome message and a password expiration notice for March 16, 2008. The main menu items are:

- 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.

There is also a "DON'T USE YOUR BROWSER'S BACK BUTTON" warning and a footer with 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".

**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.

The screenshot shows the Business Services Online (BSO) interface. At the top, there is a red header with "Social Security Online" and "Business Services Online". Below this is a dark blue navigation bar with "www.socialsecurity.gov" on the left and "BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation" on the right. The main content area has a white background. On the left, there is a sidebar with "Online Services Availability" and a yellow warning box that says "DON'T USE YOUR BROWSER'S BACK BUTTON". The main content area features the "Report Wages to Social Security" title, a "LOGOUT | HELP" link, and a breadcrumb trail "BSO Main Menu > Report Wages to Social Security". The primary action is a blue link: "Submit Or Resubmit Wage File, W-2 Online, And W-2c Online And View Submission Status". Below this is a section titled "Resubmission Notice Processing" with the text "Acknowledge resubmission notices and request resubmission extensions" and a "BSO Main Menu" button. 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." A dark blue footer bar at the very bottom contains "www.socialsecurity.gov" and "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  
www.socialsecurity.gov
Business Services Online

[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

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

[BSO Main Menu](#) > [Report Wages to Social Security](#) > Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status

**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**

**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 2006 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 to your PC. (This feature is only available for Forms W-2c and Form W-3c created with W-2c Online within 30 days of 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**.

www.socialsecurity.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.

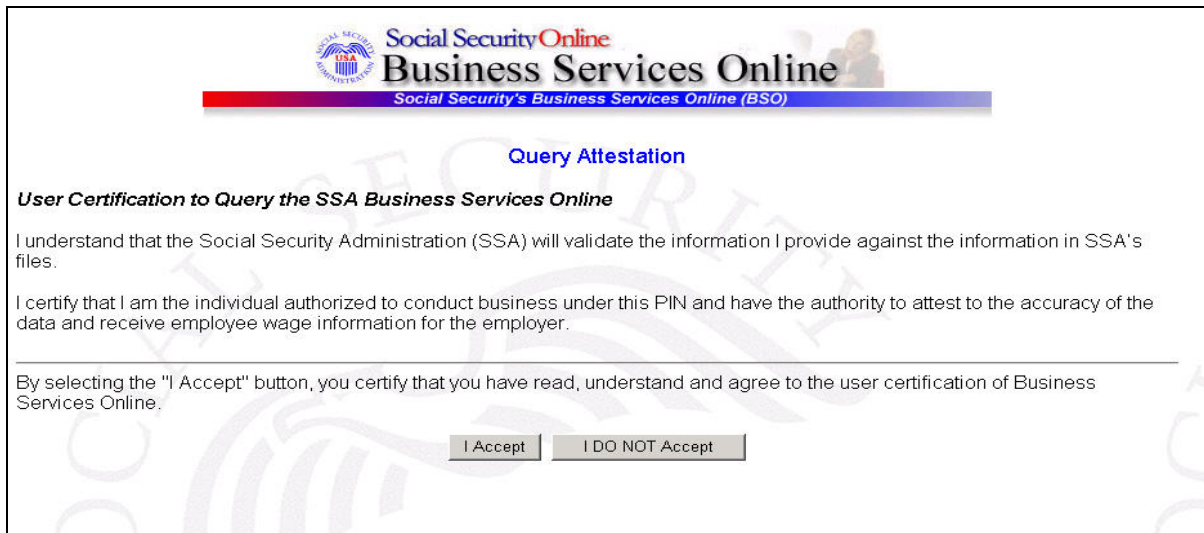
Screenshot of the Social Security Online Business Services Online page. The page title is "View File / Wage Report Status without Name/SSN Errors". The page includes a navigation menu with "BSO Main Menu", "BSO Information", "Contact Us", and "Keyboard Navigation". The main content area has two links: "View Submission Status, Errors, and Notice Information" and "View Employer Report Status, Errors, and Notice Information". A yellow box on the left says "DON'T USE YOUR BROWSER'S BACK BUTTON". The footer contains contact information for the Social Security Administration.

**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.



The screenshot shows the Social Security Online Business Services Online (BSO) interface. At the top, there is a logo for the Social Security Administration and the text "Social Security Online Business Services Online" with a subtitle "Social Security's Business Services Online (BSO)". Below this, the heading "Query Attestation" is displayed. The main content area contains the following text:

**User Certification to Query the SSA Business Services Online**

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

I certify that I 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.


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

At the bottom, there are two buttons: "I Accept" and "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 Online**  
**Business Services Online**

*Social Security's Business Services Online (BSO)*

[BSO Main Menu](#) | [BSO Information Links](#) | [Contact SSA](#) | [Keyboard Navigation](#) | [Logout](#)

**BSO Help**

### Submission Selection

**Receipt Year**  
The Receipt Year is the year that the Social Security Administration began processing your original submission. For Resubmissions, the Receipt Year is identified on your original Resubmission Notice.

Please Choose a Receipt Year  
(For Submissions After 12/14/07 Choose 2008):

**WFID Option**  
You may specify up to five Wage File Identifiers (WFIDs) for the selected Receipt Year. If you do not specify one or more WFIDs, all WFIDs for the Receipt Year will be displayed.

*Note: If you recently filed using electronic data transmission, allow one to six weeks for your submission information to be available. If you are self-employed, only Internet submissions will be displayed unless you specify one or more WFIDs. Submission information is not displayed for paper submissions.*

Enter WFIDs:

WFID 1:

WFID 2:

WFID 3:

WFID 4:

WFID 5:

**Sort Option**

Sort List By:

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 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.)


**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](#)

[Return to Submission Selection](#)

## Submission Information

**Submission Information for EIN: 00-9999999 Receipt Year: 2006**

- o Select the results displayed in the *Submission Status* column for an explanation of submission status codes.
- o Select the *View Notice* link in the *Resubmission Notice* column to view your resubmission notice.
- o Select the links in the *View Errors* column to view your error information.
- o Select the *View Reports* link in the *Reports* column to view the status of your report(s).
- o If you used a method other than the Internet to file your submission, allow six weeks for it to be displayed here.
- o If you have used the Internet to **resubmit** a file, allow 30 days for it to be displayed here.

**TIP:** Use your browser menu *Save As* or *Print* feature if you wish to save or print this page for your records.

*\* Note: The Resubmission Notice, View Errors, and Reports columns will be blank if they do not apply to the submission.*

Page 1 of 1

This page displays submission records 1 through 9 of the 9 total submissions.

