

GUÍA DE SERVICIOS POR INTERNET PARA EMPRESAS (BSO,
SUS SIGLAS EN INGLÉS) PARA EL AÑO TRIBUTABLE 2008
(TY08, SUS SIGLAS EN INGLÉS)

SERVICIOS DE INSCRIPCIÓN



Incluye las siguientes lecciones:

- Inscripción para [Solicitantes nacionales](#) (dentro de los EE. UU.) y [Solicitantes extranjeros](#) (fuera de los EE. UU.)
- [Cómo completar su inscripción telefónica](#)
- Acceso a los servicios del BSO: [Solicitud](#), [activación](#), [Solicitar otra vez](#), y [Descontinuación de acceso](#)
- Procedimientos de [acceso](#) y [salida](#)
- [Cómo cambiar su contraseña](#) y [contraseñas olvidadas](#)
- [Cómo actualizar su información de contacto](#)
- [Desactivación del User ID](#)
- [Cómo comunicarse con el Seguro Social](#)

LECCIÓN 1: INSCRIPCIÓN PARA LOS SOLICITANTES NACIONALES (DENTRO DE LOS EE. UU.)

Siga las siguientes instrucciones para inscribirse y recibir un «User ID» (Identificación de Usuario) y contraseña si usted es un solicitante nacional (dentro de los EE. UU.).


PASO 1: Dirija su navegador a la página titulada, «Business Services Online Welcome» (Bienvenido a los Servicios por Internet para empresas): www.segurosocial.gov/bsowelcome.htm (sólo disponible en inglés).

PASO 2: Pulse en el enlace que lee, «**Registration**» (Inscripción) en la página, «Business Services Online Welcome». El sistema mostrará la página titulada, Registration Attestation (Confirmación de la Inscripción).

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Social Security Online **Business Services Online**

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

 **Registration Attestation** [HELP](#)

[BSO Welcome](#) > Registration Attestation

Online Services Availability

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

DON'T USE YOUR BROWSER'S BACK BUTTON

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

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

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

[Paperwork Reduction Act Statement](#)

Registering for Business Services

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

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

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

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

User Certification for SSA Business Services Online

I certify that:

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

OR

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

OR

I am registering as a self-employed individual.

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

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

Have a question? Call **1-800-772-6270** Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0776**.

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

PASO 3: Pulse en el botón que lee, «**I Accept**» (Acepto) después de leer y consentir con las condiciones definidas en la página, Registration Attestation. El sistema mostrará la página,

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Registration for Business Services Online (en español, Inscripción a los Servicios por Internet para negocios).

PASO 4: Llene el formulario de Inscripción para los Servicios por Internet para empresas.

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

Registration for Business Services Online [BSO HELP](#)

BSO Welcome > Registration

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

Information about you: Since you are requesting a User ID, we will need to gather some information about you. The information you provided will be compared with our records in order to verify your identity. Select [this link](#) for more help with completing this form.

Online Services Availability

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

DON'T USE YOUR BROWSER'S BACK BUTTON

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

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

Please enter a U.S. Residence Address. [More info.](#)

First Name:

Middle Name: (Optional)

Last Name:

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

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

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

Permanent Address Line 1:

Permanent Address Line 2: (Optional)

City:

Country: United States

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

ZIP (for U.S.) / Postal Code: **ZIP Extension (for U.S.):** (Optional)

Phone Number:

Phone Extension: (Optional)

Fax Number: (Optional)

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

The answers to the five questions below will be required if you forget your password to verify your identity and allow you to select a new password.

Select a Question

Select a Question

Select a Question

Select a Question

Select a Question

Enter Password: (not case sensitive)

Reenter Password: (not case sensitive)

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

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

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 | Keyboard Navigation

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Information About You: Since you are requesting a Personal Identification Number (PIN), we will need to gather some information about you. The information you provide will be compared with our records in order to verify your identity. Please enter your Name and SSN as they appear on your Social Security Card. Select this link for more help on filling out this form.

[Registration help](#)

First Name: *

Middle Name:

Last Name: *

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

U.S. Social Security Number:

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

Preferred Mailing Address Line 1: *

Preferred Mailing Address Line 2:

City: *

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

Country: *

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

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

Work Phone Number: *

Extension:

Fax Number:

E-mail: *

(Needed to notify you about registration and other wage reporting updates.)

Self-select Your Password: Your Personal Identification Number and password are required to access Business Services Online. Your password must be eight characters long and be a combination of letters and numbers. Select this link for more help on filling out this form.

[Registration help](#)

Enter Password: *

Reenter Password: *

Please remember your password. To ensure your privacy, no one else can have access to your password. Social Security can help you start the process over again, but we cannot access your password.

[Registration help](#)

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



CONSEJOS

- Los campos señalados con un asterisco (*) tienen que ser completados.
- Se le enviará un recordatorio a su correo electrónico indicándole que cambie su contraseña dos semanas antes de que caduque, cuando provee una dirección válida de correo electrónico es obligatoria.
- No utilice signos de puntuación en ningún campo. Esto incluye el guión en los números de teléfono.
- El botón de BSO Help (en español, Ayuda de BSO) que está localizado en la parte superior de cada página, enlaza ayuda adicional para cada sección.
- Las contraseñas deben ser de ocho caracteres de largo y deben contener números y letras. Por favor recuerde su contraseña.

PASO 5: Pulse en el botón que lee, «**Register**» (Inscríbase) para procesar el formulario de inscripción. El sistema mostrará la página titulada, «Sucessful Registration» para su «User ID». (Para regresar a la página, BSO Welcome sin inscribirse, seleccione el botón de **Cancel**).



NOTE

NOTA

*Si algún dato de su información está incorrecto, el sistema mostrará de nuevo el formulario para inscribirse a Servicios por Internet para Empresas, junto con una lista de cualquier corrección que necesite hacer antes de inscribirse exitosamente. Si esto ocurre, haga las correcciones necesarias y/o selecciones apropiadas. Luego, pulse en el botón que lee, «**Register**». El sistema mostrará su «User ID».*

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The screenshot shows the 'Successful Registration' page on the Social Security Business Services Online portal. The page has a red header with 'Social Security Online' and 'Business Services Online'. Below the header is a navigation bar with links for 'BSO Welcome', 'BSO Information', 'Contact Us', and 'Keyboard Navigation'. The main content area features a 'Successful Registration' heading, a 'HELP' link, and a confirmation message: 'Your registration request was successful.' Below this, it states 'Your User ID for Business Services Online is: 3E5TG6Y6'. A warning box says 'DON'T USE YOUR BROWSER'S BACK BUTTON'. Further instructions include: 'Please secure this User ID for your future use. You will need this ID and your password to access Business Services Online.', 'Your password will expire on 11/25/2008', and 'You must change your password before this date to prevent it from expiring.' There are 'BSO Welcome' and 'Login' buttons. A footer contains contact information: 'Have a question? Call 1-800-772-6270 Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.'

PASO 6: Pulse en el botón que lee, «**Continue**» (Continuar) para salir de esta página. El sistema mostrará la página titulada, «General Login Attestation» (Confirmación de acceso). Vea la [Lección 8: Procedimientos de acceso](#) para informarse mejor sobre cómo ingresar al BSO.

(Para regresar a la página principal de opciones del BSO, pulse en el botón que lee, «**BSO Main Menu**».)

LECCIÓN 2: INSCRIPCIÓN PARA SOLICITANTES EXTRANJEROS (FUERA DE LOS EE. UU.)

Siga las siguientes instrucciones para inscribirse para recibir un «User ID» (Identificación de Usuario) y contraseña si usted no tiene un número de Seguro Social asignado y tiene una dirección fuera de los EE. UU.