Receipt Date	WFID	Version	Submission Status	Status Date	*Resubmission Notice	*View Errors	Submission Details	*Reports
03/10/06	601102	01	RETURN	03/13/2006	<a href="#">View Notice</a>	By Error Description By Report Number	<a href="#">Details</a>	<a href="#">View Reports</a>
03/10/06	601101	01	COMPLETE	03/11/2006			<a href="#">Details</a>	<a href="#">View Reports</a>
03/10/06	601100	01	COMPLETE	03/11/2006			<a href="#">Details</a>	<a href="#">View Reports</a>
03/10/06	601099	01	RECEIVED	03/11/2006			<a href="#">Details</a>	<a href="#">View Reports</a>
01/19/06	600861	01	RETURN	01/22/2006	<a href="#">View Notice</a>	By Error Description By Report Number	<a href="#">Details</a>	<a href="#">View Reports</a>
01/19/06	600813	01	RETURN	01/22/2006	<a href="#">View Notice</a>	By Error Description By Report Number	<a href="#">Details</a>	<a href="#">View Reports</a>
01/19/06	600812	01	RETURN	01/22/2006	<a href="#">View Notice</a>	By Error Description By Report Number	<a href="#">Details</a>	<a href="#">View Reports</a>
01/19/06	600811	01	RETURN	01/22/2006	<a href="#">View Notice</a>	By Error Description By Report Number	<a href="#">Details</a>	<a href="#">View Reports</a>
01/19/06	600808	01	RETURN	01/22/2006	<a href="#">View Notice</a>	By Error Description By Report Number	<a href="#">Details</a>	<a href="#">View Reports</a>

This page displays submission records 1 through 9 of the 9 total submissions.

Page 1 of 1

[Back to Top](#)

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 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.

**Explanation of Processing Status Code**

You have requested information about the RECEIVED processing status code.

<b>RECEIVED</b>	Social Security has received your submission.
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*Please note that you may have to close this window in order to resume your BSO session.*

*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/bsowelcome.htm](http://www.socialsecurity.gov/bsowelcome.htm).

**Step 2:** Select the **Log In** button on the Business Services Online Welcome page. The system displays the General Login Attestation page.

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

- Left Sidebar:**
  - Online Services Availability:**
    - Monday-Friday: 5 AM - 1 AM EST
    - Saturday: 5 AM - 11 PM EST
    - Sunday: 8 AM - 11:30 PM EST
  - Warning:** DONT USE YOUR BROWSER'S BACK BUTTON (highlighted in yellow)
  - Effective as of October 2007, your Personal Identification Number (PIN) is now referred to as your User ID.**
- Main Content:**
  - Header:** 'General Login Attestation' with a 'HELP' link.
  - Text:** 'I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files.'
  - Text:** 'I certify that:'
  - List of Agreements:**
    - 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.
  - Text:** 'By selecting the "I Accept" button, you certify that you have read, understand and agree to the user certification of Business Services Online.'
  - Buttons:** 'I Do NOT Accept' and 'I Accept'.
  - Footer:** 'Have a question? Call 1-800-772-6270 Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.'

**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.

**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.

The screenshot shows the Business Services Online (BSO) portal. At the top, there is a red header with "Social Security Online" and "Business Services Online". Below this is a dark blue navigation bar with "www.socialsecurity.gov" on the left and "BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation" on the right. The main content area has a white background. On the left, there is a sidebar with "Online Services Availability" and a list of hours: Monday-Friday: 5 AM - 1 AM EST, Saturday: 5 AM - 11 PM EST, and Sunday: 8 AM - 11:30 PM EST. Below this is a yellow box with the text "DON'T USE YOUR BROWSER'S BACK BUTTON". The main content area features the "Report Wages to Social Security" title, a "LOGOUT | HELP" link, and a breadcrumb trail "BSO Main Menu > Report Wages to Social Security". The primary action is a blue link: "Submit Or Resubmit Wage File, W-2 Online, And W-2c Online And View Submission Status". Below this is a section titled "Resubmission Notice Processing" with the text "Acknowledge resubmission notices and request resubmission extensions" and a "BSO Main Menu" button. 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." A dark blue footer bar contains "www.socialsecurity.gov" and "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  
www.socialsecurity.gov
Business Services Online

[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

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

[BSO Main Menu](#) > [Report Wages to Social Security](#) > Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status

**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**

[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 2006 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 to your PC. (This feature is only available for Forms W-2c and Form W-3c created with W-2c Online within 30 days of 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**.

www.socialsecurity.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.



**NOTE**

*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  
www.socialsecurity.gov

Business Services Online

BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation

View File / Wage Report Status without Name/SSN Errors [LOGOUT](#) | [HELP](#)

[BSO Main Menu](#) > View File / Wage Report Status without Name / SSN Errors

**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.socialsecurity.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 Query the SSA Business Services Online***


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

I certify that I 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.

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

**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 Online**  
**Business Services Online**

*Social Security's Business Services Online (BSO)*

[BSO Main Menu](#) | [BSO Information Links](#) | [Contact SSA](#) | [Keyboard Navigation](#) | [Logout](#)

[BSO Help](#)

### Submission Selection

**Receipt Year**

The Receipt Year is the year that the Social Security Administration began processing your original submission. For Resubmissions, the Receipt Year is identified on your original Resubmission Notice.

Please Choose a Receipt Year  
(For Submissions After 12/14/07 Choose 2008):

**WFID Option**

You may specify up to five Wage File Identifiers (WFIDs) for the selected Receipt Year. If you do not specify one or more WFIDs, all WFIDs for the Receipt Year will be displayed.

*Note: If you recently filed using electronic data transmission, allow one to six weeks for your submission information to be available. If you are self-employed, only Internet submissions will be displayed unless you specify one or more WFIDs. Submission information is not displayed for paper submissions.*

Enter WFIDs:

WFID 1:

WFID 2:

WFID 3:

WFID 4:

WFID 5:

**Sort Option**

Sort List By:

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 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.)


**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](#)

[Return to Submission Selection](#)

## Submission Information

**Submission Information for EIN: 00-9999999 Receipt Year: 2006**

- o Select the results displayed in the *Submission Status* column for an explanation of submission status codes.
- o Select the *View Notice* link in the *Resubmission Notice* column to view your resubmission notice.
- o Select the links in the *View Errors* column to view your error information.
- o Select the *View Reports* link in the *Reports* column to view the status of your report(s).
- o If you used a method other than the Internet to file your submission, allow six weeks for it to be displayed here.
- o If you have used the Internet to **resubmit** a file, allow 30 days for it to be displayed here.