PASO 1: Dirija su navegador de Internet a la página titula, «Business Services Online Welcome» (Bienvenido a los Servicios por Internet para empresas):
www.segurosocial.gov/bsowelcome.htm (sólo disponible en inglés).

PASO 2: Pulse en el enlace que lee, «**Register**» (Inscríbase) en la página, «Business Services de Online Welcome». El sistema mostrará la página titulada, «Registration Attestation» (Confirmación de inscripción).

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Social Security Online **Business Services Online**

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

 **Registration Attestation** [HELP](#)

[BSO Welcome](#) > Registration Attestation

Online Services Availability

- Monday-Friday: 5 AM - 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.

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

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

[Paperwork Reduction Act Statement](#)

Registering for Business Services

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

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

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

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

User Certification for SSA Business Services Online

I certify that:

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

OR

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

OR

I am registering as a self-employed individual.

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

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

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

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

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PASO 3: Pulse en el botón que lee, «**I Accept**» (Acepto) después de leer y consentir con las condiciones definidas en la página titulada, «Registration Attestation». El sistema mostrará la página titulada, «Registration for Business Services Online».

(Para regresar a la página principal del BSO, pulse en el botón que lee «**I DO NOT ACCEPT**».

The screenshot shows the 'Registration for Business Services Online' page. At the top, there is a red header with 'Social Security Online' and 'Business Services Online'. Below the header, there are navigation links: 'www.socialsecurity.gov', 'BSO Welcome | BSO Information | Keyboard Navigation', and 'BSO.HELP'. The main content area is titled 'Registration for Business Services Online'. On the left side, there is a sidebar with 'Online Services Availability' (Monday-Friday: 5 AM - 1 AM EST, Saturday: 5 AM - 11 PM EST, Sunday: 6 AM - 11:30 PM EST), a warning 'DON'T USE YOUR BROWSER'S BACK BUTTON', and instructions about the Personal Identification Number (PIN) and residence address. The main form area contains a 'Form Approved: OMB No. 0960-0626' and 'Expiration date: 09/30/2009'. Below this, there is a paragraph of information about the user ID request. The form fields include: First Name, Middle Name (Optional), Last Name, Suffix (Optional), U.S. Social Security Number (with a note: 'If you do NOT have an SSN leave this field blank.'), Date of Birth (m m d d y y y y), Permanent Address Line 1, Permanent Address Line 2 (Optional), City, Country (dropdown menu set to 'United States'), State Abbreviation (for U.S.) / Province, ZIP (for U.S.) / Postal Code, ZIP Extension (for U.S.) (Optional), Phone Number, Phone Extension (Optional), Fax Number, and E-mail (with a note: '(Needed to notify you about registration and other updates)'). Below the form fields, there is a section for security questions: 'The answers to the five questions below will be required if you forget your password to verify your identity and allow you to select a new password.' This section contains five dropdown menus labeled 'Select a Question' and corresponding input fields. At the bottom of the form, there are fields for 'Enter Password:' and 'Reenter Password:' (both with a note: '(not case sensitive)'), and 'Cancel' and 'Register' buttons. At the very bottom, there is a footer with 'www.socialsecurity.gov' and 'BSO Welcome | BSO Information | Keyboard Navigation'. A small note at the bottom center says: 'Have a question? Call 1-800-772-6270 Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.'

PASO 4: Complete el formulario de Inscripción a los Servicios por Internet para empresas.



CONSEJOS

- Los campos señalados con un asterisco (*) tienen que ser completadas.
- Se le enviará un recordatorio a su correo electrónico indicándole que cambie su contraseña dos semanas antes de que caduque, cuando provee una dirección válida de correo electrónico es obligatoria.
- No utilice signos de puntuación en ningún campo.
- El botón que lee, «Help» (Ayuda) que está localizado en la parte superior de cada página, provee un enlace para ayuda adicional para cada sección.
- Las contraseñas deben estar compuestas de ocho caracteres y deben contener números y letras. Por favor recuerde su contraseña.

PASO 5: Pulse en el botón que lee, «**Register**» (Inscríbese) para procesar el formulario de inscripción. El sistema mostrará otra vez el formulario para inscribirse a Servicios por Internet para Empresas, junto con una lista de cualquier corrección que necesite hacer antes de inscribirse exitosamente.

PASO 6: Pulse en el botón que lee, «**Register**» para procesar el formulario de inscripción. El sistema le mostrará la página de «Successful Registration» para su «User ID». (Para regresar a la página titulada, «Business Services Online Welcome» sin inscribirse, pulse en el botón que lee, «**Cancel**» [Cancelar]).

The screenshot shows the 'Successful Registration' page on the Social Security Business Services Online portal. The page header includes 'Social Security Online' and 'Business Services Online'. The main content area states 'Your registration request was successful.' and displays the User ID '3E5TG6Y6' in red. It also includes a warning: 'DON'T USE YOUR BROWSER'S BACK BUTTON'. Below this, it instructs the user to secure their User ID and provides a password expiration date of 11/25/2008. At the bottom, there are buttons for 'BSO Welcome' and 'Login', and a footer with contact information for customer support.

PASO 7: Pulse en el botón que lee, «**BSO Welcome**» (Continuar) para salir de esta página. El sistema mostrará la página titulada, «Business Services Online»

NOTA



Si se inscribió sin proveer un número de Seguro Social expedido por el gobierno de los EE. UU., requeriremos identificación adicional antes de otorgarle acceso al BSO.

NOTE

LECCIÓN 3: CÓMO COMPLETAR LA INSCRIPCIÓN POR TELÉFONO

Es posible que los usuarios nuevos tengan que llenar la inscripción por Internet comunicándose con un agente de Servicios al Consumidor para Empresas. Siga las siguientes instrucciones para completar su inscripción por teléfono después de hablar con un agente de Servicios al Consumidor para Empresas.

PASO 1: Dirija su navegador a la página titulada, «Business Services Online Welcome» (Bienvenido a los Servicios por Internet para Empresas):
www.segurosocial.gov/bsowelcome.htm (sólo disponible en inglés).

PASO 2: Pulse en el enlace que lee, «**Complete Phone Registration**» (Complete la Inscripción por Teléfono) en la página titulada, «Business Services Online Welcome». El sistema mostrará la página titulada, «Complete Phone Registration».

The screenshot shows the 'Complete Phone Registration' page on the Social Security Business Services Online portal. The page has a red header with 'Social Security Online' and 'Business Services Online'. Below the header is a navigation bar with 'www.socialsecurity.gov', 'BSO Welcome | BSO Information | Keyboard Navigation', and 'BSO HELP'. The main content area is titled 'Complete Phone Registration' and includes the following text: 'A User identification (User ID) and password are required to use Business Services Online. Your User ID was issued during the registration process. You must now choose your personal password to complete registration.' Below this text are several input fields: 'User ID:', 'First Name:', 'Last Name:', 'U.S. Social Security Number:' (with a note '(If you do NOT have an SSN leave this field blank.)'), 'Date of Birth (MMDDYYYY):', 'Enter Password:', and 'Re-enter Password:'. There are 'Cancel' and 'Complete Phone Registration' buttons at the bottom. On the left side, there is a sidebar with 'Online Services Availability' (Monday-Friday: 5 AM - 1 AM EST, Saturday: 5 AM - 11 PM EST, Sunday: 8 AM - 11:30 PM EST), a warning 'DON'T USE YOUR BROWSER'S BACK BUTTON', and password requirements: 'Your password must be at least 8 characters long and be a combination of letters and numbers. For example, there must be at least 1 letter and 1 number in your password. Passwords are NOT case sensitive. Do Not use special characters.'

PASO 3: Ingrese la información que se solicita en los encasillados que aparecen en la página titulada, «Business Services Online Complete Phone Registration».