**TIP:** Use your browser menu *Save As* or *Print* feature if you wish to save or print this page for your records.

*\* Note: The Resubmission Notice, View Errors, and Reports columns will be blank if they do not apply to the submission.*

Page 1 of 1

This page displays submission records 1 through 9 of the 9 total submissions.

Receipt Date	WFID	Version	Submission Status	Status Date	*Resubmission Notice	*View Errors	Submission Details	*Reports
03/10/06	601102	01	RETURN	03/13/2006	<a href="#">View Notice</a>	By Error Description By Report Number	<a href="#">Details</a>	<a href="#">View Reports</a>
03/10/06	601101	01	COMPLETE	03/11/2006			<a href="#">Details</a>	<a href="#">View Reports</a>
03/10/06	601100	01	COMPLETE	03/11/2006			<a href="#">Details</a>	<a href="#">View Reports</a>
03/10/06	601099	01	RECEIVED	03/11/2006			<a href="#">Details</a>	<a href="#">View Reports</a>
01/19/06	600861	01	RETURN	01/22/2006	<a href="#">View Notice</a>	By Error Description By Report Number	<a href="#">Details</a>	<a href="#">View Reports</a>
01/19/06	600813	01	RETURN	01/22/2006	<a href="#">View Notice</a>	By Error Description By Report Number	<a href="#">Details</a>	<a href="#">View Reports</a>
01/19/06	600812	01	RETURN	01/22/2006	<a href="#">View Notice</a>	By Error Description By Report Number	<a href="#">Details</a>	<a href="#">View Reports</a>
01/19/06	600811	01	RETURN	01/22/2006	<a href="#">View Notice</a>	By Error Description By Report Number	<a href="#">Details</a>	<a href="#">View Reports</a>
01/19/06	600808	01	RETURN	01/22/2006	<a href="#">View Notice</a>	By Error Description By Report Number	<a href="#">Details</a>	<a href="#">View Reports</a>

This page displays submission records 1 through 9 of the 9 total submissions.

Page 1 of 1

[Back to Top](#)

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

### Submission Details

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

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

*You can use the File menu to close this window.*

**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/bsowelcome.htm](http://www.socialsecurity.gov/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.socialsecurity.gov](http://www.socialsecurity.gov) [BSO Welcome](#) | [BSO Information](#) | [Contact Us](#) | [Keyboard Navigation](#)

**General Login Attestation** [HELP](#)

[BSO Welcome](#) > General Login Attestation

**Online Services Availability**

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

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

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

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

I certify that:

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

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

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

[www.socialsecurity.gov](http://www.socialsecurity.gov) [BSO Welcome](#) | [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  
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: 3E5TG6Y6  
Password: ●●●●●●●●  
(not case sensitive)

[Forgot your password?](#)

Cancel Login

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

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

**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  
www.socialsecurity.gov

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

Report Wages to Social Security  
LOGOUT | HELP

BSO Main Menu > Report Wages to Social Security

**Submit Or Resubmit Wage File, W-2 Online, And W-2c Online And View Submission Status**

**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.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  
www.socialsecurity.gov
Business Services Online

[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

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

[BSO Main Menu](#) > [Report Wages to Social Security](#) > Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status

### 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**

### 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 2006 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 to your PC. (This feature is only available for Forms W-2c and Form W-3c created with W-2c Online within 30 days of the date of submission).

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

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

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

**View File / Wage Report Status without Name/SSN Errors** [LOGOUT](#) | [HELP](#)

[BSO Main Menu](#) > View File / Wage Report Status without Name / SSN Errors

**Online Services Availability**

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

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

[View 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.socialsecurity.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.



The screenshot shows the Social Security Online Business Services Online (BSO) interface. At the top, there is a logo for the Social Security Administration and the text "Social Security Online Business Services Online" with a subtitle "Social Security's Business Services Online (BSO)". Below this, the heading "Query Attestation" is displayed. The main content area contains the following text:

**User Certification to Query the SSA Business Services Online**

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


I certify that I 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.

---

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

At the bottom, there are two buttons: "I Accept" and "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 Online**  
**Business Services Online**  
*Social Security's Business Services Online (BSO)*

[BSO Main Menu](#) | [BSO Information Links](#) | [Contact SSA](#) | [Keyboard Navigation](#) | [Logout](#)

**BSO Help**

### Submission Selection

**Receipt Year**  
The Receipt Year is the year that the Social Security Administration began processing your original submission. For Resubmissions, the Receipt Year is identified on your original Resubmission Notice.

Please Choose a Receipt Year  
(For Submissions After 12/14/07 Choose 2008):

**WFID Option**  
You may specify up to five Wage File Identifiers (WFIDs) for the selected Receipt Year. If you do not specify one or more WFIDs, all WFIDs for the Receipt Year will be displayed.

*Note: If you recently filed using electronic data transmission, allow one to six weeks for your submission information to be available. If you are self-employed, only Internet submissions will be displayed unless you specify one or more WFIDs. Submission information is not displayed for paper submissions.*

Enter WFIDs:

WFID 1:

WFID 2:

WFID 3:

WFID 4:

WFID 5:

**Sort Option**

Sort List By:

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 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.)


**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](#)

[Return to Submission Selection](#)

## Submission Information

**Submission Information for EIN: 00-9999999 Receipt Year: 2006**

- o Select the results displayed in the *Submission Status* column for an explanation of submission status codes.
- o Select the *View Notice* link in the *Resubmission Notice* column to view your resubmission notice.
- o Select the links in the *View Errors* column to view your error information.
- o Select the *View Reports* link in the *Reports* column to view the status of your report(s).
- o If you used a method other than the Internet to file your submission, allow six weeks for it to be displayed here.
- o If you have used the Internet to **resubmit** a file, allow 30 days for it to be displayed here.

**TIP:** Use your browser menu *Save As* or *Print* feature if you wish to save or print this page for your records.

*\* Note: The Resubmission Notice, View Errors, and Reports columns will be blank if they do not apply to the submission.*

Page 1 of 1

This page displays submission records 1 through 9 of the 9 total submissions.

Receipt Date	WFID	Version	Submission Status	Status Date	*Resubmission Notice	*View Errors	Submission Details	*Reports
03/10/06	601102	01	RETURN	03/13/2006	<a href="#">View Notice</a>	By Error Description By Report Number	<a href="#">Details</a>	<a href="#">View Reports</a>
03/10/06	601101	01	COMPLETE	03/11/2006			<a href="#">Details</a>	<a href="#">View Reports</a>
03/10/06	601100	01	COMPLETE	03/11/2006			<a href="#">Details</a>	<a href="#">View Reports</a>
03/10/06	601099	01	RECEIVED	03/11/2006			<a href="#">Details</a>	<a href="#">View Reports</a>
01/19/06	600861	01	RETURN	01/22/2006	<a href="#">View Notice</a>	By Error Description By Report Number	<a href="#">Details</a>	<a href="#">View Reports</a>
01/19/06	600813	01	RETURN	01/22/2006	<a href="#">View Notice</a>	By Error Description By Report Number	<a href="#">Details</a>	<a href="#">View Reports</a>
01/19/06	600812	01	RETURN	01/22/2006	<a href="#">View Notice</a>	By Error Description By Report Number	<a href="#">Details</a>	<a href="#">View Reports</a>
01/19/06	600811	01	RETURN	01/22/2006	<a href="#">View Notice</a>	By Error Description By Report Number	<a href="#">Details</a>	<a href="#">View Reports</a>
01/19/06	600808	01	RETURN	01/22/2006	<a href="#">View Notice</a>	By Error Description By Report Number	<a href="#">Details</a>	<a href="#">View Reports</a>

This page displays submission records 1 through 9 of the 9 total submissions.


Page 1 of 1

[Back to Top](#)

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 15:** Select the **View Reports** link in the Reports column of the specific submission. The system displays the Submission Report Level Information 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](#)

### Submission Report Level Information

**Report information for Submitter EIN:** 00-9999999  
**Receipt Year:** 2006, **WFID:** 601102, **Version:** 01  
**Submission Status Date:** 03/13/2006, **Submission Type:** REGULAR

**IMPORTANT:** If the submission shows one or more reports in RETURN status, view and correct errors before resubmitting. When you resubmit a file, include any reports that show COMPLETE status also, but make **no** changes in the COMPLETE reports. A COMPLETE report will be processed again if it contains changes. This can cause serious tax consequences for employees and the employer. Corrections after a report is COMPLETE can only be made by filing a W-2c report.

**TIP:** Use your browser menu *Save As* or *Print* feature if you wish to save or print this page for your records.

Page 1 of 1

This page displays reports 1 through 1 of the 1 total reports.

Report Number	Report EIN	Reported W-2 Count	Money Totals as Reported From W-3 (Processed totals may be different)	Report Status	Report Errors
1	00 - 9999999	0000002	SS Wages(Box 3): \$9,999,999,999,999.99 Medicare(Box 5): \$6,000.00 Fed Taxable(Box 1): \$28,000.00 Fed Tax(Box 2): \$1,200.00 Adv EIC(Box 9): \$200.00	RETURN	View Errors

This page displays reports 1 through 1 of the 1 total reports.

Page 1 of 1

Options

Submission Information	Return to the Submission Information Page.
------------------------	--

Back to Top

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



**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:

[www.socialsecurity.gov/bsowelcome.htm](http://www.socialsecurity.gov/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.socialsecurity.gov](http://www.socialsecurity.gov) [BSO Welcome](#) | [BSO Information](#) | [Contact Us](#) | [Keyboard Navigation](#)

**General Login Attestation** [HELP](#)

[BSO Welcome](#) > General Login Attestation

**Online Services Availability**

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

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

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

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

I certify that:

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

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

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

[www.socialsecurity.gov](http://www.socialsecurity.gov) [BSO Welcome](#) | [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.

**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  
www.socialsecurity.gov

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

Report Wages to Social Security  
LOGOUT | HELP

BSO Main Menu > Report Wages to Social Security

**Submit Or Resubmit Wage File, W-2 Online, And W-2c Online And View Submission Status**

**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.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  
www.socialsecurity.gov
Business Services Online

[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

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

[BSO Main Menu](#) > [Report Wages to Social Security](#) > Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status

### 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**

### 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 2006 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 to your PC. (This feature is only available for Forms W-2c and Form W-3c created with W-2c Online within 30 days of 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**.

www.socialsecurity.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  
www.socialsecurity.gov

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

View File / Wage Report Status without Name/SSN Errors [LOGOUT](#) | [HELP](#)

[BSO Main Menu](#) > View File / Wage Report Status without Name / SSN Errors

**Online Services Availability**

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

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

[View 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.socialsecurity.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.



The screenshot shows the Social Security Online Business Services Online (BSO) interface. At the top, there is a logo for the Social Security Administration and the text "Social Security Online Business Services Online" with a subtitle "Social Security's Business Services Online (BSO)". Below this, the heading "Query Attestation" is displayed. The main content area contains the following text:

**User Certification to Query the SSA Business Services Online**

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


I certify that I 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.

---

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

At the bottom, there are two buttons: "I Accept" and "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 Online**  
**Business Services Online**  
*Social Security's Business Services Online (BSO)*

[BSO Main Menu](#) | [BSO Information Links](#) | [Contact SSA](#) | [Keyboard Navigation](#) | [Logout](#)

**BSO Help**

### Submission Selection

**Receipt Year**  
The Receipt Year is the year that the Social Security Administration began processing your original submission. For Resubmissions, the Receipt Year is identified on your original Resubmission Notice.

Please Choose a Receipt Year  
(For Submissions After 12/14/07 Choose 2008):

**WFID Option**  
You may specify up to five Wage File Identifiers (WFIDs) for the selected Receipt Year. If you do not specify one or more WFIDs, all WFIDs for the Receipt Year will be displayed.

*Note: If you recently filed using electronic data transmission, allow one to six weeks for your submission information to be available. If you are self-employed, only Internet submissions will be displayed unless you specify one or more WFIDs. Submission information is not displayed for paper submissions.*

Enter WFIDs:

WFID 1:

WFID 2:

WFID 3:

WFID 4:

WFID 5:

**Sort Option**

Sort List By:

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 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.)


**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](#)

[Return to Submission Selection](#)

## Submission Information

**Submission Information for EIN: 00-9999999 Receipt Year: 2006**

- o Select the results displayed in the *Submission Status* column for an explanation of submission status codes.
- o Select the *View Notice* link in the *Resubmission Notice* column to view your resubmission notice.
- o Select the links in the *View Errors* column to view your error information.
- o Select the *View Reports* link in the *Reports* column to view the status of your report(s).
- o If you used a method other than the Internet to file your submission, allow six weeks for it to be displayed here.
- o If you have used the Internet to **resubmit** a file, allow 30 days for it to be displayed here.