Es posible que no necesite un número de Seguro Social, dependiendo de cómo piensa registrarse.

PASO 4: Pulse en el botón que lee, «**Complete Phone Registration**» (Complete la inscripción telefónica). El sistema mostrará un mensaje confirmando que ha completado la inscripción telefónica. (Para regresar a la página titulada, «Business Services Online Welcome» sin completar el proceso de inscripción, pulse en el botón que lee, «**Cancel**» [Cancelar].)

PASO 5: Pulse en el botón que lee, «**Login**» para ver la página que titulada, «Log In to BSO». De otro modo, pulse en el botón que lee, «**BSO Welcome**» para ver la página que titulada, «Business Services Online Welcome».

LECCIÓN 4: CÓMO SOLICITAR ACCESO A LOS SERVICIOS DEL BSO

Siga las siguientes instrucciones para ingresar al BSO con su «User ID» (Identificación de Usuario) y contraseña.

PASO 1: Dirija su navegador a la página titulada, «Business Services Online Welcome» (Bienvenido a los Servicios por Internet para Empresas):
www.segurosocial.gov/bso/bsowelcome.htm (sólo disponible en inglés).

PASO 2: Pulse en el enlace que lee, «**Login**» (Acceso) en la página, «Business Services Online Welcome». El sistema mostrará la página titulada, «Log In to BSO».

The screenshot shows the 'Log In to BSO' page. At the top, there is a red banner with 'Business Services Online' and a blue navigation bar with 'www.socialsecurity.gov', 'BSO Welcome | BSO Information | Keyboard Navigation', and 'BSO HELP'. The main content area has a white background with a grey sidebar on the left. The sidebar contains 'Online Services Availability' (Monday-Friday: 5 AM - 1 AM EST, Saturday: 5 AM - 11 PM EST, Sunday: 8 AM - 11:30 PM EST), a yellow box with 'DON'T USE YOUR BROWSER'S BACK BUTTON', and a note: 'Effective October 2007, your Personal Identification Number (PIN) is now referred to as your User ID.' Below this is a link: 'Need to complete your phone registration?'. The main content area has the title 'Log In to BSO' and a form with 'User ID:' and 'Password:' fields. Below the password field is a link 'Forgot your password?'. The form includes a statement: 'I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files. I certify that:' followed by four bullet points of certification. At the bottom of the form is a checkbox 'I Accept' and two buttons: 'Cancel' and 'Login'. The footer contains contact information: 'Have a question? Call 1-800-772-6270 Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.' and navigation links: 'www.socialsecurity.gov', 'BSO Welcome | BSO Information | Keyboard Navigation'.

PASO 3: Ingrese su «User ID» y contraseña.

PASO 4: Pulse en el botón que lee, «**I ACCEPT**» (Acepto) después de leer y consentir con las condiciones definidas en la página **Log In to BSO**. Esto mostrará la página principal «**BSO Main Menu**». (Para regresar a la página de Bienvenida del BSO, pulse en el botón que dice «**Cancel**» (Cancelar).



El menú que aparece en la página titulada, «BSO Main Menu» es específicamente para usted y solamente presenta los programas y servicios a los que tiene acceso.

NOTA

The screenshot shows the 'Business Services Online' main menu. At the top, there's a red header with 'Social Security Online' and 'Business Services Online'. Below that is a dark blue navigation bar with links: 'www.socialsecurity.gov', 'BSO Main Menu', 'BSO Information', 'Contact Us', and 'Keyboard Navigation'. The main content area has a white background. On the left, there's a section for 'Online Services Availability' with a list of hours: Monday-Friday (5 AM - 11 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 also features a welcome message: 'Welcome, PATRICIA ORTALE' and 'Your password expires on February 26, 2008'. Underneath is the 'Account Maintenance' section with three links: 'Request, activate or remove access to services', 'Re-request or deactivate access to services', and 'Change your password'. At the bottom, there's 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 Service personnel. For TDD/TTY call 1-800-325-0778.' and another navigation bar with the same links as the top.

PASO 5: Pulse en el enlace que lee, «Account Maintenance» (Mantenimiento de la Cuenta) para mostrar las opciones para mantenimiento de la cuenta.

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Social Security Online **Business Services Online**

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

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

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

Online Services Availability

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

DON'T USE YOUR BROWSER'S BACK BUTTON

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

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

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

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

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

[BSO Main Menu](#)

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

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

PASO 6: Pulse en el enlace que lee, «Request Access to BSO Services» (Solicitar acceso a los servicios del BSO) para pasar a la página titulada «Request Access to BSO Services».

(Para regresar a la página principal de opciones del BSO, pulse en el botón que lee, «BSO Main Menu».)

Request Access To BSO Services

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

GUÍA DE SERVICIOS POR INTERNET PARA EMPRESAS (BSO, SIGLAS EN INGLÉS)
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PASO 7: La página titulada, «Employer Services Suite» (Conjunto de opciones de servicios para las empresas) es el primer paso del procedimiento «BSO Request Access Wizard» que le permitirá ingresar a las funciones que quiere llevar a cabo. Elija qué desea hacer pulsando en los encasillados de los servicios para los que desea tener acceso.



NOTA

Si por casualidad no ve la función que busca, es posible que, (1) ya tenga acceso a ella, (2) hace poco que solicitó acceso a esta o (3) no tenga los privilegios requeridos para obtener acceso.

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The screenshot shows the 'Business Services Online' page on the Social Security website. The main heading is 'Request Access to BSO Services'. Below this, there is a section titled 'Report Wages to Social Security' with the question 'Do you want to report wages to Social Security?'. There are two radio button options: 'Yes' and 'No', with 'No' selected. A list of bullet points explains the benefits of requesting access, such as creating and submitting forms online and uploading wage submission files. Navigation buttons for '<< Previous' and 'Next >>' are visible. The page also includes a sidebar with 'Online Services Availability' and a footer with contact information.

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

Request Access to BSO Services LOGOUT | BSO HELP
Page 2 of 4

Report Wages to Social Security
Do you want to report wages to Social Security?

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

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

Yes
 No

<< Previous Next >>

Have a question? Call 1-800-772-6270 Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-4778.


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

PASO 8: Para ingresar a la opción para informar salarios, pulse en el botón que lee, «Yes» (Si) y luego en el que lee, «Next» (Próximo).

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Social Security Online **Business Services Online**

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

 **Request Access to BSO Services** LOGOUT | HELP

BSO Main Menu > Account Maintenance Menu > Request Access Page 2 of 3

Online Services Availability


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

DON'T USE YOUR BROWSER'S BACK BUTTON

View File / Wage Report Status, Errors and Error Notices

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

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



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

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

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

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

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

PASO 9: Para obtener el formato que desea ver de los estados de Informes de Salarios pulsé en uno de los botones que aparecen en la pantalla y luego pulse en el botón que lee, «Next».

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The screenshot shows the 'Request Access to BSO Services' page. On the left, there is a sidebar with 'Online Services Availability' (Monday-Friday: 5 AM - 1 AM ET, Saturday: 5 AM - 11 PM ET, Sunday: 8 AM - 11:30 PM ET) and a warning: 'DON'T USE YOUR BROWSER'S BACK BUTTON'. The main content area is titled 'Social Security Number Verification Service (SSNVS)' and asks 'Do you want to verify Social Security Numbers Online?'. Below this question is a warning icon and text: 'Access to the name/number verification service involves a more rigorous process and requires pre-authorization from your employer. If access is requested, your employer will be notified via first class mail, usually within 2 weeks. The notice will include an activation code which is needed to activate your request.' There are two radio buttons: 'Yes' (unselected) and 'No' (selected). At the bottom of the form area are 'Previous' and 'Next' buttons. The footer contains contact information: 'Have a question? Call 1-800-772-6270 Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-4778.'