**TIP:** Use your browser menu *Save As* or *Print* feature if you wish to save or print this page for your records.

*\* Note: The Resubmission Notice, View Errors, and Reports columns will be blank if they do not apply to the submission.*

Page 1 of 1

This page displays submission records 1 through 9 of the 9 total submissions.

Receipt Date	WFID	Version	Submission Status	Status Date	*Resubmission Notice	*View Errors	Submission Details	*Reports
03/10/06	601102	01	RETURN	03/13/2006	<a href="#">View Notice</a>	By Error Description By Report Number	<a href="#">Details</a>	<a href="#">View Reports</a>
03/10/06	601101	01	COMPLETE	03/11/2006			<a href="#">Details</a>	<a href="#">View Reports</a>
03/10/06	601100	01	COMPLETE	03/11/2006			<a href="#">Details</a>	<a href="#">View Reports</a>
03/10/06	601099	01	RECEIVED	03/11/2006			<a href="#">Details</a>	<a href="#">View Reports</a>
01/19/06	600861	01	RETURN	01/22/2006	<a href="#">View Notice</a>	By Error Description By Report Number	<a href="#">Details</a>	<a href="#">View Reports</a>
01/19/06	600813	01	RETURN	01/22/2006	<a href="#">View Notice</a>	By Error Description By Report Number	<a href="#">Details</a>	<a href="#">View Reports</a>
01/19/06	600812	01	RETURN	01/22/2006	<a href="#">View Notice</a>	By Error Description By Report Number	<a href="#">Details</a>	<a href="#">View Reports</a>
01/19/06	600811	01	RETURN	01/22/2006	<a href="#">View Notice</a>	By Error Description By Report Number	<a href="#">Details</a>	<a href="#">View Reports</a>
01/19/06	600808	01	RETURN	01/22/2006	<a href="#">View Notice</a>	By Error Description By Report Number	<a href="#">Details</a>	<a href="#">View Reports</a>

This page displays submission records 1 through 9 of the 9 total submissions.


Page 1 of 1

[Back to Top](#)

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



Social Security's Business Services Online (BSO)

BSO Main Menu | BSO Information Links | Contact SSA | Keyboard Navigation | Logout

**BSO Help**

### Resubmission Notice

**TIP:** Use your browser menu *Save As* or *Print* feature if you wish to save or print this page for your records.

Date: March 14, 2006    EIN: 00-9999999  
 Sst: 40039    WFID: 601102-01  
 Receipt Year: 2006    Notice ID: 0000006499

NO-NAME COMPANY  
 1 NO-NAME STREET  
 ANYTOWN, ST 99999

We found errors in your Form W-2 file that we cannot correct. Log in to view your error information at <http://www.socialsecurity.gov/bsob/welcome.htm> with your active PIN and password.

If you have registered and have not received your password, call 1-800-772-6270 for information about your errors. If you do not have an active PIN and password, see the Registration section below for additional information.

**WHAT YOU NEED TO DO**

**STEP 1**  
 VERIFY receipt of your notice within two weeks of the date of this notice on SSA's Business Services Online (BSO) Web site at <http://www.socialsecurity.gov/bsob/welcome.htm>. After logging on to this site, select *Acknowledge Resubmission Notice* on the BSO Home Page. Enter the EIN, WFID (Wage File Identifier) and receipt year as they appear on this notice and choose the appropriate statement. Select *Continue*.

**STEP 2**  
 VIEW your errors on SSA's BSO Web site at <http://www.socialsecurity.gov/bsob/welcome.htm>. Log on to the BSO Home Page and select *View Status / Notice / Error Information*. Enter the receipt year and the first six characters of the WFID noted above. Select *Continue*. In the *View Critical Errors* column, select *By Error Description* to view error information organized by error type OR select *By Report Number* to view error information organized by report number. Use the underlined links within the error display to navigate among various views of the data.

**STEP 3**  
 CORRECT your file using your back-up copy of the file you originally sent us. Check the Magnetic Media Reporting and Electronic Filing (MMREF-1) reporting specifications and make any necessary changes. If you need help correcting your file, call us toll free at 1-800-772-6270. If you need a copy of the MMREF-1 publication, visit our Web site at <http://www.socialsecurity.gov/employer/pub.htm>.

**STEP 4**  
 RETURN your corrected file to Social Security within 45 days. You must keep a back-up copy of the corrected file for your records. We will not return your file since you elected to receive electronic notification of errors. Label your Form W-2 media with your EIN and WFID when resubmitting on diskette, tape or cartridge.

**POSSIBLE PENALTIES**  
 The Internal Revenue Service (IRS) may assess penalties for files that are not filed on time or not according to our requirements. Paper and magnetic media filers must file correctly before March 1 of each year. Electronic filers must file correctly before April 1. The amount of the penalty depends on the date a correct report is filed.

- \$15 per W-2 for correct filing after March 1 for paper and magnetic media, and after April 1 for electronic submissions.
- \$30 per W-2 for correct filing after the timeframes above but before August 1.
- \$50 per W-2 for correct filing on or after August 1, or no report filed.

Since the file must be both on time and correct, the IRS may charge penalties for incorrect filing even if we receive the wage reports before the due date. We give you two attempts to correct a file before advising the IRS that the file is late.

A penalty may also apply if you do not return your file within 45 days.

**WAGE REPORTING SERVICES ON THE INTERNET**

- **EMPLOYER REPORTING INSTRUCTIONS AND INFORMATION**  
 SSA provides employers with access to many resources at <http://www.socialsecurity.gov/employer>, including forms, publications, Frequently Asked Questions (FAQs), contact information, news and much more.
- **ACCURAGE**  
 AccuWage/AccuW2C is free software from SSA that allows you to check your W-2 (Wage and Tax Statement) and W-2C (W-2 Correction) files for over 200 different errors before you send them to SSA. You can download AccuWage and AccuW2C from the Internet at <http://www.socialsecurity.gov/employer/accuwave>.
- **VERIFYING SOCIAL SECURITY NUMBERS**  
 Social Security offers a free service that allows you to verify your employees' Social Security Numbers (SSNs). For more information please visit our Web site at <http://www.socialsecurity.gov/employer/sonv.htm>.
- **REGISTRATION**  
 Registration is required to use BSO. You may register online at <http://www.socialsecurity.gov/bsob/welcome.htm> or by phone at 1-800-772-6270. You must change your password at least once every 365 days. If your password has expired, you must re-register.

**IF YOU HAVE QUESTIONS**

If you have questions concerning this e-mail, you may call us toll free at 1-800-772-6270 between 7:00 a.m. and 7:00 p.m. Eastern Time, Monday through Friday or send an e-mail to [employerinfo@ssa.gov](mailto:employerinfo@ssa.gov).

E-mail transmissions are not secure and SSA does not send personal or sensitive information over email. You should not send personal or sensitive information in your e-mail communications with SSA.

If the company name and/or mailing address shown on this notice are incorrect, review the address information and EIN on the Code RA-Submitter Record of your Form W-2 MMREF-1 file prior to resubmitting the file.

W. Burnell Hurt  
 Associate Commissioner,  
 Office of Central Operations

Options

Acknowledge This Notice	Acknowledge that you received this notice. This is not necessary if you have already acknowledged receipt of the notice either online or by phone.
Submission Information	Return to the Submission Information Page.

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

BSO Home | BSO Information Links | Contact SSA | Keyboard Navigation | Logout




*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**

### Acknowledge Resubmission Notice

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.

**EIN:**

**WFID - Version:**  -

**Receipt Year:**

**Choose one of the following:**

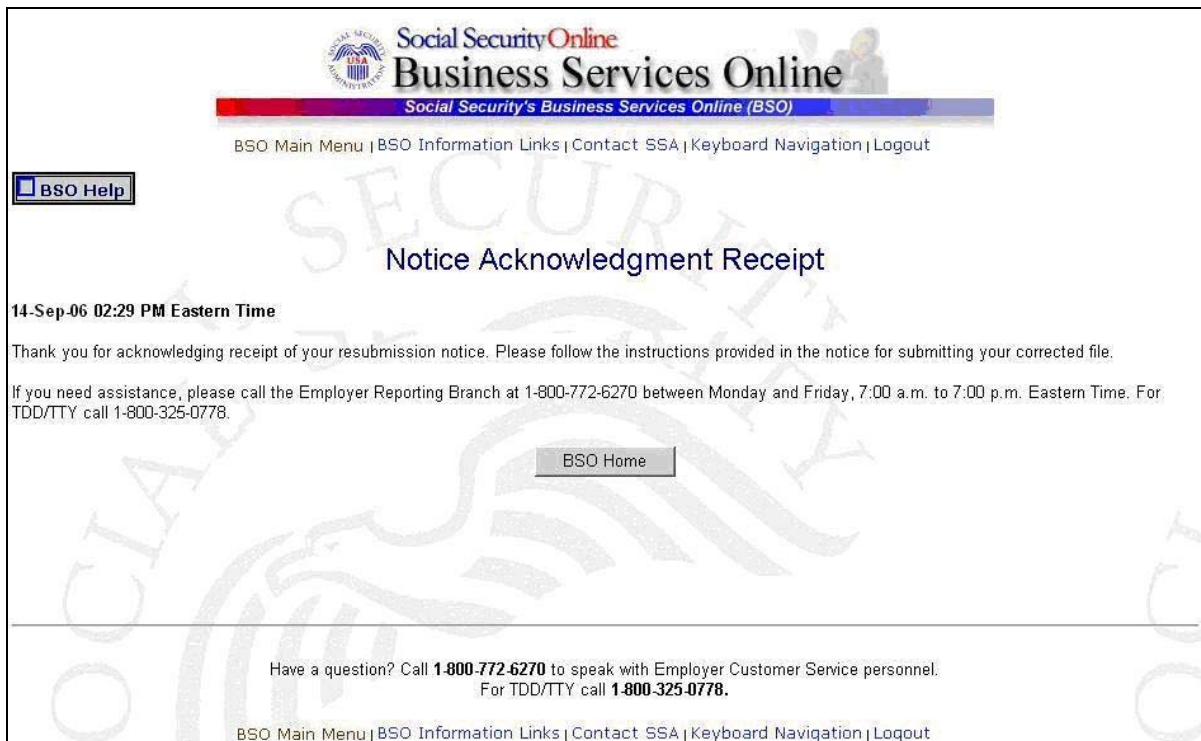
- I filed using electronic media (e.g. Internet or Electronic Data Transfer).
- I filed using physical media (e.g. tape, cartridge, or diskette) and I received my submission in the mail.
- I filed using physical media (e.g. tape, cartridge, or diskette) and I did not receive my submission in the mail.

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

**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 Acknowledgment Receipt page.



The screenshot shows the Social Security Online Business Services Online (BSO) interface. At the top, there is a header with the Social Security Administration logo and the text "Social Security Online Business Services Online" and "Social Security's Business Services Online (BSO)". Below the header is a navigation bar with links: "BSO Main Menu | BSO Information Links | Contact SSA | Keyboard Navigation | Logout". On the left side, there is a button labeled "BSO Help". The main content area displays the title "Notice Acknowledgment Receipt" and the date and time "14-Sep-06 02:29 PM Eastern Time". Below this, there is a message: "Thank you for acknowledging receipt of your resubmission notice. Please follow the instructions provided in the notice for submitting your corrected file." and "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." At the bottom of the main content area, there is a button labeled "BSO Home". Below the main content area, 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 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/bsowelcome.htm](http://www.socialsecurity.gov/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.socialsecurity.gov](http://www.socialsecurity.gov) [BSO Welcome](#) | [BSO Information](#) | [Contact Us](#) | [Keyboard Navigation](#)

**General Login Attestation** [HELP](#)

[BSO Welcome](#) > General Login Attestation

**Online Services Availability**

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

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

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

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

I certify that:

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

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

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

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

[HELP](#)

**Log In to BSO**

[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](http://www.socialsecurity.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** [LOGOUT](#) | [HELP](#)

[BSO Main Menu](#) > Report Wages to Social Security

**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**

[Submit Or Resubmit Wage File, W-2 Online, And W-2c Online And View Submission Status](#)

**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.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  
www.socialsecurity.gov
Business Services Online

[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

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

[BSO Main Menu](#) > [Report Wages to Social Security](#) > Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status

### 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**

### 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 2006 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 to your PC. (This feature is only available for Forms W-2c and Form W-3c created with W-2c Online within 30 days of the date of submission).

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

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

**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.

**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.



The screenshot shows the Social Security Online Business Services Online (BSO) interface. At the top, there is a logo for the Social Security Administration and the text "Social Security Online Business Services Online" with a subtitle "Social Security's Business Services Online (BSO)". Below this, the heading "Query Attestation" is displayed. The main content area contains the following text:

**User Certification to Query the SSA Business Services Online**

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


I certify that I 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.