PASO 10: Para obtener acceso a los Servicios de Verificación de Números de Seguro Social (SSNVS, siglas en inglés) pulse en el botón que lee, «Yes» (Sí) y luego el botón que lee, «Next» (Próximo). El sistema mostrará la pantalla que lee, «Request Summary» (Solicite un resumen) en la página que lee, «Request Access to BSO Services».

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The screenshot shows the 'Request Access to BSO Services' page on the Social Security Online portal. The page has a red header with 'Social Security Online' and 'Business Services Online'. Below the header is a navigation bar with 'www.socialsecurity.gov', 'BSO Main Menu', 'BSO Information', 'Contact Us', and 'Keyboard Navigation'. The main content area is titled 'Request Access to BSO Services' and includes a 'LOGOUT | HELP' link. A breadcrumb trail shows 'BSO Main Menu > Account Maintenance Menu > Request Access'. The 'Request Summary' section lists the selected functions: 'Report Wages to Social Security', 'View File / Wage Report Status, Errors and Error Notices without Name/SSN Errors', and 'Social Security Number Verification Service (SSNVS)'. A yellow warning box on the left says 'DONT USE YOUR BROWSER'S BACK BUTTON'. Below the summary, there is a paragraph of instructions and two buttons: '<< Previous' and 'Confirm'. At the bottom, there is contact information for customer service.

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

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

Request Summary

You have selected the following functions:

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

Select the "Confirm" button below to send your access request to the Social Security Administration. If you wish to make changes, use the "<< Previous" button to return to the appropriate page.

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

PASO 11: Revise la lista de funciones que puede llevar a cabo y pulse en el botón que lee, «Confirm» (Confirmar) para confirmar lo que ha seleccionado. El sistema mostrará la página que lee, «Request Access to BSO Services Confirmation» (Confirmación de la solicitud para ingresar a los servicios del BSO).

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The screenshot shows the 'Request Access to BSO Services Confirmation' page. The header includes 'Social Security Online' and 'Business Services Online'. A navigation bar at the top right contains links for 'BSO Main Menu', 'BSO Information', 'Contact Us', and 'Keyboard Navigation'. The main content area is titled 'Request Access to BSO Services Confirmation' and includes a 'LOGOUT | BSO HELP' link. A breadcrumb trail shows the path: 'BSO Main Menu > Account Maintenance Menu > Request Access to BSO Services > Request Access to BSO Services Confirmation'. The page states that the request was received on June 27, 2008, and asks the user to print the page. It lists several services that have been activated: 'Report Wages to Social Security', 'Form SSA-1694 Request for Business Entity Taxpayer Information', 'View Name and Social Security Number Errors with Name / SSN Errors', and 'Social Security Number Verification Service'. Each service has a brief description of how to use it. A yellow warning box says 'DON'T USE YOUR BROWSER'S BACK BUTTON'. A 'BSO Main Menu' button is located at the bottom center. A footer contains contact information: 'Have a question? Call 1-800-772-6270 Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.' The footer also includes the 'www.socialsecurity.gov' URL and the same navigation links as the top.

La pantalla de confirmación demuestra qué funciones ha seleccionado, a las cuáles tiene acceso y que requieren una contraseña para tener acceso a ellas. Normalmente, las contraseñas se envían por correo general y las recibe dentro de un periodo de dos semanas.

PASO 12: Pulse en el botón que lee, «BSO Main Menu» para regresar a al menú principal de opciones.

Lección 5: Activar acceso a los servicios de BSO

PASO 1: Dirija su navegador a la página que lee, «Business Services Online Welcome» (Bienvenido a los Servicios por Internet para Empresas):

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

PASO 2: Pulse en el enlace que lee, «**Log In**» (Ingresar) en la página titulada, «Business Services Online Welcome». El sistema mostrará la página titulada, «Log In to BSO» (Ingrese al BSO).

Social Security Online
www.socialsecurity.gov

Business Services Online
BSO Welcome | BSO Information | Keyboard Navigation

Log In to BSO [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 October 2007, your Personal Identification Number (PIN) is now referred to as your User ID.

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

User ID:
(formerly referred to as PIN)

Password: [Forgot your password?](#)
(not case sensitive)

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 prevent me from using these services if SSA determines or suspects there has been misuse of the services.
- I am aware that any person who knowingly and willingly makes any representation to falsely obtain information from Social Security records and/or intends to deceive the Social Security Administration as to the true identity of an individual could be punished by a fine or imprisonment, or both.
- I am authorized to do business under this User ID.

By checking the box below you certify that you have read, understand and agree to the user certification of Business Services Online.

I Accept

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 | Keyboard Navigation

PASO 3: Ingrese su «User ID» (Identificación del Usuario) y contraseña.

PASO 4: Seleccione el botón de «**I Accept**» (en español, Acepto) después de leer las condiciones definidas en la página, Log In to BSO. El sistema mostrará la página, Business Services Online Main Menu. (Para regresar a la página de Bienvenida del BSO, seleccione el botón «**Cancel**» [Cancelar]).

Entre su User ID y contraseña



El menú que aparece en la página titulada, «BSO Main Menu» es específicamente para usted y solamente presenta los programas y servicios a los que tiene acceso.

NOTA

The screenshot shows the 'Business Services Online' main menu. At the top, there is a red header with 'Social Security Online' and 'Business Services Online'. Below this is a dark blue navigation bar with links for 'BSO Main Menu', 'BSO Information', 'Contact Us', and 'Keyboard Navigation'. The main content area is white and features a 'Main Menu' title and a 'LOGOUT | HELP' link. A welcome message for 'PATRICIA ORTALE' is displayed, along with a password expiration notice for 'February 26, 2008'. There are three main sections: 'Report Wages' (with sub-links for submitting, viewing status, and requesting extensions), 'Account Maintenance' (with sub-links for requesting access, re-requesting access, and changing passwords), and 'Online Services Availability' (with a list of service hours for Monday-Friday, Saturday, and Sunday). A yellow warning box states 'DON'T USE YOUR BROWSER'S BACK BUTTON'. At the bottom, there is contact information for customer support.

PASO 5: Pulse en el enlace que lee, «Account Maintenance Link» para ver el menú de Mantenimiento de cuenta..

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

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

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

Online Services Availability

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

DON'T USE YOUR BROWSER'S BACK BUTTON

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

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

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

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

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

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

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

[BSO Main Menu](#)

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

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

PASO 6: Pulse en el enlace que lee, «**Activate Access to BSO Services**» (Active el acceso a los servicios del BSO).

(Para regresar a la página principal del BSO, pulse el botón que lee «**BSO Main Menu**»)

Activate Access To BSO Services

Enter activation code(s) to gain full access to requested BSO service(s).

El sistema mostrará la página titulada, «**Activate Access to BSO Services**».

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PASO 7: Ingrese el código de activación en el encasillado que lee, «**Enter your Activation Code**» (Ingrese su código de activación) y pulse en el botón que lee, «**Activate**» (Activar). El sistema mostrará la página que lee, «**Activation Code Approved**» (Código de activación confirmado). (Para regresar a la página principal del menú principal del BSO, pulse en el botón que lee, «**Cancel**» [Cancelar]).

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Social Security Online
Business Services Online

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

Activation Code Approved [LOGOUT](#) | [HELP](#)

BSO Main Menu > Account Maintenance Menu > Activate Access > Activate Access Successful

Online Services Availability

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

DONT USE YOUR BROWSER'S BACK BUTTON

Your request to View File/Wage Report Status, Errors, and Error Notices has been approved.

Please select the "Enter Activation Code" button to enter another activation code, or select the "[BSO Main Menu](#)" button to access View File/Wage Report Status, Errors, and Error Notices.

BSO Main Menu Enter Another Activation Code

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

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

PASO 8: Pulse en el enlace que lee, «**BSO Main Menu**» (Página principal del BSO) para regresar a la página principal del BSO. El menú en la página principal de BSO debe mostrar el nuevo servicio que acaba de activar. De lo contrario, pulse en el enlace que lee, «**Enter Another Activation Code**» (Ingrese otro código de activación) para ingresar otro código de activación.

LECCIÓN 6: VOLVER A PEDIR CÓDIGOS DE ACTIVACIÓN

Siga las siguientes instrucciones para solicitar los códigos de activación otra vez, para obtener acceso a los servicios del BSO. Use esta opción si no ha recibido sus códigos de activación del Seguro Social o si se le han extraviado. Puede solicitarlos otra vez si han pasado por lo menos 10 días desde que solicitó acceso a los servicios del BSO. Si solicita los códigos de acceso otra vez, los códigos otorgados anteriormente se invalidan.

PASO 1: Dirija su navegador a la página titulada, Business Services Online Welcome (Bienvenido a los Servicios por Internet para Empresas):

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

PASO 2: Pulse en el enlace que lee, «Log In» (Ingrese) en la página titulada, «Business Services Online Welcome». El sistema mostrará la página titulada, «Log In to BSO» (Ingrese al BSO).

The screenshot shows the 'Log In to BSO' page. 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 Welcome | BSO Information | Keyboard Navigation' on the right. The main content area has a white background. On the left side, there is a sidebar with 'Online Services Availability' (Monday-Friday: 5 AM - 1 AM EST, Saturday: 5 AM - 11 PM EST, Sunday: 8 AM - 11:30 PM EST), a yellow box with 'DON'T USE YOUR BROWSER'S BACK BUTTON', and a note about the Personal Identification Number (PIN) being referred to as a User ID. The main content area features the 'Log In to BSO' title, a 'BSO HELP' link, and a login form with 'User ID' and 'Password' fields. Below the form is a section for user certification with a list of terms and an 'Accept' checkbox. At the bottom, there are 'Cancel' and 'Login' buttons. A footer at the very bottom contains contact information: 'Have a question? Call 1-800-772-6270 Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.' and the navigation bar is repeated.

PASO 3: Ingrese su «User ID» (Identificación de Usuario) y contraseña.

PASO 4: Pulse en el encasillado que lee, «**I Accept**» (Acepto) y también en el botón que lee, «**Login**» después de leer y estar de acuerdo con las condiciones definidas en la página titulada, «Log In to BSO» (Ingrese al BSO). El sistema mostrará la página titulada, «BSO Main Menu». (Para regresar a la página inicial titulada, «Business Services Online Welcome», pulse en el botón que lee, «**Cancel**» [Cancelar]).



NOTA

El menú que aparece en la página titulada, «BSO Main Menu» es específicamente diseñado para usted y solamente presenta los programas y servicios a los que tiene acceso.

Screenshot of the Business Services Online Main Menu page. The page features a red header with "Social SecurityOnline" 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 includes a "Main Menu" section with a "Logout" and "Help" link. A yellow box on the left says "DON'T USE YOUR BROWSER'S BACK BUTTON". The "Account Maintenance" section lists options like "Request, activate or remove access to services", "Re-request or deactivate access to services", and "Change your password". A footer contains contact information for customer service.

PASO 5: Pulse en el enlace que lee, «Account Maintenance» (Mantenimiento de la cuenta) para mostrar la página que contiene el menú de opciones.

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Social Security Online
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Account Maintenance [LOGOUT](#) | [HELP](#)

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

Online Services Availability

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

DON'T USE YOUR BROWSER'S BACK BUTTON

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

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

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

[Remove Access To BSO Services](#)
Disable your access to BSO services.

[Deactivate Your User ID](#)
Deactivate your user identification and disable your access to BSO services.

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

[Update Your Registration Information](#)
Update or change your registration information - correct address, phone number, company phone number, or e-mail address.

[BSO Main Menu](#)

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

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

PASO 6: Pulse en el enlace que lee, «**Re-Request Activation Codes**» (Solicite los códigos de activación otra vez).

(Para regresar a la página principal del menú principal del BSO, pulse en el botón que lee, «**BSO Main Menu**»).

[Re-Request Activation Codes](#)

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

El sistema mostrará la página titulada, «**Re-Request Activation Codes**».

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The screenshot shows the 'Business Services Online' interface for 'Social Security Online'. The page title is 'Re-Request Activation Codes'. On the left, there is a sidebar with 'Online Services Availability' (Monday-Friday: 5 AM - 1 AM ET, Saturday: 5 AM - 11 PM ET, Sunday: 8 AM - 11:30 PM ET) and a warning: 'DON'T USE YOUR BROWSER'S BACK BUTTON'. Below that, it says 'Select this link for more information regarding the Proper Use of Social Security Number Verification Service'. The main content area explains that users can re-request access to services if they haven't received an activation code. It offers two options: 'View File/Wage Report Status, Errors, and Error Notices with Name / SSN Errors' and 'Social Security Number Verification Service (SSNVS)'. Each option includes a list of details to review and a red warning: '*Access to this service involves a more rigorous process and requires pre-authorization from your employer. If it has been 2 weeks since you requested this access and you have not yet received your activation code from your employer, please check with your employer first before re-requesting another activation code.' At the bottom, there are 'Cancel' and 'Re-Request' buttons. A footer contains contact information: 'Have a question? Call 1-800-772-6270 Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-4778.'

PASO 7: Pulse en el (los) encasillado(s) del/de los servicio(s) que recientemente solicitó.

PASO 8: Pulse en el botón que lee, «**Re-Request**» (Solicitar otra vez). El sistema mostrará la página titulada, «Re-request Activation Codes Confirmation» (Confirmación de la petición nueva de códigos activación activar el ingreso a tareas otra vez).

GUÍA DE SERVICIOS POR INTERNET PARA EMPRESAS (BSO, SIGLAS EN INGLÉS)
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SERVICIOS DE INSCRIPCIÓN

The screenshot shows the Social Security Business Services Online (BSO) website. The header includes the Social Security Online logo and the text "Business Services Online". Below the header, there are navigation links for "BSO Main Menu", "BSO Information", "Contact Us", and "Keyboard Navigation". The main content area is titled "Re-Request Activation Codes Confirmation" and includes a "LOGOUT | HELP" link. A breadcrumb trail shows the user's path: "BSO Main Menu > Account Maintenance Menu > Request Access to BSO Services > Re-Request Activation Codes Confirmation". The main message states: "Your re-request was received on Jul 13, 2007." and "Please print this for your records." There are two sections: "View Name and Social Security Number Errors with Name / SSN Errors" and "Social Security Number Verification Service", both explaining that activation codes have been sent by first class mail to the address on record for the employer (Crofton, MD). At the bottom of the main content area, there are two buttons: "BSO Main Menu" and "Re-Request Another Activation Code". A footer contains contact information: "Have a question? Call 1-800-772-6270 Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778." The left sidebar contains "Online Services Availability" with a list of hours for Monday-Friday, Saturday, and Sunday. Below this is a yellow box with the text "DON'T USE YOUR BROWSER'S BACK BUTTON". At the bottom of the sidebar, there is a detailed explanation of activation codes and instructions on how to enable services.

PASO 9: Pulse en el botón que lee, «BSO Main Menu» para regresar a la página principal del BSO. Pulse en botón que lee, «**Re-Request Another Activation Code**» (Solicitar una vez más otro código para activar el ingreso a funciones adicionales).