---

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

At the bottom, there are two buttons: "I Accept" and "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 Online**  
**Business Services Online**  
*Social Security's Business Services Online (BSO)*

[BSO Main Menu](#) | [BSO Information Links](#) | [Contact SSA](#) | [Keyboard Navigation](#) | [Logout](#)

**BSO Help**

### Submission Selection

**Receipt Year**  
The Receipt Year is the year that the Social Security Administration began processing your original submission. For Resubmissions, the Receipt Year is identified on your original Resubmission Notice.

Please Choose a Receipt Year  
(For Submissions After 12/14/07 Choose 2008):

**WFID Option**  
You may specify up to five Wage File Identifiers (WFIDs) for the selected Receipt Year. If you do not specify one or more WFIDs, all WFIDs for the Receipt Year will be displayed.

*Note: If you recently filed using electronic data transmission, allow one to six weeks for your submission information to be available. If you are self-employed, only Internet submissions will be displayed unless you specify one or more WFIDs. Submission information is not displayed for paper submissions.*

Enter WFIDs:

WFID 1:

WFID 2:

WFID 3:

WFID 4:

WFID 5:

**Sort Option**

Sort List By:

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

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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:** 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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## Submission Information

**Submission Information for EIN:** 00-9999999 **Receipt Year:** 2006

- o Select the results displayed in the *Submission Status* column for an explanation of submission status codes.
- o Select the *View Notice* link in the *Resubmission Notice* column to view your resubmission notice.
- o Select the links in the *View Errors* column to view your error information.
- o Select the *View Reports* link in the *Reports* column to view the status of your report(s).
- o If you used a method other than the Internet to file your submission, allow six weeks for it to be displayed here.
- o If you have used the Internet to **resubmit** a file, allow 30 days for it to be displayed here.

**TIP:** Use your browser menu *Save As* or *Print* feature if you wish to save or print this page for your records.

*\* Note: The Resubmission Notice, View Errors, and Reports columns will be blank if they do not apply to the submission.*

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This page displays submission records 1 through 9 of the 9 total submissions.

Receipt Date	WFID	Version	Submission Status	Status Date	*Resubmission Notice	*View Errors	Submission Details	*Reports
03/10/06	601102	01	RETURN	03/13/2006	<a href="#">View Notice</a>	By Error Description By Report Number	<a href="#">Details</a>	<a href="#">View Reports</a>
03/10/06	601101	01	COMPLETE	03/11/2006			<a href="#">Details</a>	<a href="#">View Reports</a>
03/10/06	601100	01	COMPLETE	03/11/2006			<a href="#">Details</a>	<a href="#">View Reports</a>
03/10/06	601099	01	RECEIVED	03/11/2006			<a href="#">Details</a>	<a href="#">View Reports</a>
01/19/06	600861	01	RETURN	01/22/2006	<a href="#">View Notice</a>	By Error Description By Report Number	<a href="#">Details</a>	<a href="#">View Reports</a>
01/19/06	600813	01	RETURN	01/22/2006	<a href="#">View Notice</a>	By Error Description By Report Number	<a href="#">Details</a>	<a href="#">View Reports</a>
01/19/06	600812	01	RETURN	01/22/2006	<a href="#">View Notice</a>	By Error Description By Report Number	<a href="#">Details</a>	<a href="#">View Reports</a>
01/19/06	600811	01	RETURN	01/22/2006	<a href="#">View Notice</a>	By Error Description By Report Number	<a href="#">Details</a>	<a href="#">View Reports</a>
01/19/06	600808	01	RETURN	01/22/2006	<a href="#">View Notice</a>	By Error Description By Report Number	<a href="#">Details</a>	<a href="#">View Reports</a>

This page displays submission records 1 through 9 of the 9 total submissions.

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

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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.





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### All Errors by Error Description

**Error Information for Submitter EIN:** 00-9999999  
**Receipt Year:** 2006, **WFID:** 601102, **Version:** 01

Select a particular report number to view all errors for that report. Select *View All* to view all reports for a particular error. If no *View All* link is present, all reports are already displayed. Select the results displayed in the *Report Status* column for an explanation of status codes. Select *Details* to view detailed error information for a particular error found in a particular report.

**IMPORTANT:** If the submission shows one or more reports in RETURN status, view and correct errors before resubmitting. When you resubmit a file, include any reports that show COMPLETE status also, but make NO changes in the COMPLETE reports. A COMPLETE report will be processed again if it contains changes. This can cause serious tax consequences for employees and the employer. Corrections after a report is COMPLETE can only be made by filing a W-2c report.

**TIP:** Use your browser menu *Save As* or *Print* feature if you wish to save or print this page for your records.

Error Description	Importance	Total Error Count	Report EIN	Report Number	Report Status	
Invalid Names and/or SSNs	INFORMATIONAL	1	00-9999999	0000000001	COMPLETE	<a href="#">Details</a>

Options

<a href="#">Submission Information</a>	Return to the Submission Information Page.
<a href="#">All Errors by Report Number</a>	View All Errors by Report Number.

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

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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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**Detailed Information for Error**  
*Invalid Names and/or SSNs in*  
**Report Number 000000001**

**Error Information for EIN: 00-9999999, Tax Year: 2003**

**TIP:** Use your browser menu *Save As* or *Print* feature if you wish to save or print this page for your records.

<b>Employer Name:</b> NO-NAME COMPANY	<b>Tax Year:</b> 2006
<b>Employer EIN:</b> 00-9999999	<b>Establishment Number:</b> 1113
<b>Employer Employment Type:</b> Agricultural	<b>Reported W-2 Count:</b> 8888888
<b>Tax Jurisdiction:</b> Domestic Form W-2	<b>Processed W-2 Count:</b> 0002

**Importance: INFORMATIONAL**

**Error Description:** Some Employee Wage Records in the wage report contain Names and/or Social Security Numbers (SSNs) that do not agree with our records. This may be due to a data processing error. Check the structure of the wage report to ensure that Names and SSNs are in the proper positions in the RW Records. Also, please check all names to ensure that: a) the first name and/or the last name fields are not blank; b) the name agrees with the individual's name exactly as it is shown on the individual's Social Security card; c) the first name, middle name and last name are provided in separate fields; d) the individual's title (Mr., Mrs., etc.) is not included in any of the name fields. Please check all SSNs to ensure that: a) the SSN agrees with the individual's SSN exactly as it is shown on the individual's Social Security card; b) the SSN is nine (9) numeric characters and does not contain letters, blanks, spaces, hyphens, prefixes or suffixes; c) the SSN does not contain "111111111", "333333333" or "123456789"; d) the SSN does not begin with "8" or "9"; and e) the SSN is not in reverse order.