LECCIÓN 7: CÓMO DESCONTINUAR ACCESO A LOS SERVICIOS DEL BSO

Siga las instrucciones a continuación para discontinuar el acceso a los servicios que presta el BSO. Use esta opción si ya no necesita usar un servicio de BSO.

PASO 1: Dirija su navegador a la página titulada, «Business Services Online Welcome» (Bienvenido a los Servicios por Internet para Empresas):
www.segurosocial.gov/bsowelcome.htm (sólo disponible en inglés).

PASO 2: Pulse en el botón que lee, «**Log In**» (Ingrese) en la página titulada, «Business Services Online Welcome». El sistema mostrará la página titulada, «Log In to BSO» (Ingrese al BSO).

Social Security Online
www.socialsecurity.gov

Business Services Online
BSO Welcome | BSO Information | Keyboard Navigation

Log In to BSO [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 October 2007, your Personal Identification Number (PIN) is now referred to as your User ID.

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

User ID:
(formerly referred to as PIN)

Password: [Forgot your password?](#)
(not case sensitive)

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 prevent me from using these services if SSA determines or suspects there has been misuse of the services.
- I am aware that any person who knowingly and willingly makes any representation to falsely obtain information from Social Security records and/or intends to deceive the Social Security Administration as to the true identity of an individual could be punished by a fine or imprisonment, or both.
- I am authorized to do business under this User ID.

By checking the box below you certify that you have read, understand and agree to the user certification of Business Services Online.

I Accept

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 | Keyboard Navigation

PASO 3: Ingrese su «User ID» (Identificación de Usuario) y contraseña

PASO 4: Pulse en el botón que lee, «**I Accept**» (Acepto) pulse en el botón que lee, «**Login**» (Ingrese), después de leer y estar de acuerdo con las condiciones definidas en la página titulada, «Log In to BSO». El sistema mostrará la página, Business Services Online Main Menu (en español, Acceso a los Servicios por Internet para negocios). (Para regresar a la página principal del menú principal del BSO, pulse en el botón que lee, «**Cancel**» [Cancelar]).



NOTA

El menú que aparece en la página titulada, «BSO Main Menu» es específicamente diseñado para usted y solamente presenta los programas y servicios a los que tiene acceso.

Screenshot of the Social Security Online Business Services Main Menu. The page features a red header with "Social Security Online" and "Business Services Online". Below the header is a navigation bar with links for "BSO Main Menu", "BSO Information", "Contact Us", and "Keyboard Navigation". The main content area is titled "Main Menu" and includes a welcome message for "PATRICIA ORTALE", a password expiration notice for "February 26, 2008", and links for "Report Wages" and "Account Maintenance". A yellow box on the left side of the page contains the text "DONT USE YOUR BROWSER'S BACK BUTTON". The footer contains contact information for customer service.

PASO 5: Pulse en el enlace que lee, «Account Maintenance» (Mantenimiento de la cuenta) para ver el menú de opciones que puede llevar a cabo en el área de «Account Maintenance».

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PARA EL AÑO TRIBUTABLE 2008 (FY 08, SUS SIGLAS EN INGLÉS)
SERVICIOS DE INSCRIPCIÓN

Social Security Online
www.socialsecurity.gov

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

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

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

Online Services Availability

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

DON'T USE YOUR BROWSER'S BACK BUTTON

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

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

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

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

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

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

[BSO Main Menu](#)

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

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

PASO 6: Pulse en el enlace que lee, « **Remove Access to BSO Services**».

(Para regresar a la página titulada, «BSO Main Menu» (Página principal de opciones del BSO) pulse en el botón que lee, «**BSO Main Menu**».)

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

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

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The screenshot shows the 'Business Services Online' page on the Social Security website. The page title is 'Remove Access to BSO Services'. On the left, there is a sidebar with 'Online Services Availability' and a warning: 'DON'T USE YOUR BROWSER'S BACK BUTTON'. The main content area contains a list of services to be removed, each with a checkbox and a description of the service and its requirements. The services listed are: 'Form SSA-1694 Request for Business Entity Taxpayer Information', 'View File / Wage Report Status, Errors, and Error Notices with Name / SSN Errors', 'Social Security Number Verification Service (SSNVS)', and 'Report Wages to Social Security'. At the bottom of the list are 'Cancel' and 'Remove' buttons. A footer contains contact information: 'Have a question? Call 1-800-772-6270 Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.'

Social Security Online
www.socialsecurity.gov

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

Remove Access to BSO Services
LOGOUT | BSO HELP

BSO Main Menu > Account Maintenance Menu > Remove Access to BSO Services

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

Form SSA-1694 Request for Business Entity Taxpayer Information

Law firms, partnerships, corporations, and multi-member LLCs/LLPs that have attorneys and/or non-attorney representatives as partners or employees who receive direct payment must provide us with taxpayer identification information for that business entity using the Business Taxpayer Information Form. You will be able to:

- Complete a Business Taxpayer Information Form
- Update a Business Taxpayer Information Form

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

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

Social Security Number Verification Service (SSNVS)

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

Report Wages to Social Security

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

Cancel Remove

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

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

PASO 7: Pulse en los encasillados del (de los) servicio(s) que desea discontinuar y luego pulse en el botón que lee, «**Remove**» (Descontinuar). El sistema mostrará la página titulada, «Remove Access to BSO Services Successful» (Descontinuación de acceso a los servicios del BSO).

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The screenshot shows the 'Business Services Online' interface. At the top, there is a red header with 'Social Security Online' and 'Business Services Online'. Below this is a dark blue navigation bar with links for 'BSO Main Menu', 'BSO Information', 'Contact Us', and 'Keyboard Navigation'. The main content area has a white background with a blue header for 'Remove Access to BSO Services Successful'. To 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 text area contains a message explaining that the request to remove access to Report Wages, SSNVS, and other services was successful. Below the message are two buttons: 'BSO Main Menu' and 'Deactivate Another Service'. At the bottom, there is a footer with contact information and another navigation bar.

PASO 8: Pulse en el botón que lee, «**BSO Main Menu**» para regresar al menú principal de opciones. Pulse en el botón que lee, «**Deactivate Another Service**» para volver al menú de opciones para discontinuar acceso a algún otro servicio.

LECCIÓN 8: PROCEDIMIENTO DE INGRESO

Siga las instrucciones a continuación para ingresar al BSO usando su «User ID» (Identificación de Usuario) y contraseña.

PASO 1: Dirija su navegador a la página titulada, «Business Services Online Welcome (Bienvenido a los Servicios por Internet para Empresas): www.segurosocial.gov/bsowelcome.htm (sólo disponible en inglés).

PASO 2: Pulse en el botón que lee, «**Log In**» (Ingrese) en la página titulada, «Business Services Online Welcome». El sistema mostrará la página titulada, «Log In to BSO» (Ingrese al BSO).

The screenshot shows the 'Log In to BSO' page. The header includes 'Social Security Online' and 'Business Services Online'. The main content area has a 'User ID' field (formerly referred to as PIN) and a 'Password' field (not case sensitive). There is a 'Forgot your password?' link. Below the fields is a certification section with a list of terms and conditions, followed by a checkbox labeled 'I Accept'. At the bottom are 'Cancel' and 'Login' buttons. The footer contains contact information for customer service.

PASO 3: Ingrese su «User ID» (Identificación de Usuario) y contraseña

PASO 4: Pulse en el botón que lee, «**I Accept**» (Acepto) y seleccione el botón de Login después de leer y aceptar las condiciones definidas en la página de Login. El sistema mostrará la página, Business Services Online Login (en español, Acceso a los Servicios por Internet para negocios). (Para regresar a la página de Bienvenida del BSO, pulse el botón que lee «Cancel» (Cancelar).



NOTA

El menú que aparece en la página titulada, «BSO Main Menu» es específicamente diseñado para usted y solamente presenta los programas y servicios a los que tiene acceso.

Social Security Online
www.socialsecurity.gov

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

Online Services Availability

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

DON'T USE YOUR BROWSER'S BACK BUTTON

WELCOME TO THE BUSINESS SERVICES ONLINE MAIN MENU

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

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

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

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

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

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

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

LECCIÓN 9: PROCESO PARA SALIR

Siga las siguientes instrucciones para salir del BSO.

PASO 1: Pulse en uno de los botones que leen, «Logout» (Salir) que aparecen en la pantalla.

El sistema mostrará la página titulada, «Log Out of BSO» (Salir del BSO).

The screenshot shows the 'Log Out of BSO' page on the Social Security Business Services Online portal. The page has a red header with 'Business Services Online' and a blue navigation bar with links for 'BSO Main Menu', 'BSO Information', 'Contact Us', and 'Keyboard Navigation'. The main content area asks 'Are you sure you want to log out of Business Services Online?' with 'No' and 'Yes' buttons. A yellow warning box says 'DON'T USE YOUR BROWSER'S BACK BUTTON'. The footer includes contact information for customer service.

PASO 2: Pulse en el botón que lee, «Yes» (Sí) para terminar la sesión actual. El sistema mostrará la página titulada, «Customer Satisfaction Survey» (Encuesta sobre la satisfacción del cliente) o la página titulada, «Business Services Online Welcome». (Para continuar con su sesión y regresar a la página principal del BSO titulada, «BSO Main Menu», pulse en el botón que lee, «No»).

LECCIÓN 10: CÓMO CAMBIAR SU CONTRASEÑA

Se requiere que cambie sus contraseñas anualmente para mantener activo su Identificación de Usuario («User ID»). Siga las instrucciones a continuación para cambiar su contraseña.



NOTA

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

PASO 1: Dirija su navegador a la página titulada, «Business Services Online Welcome» (Bienvenido a los Servicios por Internet para Empresas):

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

PASO 2: Pulse en el botón que lee, «**Log In**» (Ingrese) en la página titulada, «Business Services Online Welcome». El sistema mostrará la página titulada, «Log In to BSO» (Ingrese al BSO).

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PASO 3: Ingrese su «User ID» (Identificación de Usuario) y contraseña.

PASO 4: Pulse en el encasillado que lee, «**I Accept**» (Acepto) y luego pulse en el botón que lee, «**Login**» después de leer y estar de acuerdo con las condiciones definidas en la página titulada, «Log In to BSO». El sistema mostrará la página titulada, «BSO Main Menu». (Para regresar a la página inicial titulada, «Business Services Online Welcome», pulse en el botón que lee, «**Cancel**» (Cancelar).



NOTA

El menú que aparece en la página titulada, «BSO Main Menu» es específicamente diseñado para usted y solamente presenta los programas y servicios a los que tiene acceso.

GUÍA DE SERVICIOS POR INTERNET PARA EMPRESAS (BSO, SIGLAS EN INGLÉS)
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The screenshot shows the 'Business Services Online' main menu. At the top, there is a red header with 'Social Security Online' and 'Business Services Online'. Below the header is a navigation bar with 'www.socialsecurity.gov', 'BSO Main Menu', 'BSO Information', 'Contact Us', and 'Keyboard Navigation'. The main content area is titled 'Main Menu' and includes a 'LOGOUT | HELP' link. A welcome message for 'JANE DOE' states that the password expires on March 16, 2008. The menu lists several services: 'Report Wages To Social Security', 'View File / Wage Report Status with Name / SSN Errors', 'Social Security Numbers Verification Service', and 'Account Maintenance'. A yellow box on the left side contains the warning 'DON'T USE YOUR BROWSER'S BACK BUTTON'. At the bottom, there is a footer with 'www.socialsecurity.gov' and navigation links.

PASO 5: Pulse en el enlace que lee, «Account Maintenance» (Mantenimiento de la cuenta) para ver el menú de opciones.

The screenshot shows the 'Account Maintenance' page. The header is the same as the previous page. The main content area is titled 'Account Maintenance' and includes a 'LOGOUT | HELP' link. A breadcrumb trail shows 'BSO Main Menu > Account Maintenance Menu'. The page lists several options: 'Request Access To BSO Services', 'Re-Request Activation Codes', 'Remove Access To BSO Services', 'Deactivate Your User ID', 'Change Your Password', and 'Update Your Registration Information'. A yellow box on the left side contains the warning 'DON'T USE YOUR BROWSER'S BACK BUTTON'. At the bottom, there is a footer with 'www.socialsecurity.gov' and navigation links.

PASO 6: Pulse en el enlace que lee, «**Change your Password**» (Cambie su contraseña).
(Para regresar a la página principal del BSO, pulse en el botón que lee «BSO Main Menu»).

Change Your Password

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

El sistema mostrará la página titulada, «Change your Password».

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

Change Password LOGOUT | BSO HELP
BSO Main Menu > Account Maintenance Menu > Change Password

User ID: K8ETBNH3

Input Current Password:
Input New Password:
Confirm New Password:

To maintain a secure system, your password needs to meet the following requirements:

- Online services accounts must have a minimum password length of 8 characters.
- Passwords must consist of both alpha and numeric characters. (Length and numbers but NOT special characters.)
- Passwords are NOT case sensitive.

Cancel Change Password

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

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



Se requiere que cambie sus contraseñas anualmente para mantener activo su Identificación de Usuario («User ID»).

PASO 7: Ingrese su contraseña actual y su contraseña nueva. Ingrese su nueva contraseña una vez más para propósitos de verificación.

PASO 8: Pulse en el botón que lee, «**Change Password**» (Cambie su contraseña). El sistema mostrará la página titulada, «Password Change Successful» (Confirmación de cambio de contraseña exitoso).

The screenshot shows the 'Business Services Online' 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 with a light blue sidebar on the left. The sidebar contains 'Online Services Availability' with a list of hours: Monday-Friday: 5 AM - 1 AM EST, Saturday: 5 AM - 11 PM EST, and Sunday: 8 AM - 11:30 PM EST. Below the sidebar is a yellow box with the text 'DON'T USE YOUR BROWSER'S BACK BUTTON'. The main content area features the title 'Password Change Successful' and the message 'Your password has been successfully changed.' There is a 'BSO Main Menu' button and 'LOGOUT | HELP' links. At the bottom, there is a dark blue footer with 'www.socialsecurity.gov' and 'BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation'. A small text block at the bottom center provides contact information: 'Have a question? Call 1-800-772-6270 Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.'

LECCIÓN 11: CONTRASEÑA OLVIDADA

El BSO le permite solicitar una nueva contraseña si se le olvidó su contraseña. Para reducir la posibilidad de fraude, la nueva contraseña será enviada por correo regular a la última dirección que proveyó. No podrá ingresar al BSO hasta que reciba su nueva contraseña por correo. Esta función no está disponible para los solicitantes extranjeros. Para solicitar una contraseña nueva, siga las instrucciones a continuación.

PASO 1: Dirija su navegador a la página titulada, «Business Services Online Welcome»: www.segurosocial.gov/bso/bsowelcome.htm (sólo disponible en inglés).

PASO 2: Pulse en el enlace que lee, «**Login**» (Ingrese) en la página titulada, «Business Services Online Welcome». El sistema mostrará la página titulada, «Log In to BSO» (Ingrese al BSO).

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

Log In to BSO [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 October 2007, your Personal Identification Number (PIN) is now referred to as your User ID.