Reported All Zeros	Non-Zero Missing or Incomplete SSNs	Failed to Match	Total Failed SSNs
9999	0	9999	19998


**Options**

<input type="button" value="All Errors for Report"/>	View All Errors for this Report.
<input checked="" type="button" value="Employer Report Detailed Information"/>	Return to the Employer Report Detailed Information Page.

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

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


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## Submission Information

**Submission Information for EIN: 00-9999999 Receipt Year: 2006**

- o Select the results displayed in the *Submission Status* column for an explanation of submission status codes.
- o Select the *View Notice* link in the *Resubmission Notice* column to view your resubmission notice.
- o Select the links in the *View Errors* column to view your error information.
- o Select the *View Reports* link in the *Reports* column to view the status of your report(s).
- o If you used a method other than the Internet to file your submission, allow six weeks for it to be displayed here.
- o If you have used the Internet to **resubmit** a file, allow 30 days for it to be displayed here.

**TIP:** Use your browser menu *Save As* or *Print* feature if you wish to save or print this page for your records.

*\* Note: The Resubmission Notice, View Errors, and Reports columns will be blank if they do not apply to the submission.*

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This page displays submission records 1 through 9 of the 9 total submissions.

Receipt Date	WFID	Version	Submission Status	Status Date	*Resubmission Notice	*View Errors	Submission Details	*Reports
03/10/06	601102	01	RETURN	03/13/2006	<a href="#">View Notice</a>	By Error Description By Report Number	<a href="#">Details</a>	<a href="#">View Reports</a>
03/10/06	601101	01	COMPLETE	03/11/2006			<a href="#">Details</a>	<a href="#">View Reports</a>
03/10/06	601100	01	COMPLETE	03/11/2006			<a href="#">Details</a>	<a href="#">View Reports</a>
03/10/06	601099	01	RECEIVED	03/11/2006			<a href="#">Details</a>	<a href="#">View Reports</a>
01/19/06	600861	01	RETURN	01/22/2006	<a href="#">View Notice</a>	By Error Description By Report Number	<a href="#">Details</a>	<a href="#">View Reports</a>
01/19/06	600813	01	RETURN	01/22/2006	<a href="#">View Notice</a>	By Error Description By Report Number	<a href="#">Details</a>	<a href="#">View Reports</a>
01/19/06	600812	01	RETURN	01/22/2006	<a href="#">View Notice</a>	By Error Description By Report Number	<a href="#">Details</a>	<a href="#">View Reports</a>
01/19/06	600811	01	RETURN	01/22/2006	<a href="#">View Notice</a>	By Error Description By Report Number	<a href="#">Details</a>	<a href="#">View Reports</a>
01/19/06	600808	01	RETURN	01/22/2006	<a href="#">View Notice</a>	By Error Description By Report Number	<a href="#">Details</a>	<a href="#">View Reports</a>

This page displays submission records 1 through 9 of the 9 total submissions.


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

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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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## All Errors by Report Number

**Error Information for Submitter EIN:** 00-9999999  
**Receipt Year:** 2006, **WFID:** 601102, **Version:** 01

Select a particular error description to view all reports for that error.

Select the results displayed in the *Report Status* column for an explanation of status codes.

Select *Details* to view detailed error information for a particular error found in a particular report.

**IMPORTANT:** If the submission shows one or more reports in RETURN status, view and correct errors before resubmitting. When you resubmit a file, include any reports that show COMPLETE status also, but make NO changes in the COMPLETE reports. A COMPLETE report will be processed again if it contains changes. This can cause serious tax consequences for employees and the employer. Corrections after a report is COMPLETE can only be made by filing a W-2c report.

**TIP:** Use your browser menu *Save As* or *Print* feature if you wish to save or print this page for your records.

Report Number	Report EIN	Report Status	Error Description	Importance	
0000000001	00-9999999	COMPLETE	Invalid Names and/or SSNs	INFORMATIONAL	Details

Options

Submission Information	Return to the Submission Information Page.
All Errors by Error Description	View All Errors by Error Description.

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

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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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**Detailed Information for Error**  
*Invalid Names and/or SSNs in*  
**Report Number 0000000001**

**Error Information for EIN: 00-9999999, Tax Year: 2003**

**TIP:** Use your browser menu *Save As* or *Print* feature if you wish to save or print this page for your records.

<p><b>Employer Name:</b> NO-NAME COMPANY ;</p> <p><b>Employer EIN:</b> 00-9999999</p> <p><b>Employer Employment Type:</b> Agricultural</p> <p><b>Tax Jurisdiction:</b> Domestic Form W-2</p>	<p><b>Tax Year:</b> 2006</p> <p><b>Establishment Number:</b> 1113</p> <p><b>Reported W-2 Count:</b> 8888888</p> <p><b>Processed W-2 Count:</b> 0002</p>
--	---

**Importance:** **INFORMATIONAL**

**Error Description:** Some Employee Wage Records in the wage report contain Names and/or Social Security Numbers (SSNs) that do not agree with our records. This may be due to a data processing error. Check the structure of the wage report to ensure that Names and SSNs are in the proper positions in the RW Records. Also, please check all names to ensure that: a) the first name and/or the last name fields are not blank; b) the name agrees with the individual's name exactly as it is shown on the individual's Social Security card; c) the first name, middle name and last name are provided in separate fields; d) the individual's title (Mr., Mrs., etc.) is not included in any of the name fields. Please check all SSNs to ensure that: a) the SSN agrees with the individual's SSN exactly as it is shown on the individual's Social Security card; b) the SSN is nine (9) numeric characters and does not contain letters, blanks, spaces, hyphens, prefixes or suffixes; c) the SSN does not contain "111111111", "333333333" or "123456789"; d) the SSN does not begin with "8" or "9"; and e) the SSN is not in reverse order.

Reported All Zeros	Non-Zero Missing or Incomplete SSNs	Failed to Match	Total Failed SSNs
9999	0	9999	19998

**Options**

<input type="button" value="All Errors for Report"/>	View All Errors for this Report.
<input checked="" type="button" value="Employer Report Detailed Information"/>	Return to the Employer Report Detailed Information Page.

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

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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.*