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

User ID:
(formerly referred to as PIN)

Password: [Forgot your password?](#)
(not case sensitive)

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 prevent me from using these services if SSA determines or suspects there has been misuse of the services.
- I am aware that any person who knowingly and willingly makes any representation to falsely obtain information from Social Security records and/or intends to deceive the Social Security Administration as to the true identity of an individual could be punished by a fine or imprisonment, or both.
- I am authorized to do business under this User ID.

By checking the box below you certify that you have read, understand and agree to the user certification of Business Services Online.

I Accept

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

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

PASO 3: Pulse en el enlace que pregunta, «**Forgot your password?**» (¿Olvidó su contraseña) en la página titulada, «Log In to BSO». El sistema mostrará la página titulada, «Forgot Password» (Contraseña olvidada).

PASO 4: El sistema lo guiará a ingresar una contraseña nueva para reemplazar la olvidada. Si desea recibir una contraseña temporal por correo regular, pulse en el botón que lee, «**Request Password by Mail**» (Solicite una contraseña por correo) y continúe al PASO 5. De lo contrario, continúe al PASO 7.

PASO 5: Ingrese su nombre, apellido, número de Seguro Social y fecha de nacimiento.

The screenshot shows the 'Request Password by Mail' page on the Social Security Business Services Online portal. The page header includes 'Social Security Online' and 'Business Services Online'. The main heading is 'Request Password by Mail'. Below the heading, there is a message: 'You have requested to receive a temporary password by mail to replace your forgotten password.' To the right of this message is a 'BSO.HELP' link. Below the message, there is a form with four input fields: 'First Name', 'Last Name', 'US Social Security Number', and 'Date of Birth'. At the bottom of the form are two buttons: 'Cancel' and 'Request Temporary Password'. On the left side of the page, there is a section titled 'Online Services Availability' with a list of service hours for Monday-Friday, Saturday, and Sunday. A yellow warning box says 'DON'T USE YOUR BROWSER'S BACK BUTTON'. At the bottom of the page, there is 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 Service personnel. For TDD/TTY call 1-800-325-0778.'

PASO 6: Pulse en el botón que lee, «**Request Temporary Password**» (Solicite una contraseña temporal). El sistema mostrará la página titulada, «Request for New Password Successful» (Solicitud exitosa para una contraseña nueva). (Para regresar a la página principal «Business Services Online Welcome» sin solicitar la contraseña, pulse en el botón que lee, «**Cancel**» (Cancelar).

GUÍA DE SERVICIOS POR INTERNET PARA EMPRESAS (BSO, SIGLAS EN INGLÉS)
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SERVICIOS DE INSCRIPCIÓN

The screenshot shows the Social Security Business Services Online (BSO) interface. At the top, there is a red banner with 'Social Security Online' and 'Business Services Online'. Below this is a dark blue navigation bar with links for 'BSO Welcome', 'BSO Information', 'Contact Us', and 'Keyboard Navigation'. The main content area has a white background with a light blue sidebar on the left. The sidebar contains 'Online Services Availability' with a list of hours: Monday-Friday (5 AM - 1 AM EST), Saturday (5 AM - 11 PM EST), and Sunday (8 AM - 11:30 PM EST). A yellow warning box in the sidebar says 'DON'T USE YOUR BROWSER'S BACK BUTTON'. The main content area features the title 'Request for New Password Successful' and a 'HELP' link. Below the title, it states 'Your request for a new password was successful' and provides instructions: 'Your temporary password will be sent to you by first class mail usually within 2 weeks. You must wait for your password to use BSO services. If you have previously requested a password, that password is now cancelled. Please do not try to use it.' A 'BSO Welcome' button is visible. At the bottom, there is contact information: 'Have a question? Call 1-800-772-6270 Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.' The footer includes the website URL 'www.socialsecurity.gov' and the same navigation links as the top bar.



Mientras no haya recibido su nueva contraseña por correo regular, no podrá ingresar al BSO.

NOTA

PASO 7: Conteste las preguntas de seguridad que seleccionó anteriormente al azar. Luego, ingrese una nueva contraseña y confírmela ingresándola una segunda vez. Pulse en el botón que lee, «**Submit New Password**» (Presente su nueva contraseña).

PASO 8: El sistema mostrará la página titulada, «Forgotten Password Update Successful» (Actualización exitosa para una contraseña olvidada). (Para regresar a la página inicial, «Business Services Online Welcome» sin presentar la solicitud, pulse en el botón que lee, «**Cancel**» [Cancelar]).

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

Forgot Password [BSO HELP](#)

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

Request to replace forgotten password

To select a new password, you must answer three random questions that your previously supplied answers to. If you correctly answer the questions you will be allowed to select a new password.

WHAT IS THE NAME OF YOUR FIRST NEPHEW?:

WHAT IS THE NAME OF YOUR FIRST GIRLFRIEND OR BOYFRIEND?:

WHAT IS THE MIDDLE NAME OF YOUR FATHER?:

Choose your new password

Input New Password:

Confirm New Password:

To maintain a secure system, your password needs to meet the following requirements:

- Online services accounts must have a minimum password length of 8 characters..
- Passwords must contain both alpha and numeric characters. (Length and numbers but NOT special characters.)
- Passwords are NOT case sensitive.

Have a question? Call 1-800-772-6278 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 | Keyboard Navigation

PASO 9: Pulse en el botón que lee, «**BSO Welcome**» para regresar a la página principal, «**Business Services Online Welcome**» o pulse en el botón que lee, «**Log In**» para ingresar usando la contraseña actualizada.

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The screenshot shows the 'Business Services Online' interface for 'Forgot Password Update Successful'. The page features a red header with 'Social Security Online' and 'Business Services Online' text, and a dark blue navigation bar with links for 'BSO Welcome', 'BSO Information', and 'Keyboard Navigation'. The main content area is white and contains the following elements:

- Header:** 'Social Security Online' and 'Business Services Online' in a red bar.
- Navigation:** 'www.socialsecurity.gov' and 'BSO Welcome | BSO Information | Keyboard Navigation' in a dark blue bar.
- Left Sidebar:**
 - Online Services Availability:** A list of service hours: Monday-Friday: 5 AM - 1 AM ET; Saturday: 5 AM - 11 PM ET; Sunday: 8 AM - 11:30 PM ET.
 - Warning:** A yellow box with the text 'DON'T USE YOUR BROWSER'S BACK BUTTON'.
- Main Content:**
 - Message:** 'Forgot Password Update Successful' in large bold text, with a red 'BSO HELP' link to the right.
 - Confirmation:** 'Your forgotten password has been successfully changed.' in bold text.
 - Buttons:** Two buttons labeled 'BSO Welcome' and 'Log In' are positioned below the confirmation message.
- Footer:** A dark blue bar with 'www.socialsecurity.gov' and 'BSO Welcome | BSO Information | Keyboard Navigation'.
- Help Text:** At the bottom center, a small text block reads: '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 1-800-325-4778.'

LECCIÓN 12: CÓMO ACTUALIZAR SU INFORMACIÓN DE CONTACTO

Siga las siguientes instrucciones para actualizar su información de inscripción.

PASO 1: Dirija su navegador a la página titulada, «Business Services Online Welcome» (Bienvenido a los Servicios por Internet para Empresas):
www.segurosocial.gov/bsowelcome.htm (sólo disponible en inglés).

PASO 2: Pulse en el botón que lee, «Log In» (Ingrese) en la página, «Business Services Online Welcome». Como resultado, el sistema mostrará la página titulada, «Log In to BSO».

PASO 3: Ingrese su «User ID» (Identificación de Usuario) y contraseña.

PASO 4: Pulse el botón que dice «**I Accept**» (Acepto) y seleccione el botón de Login después de leer y aceptar las condiciones indicadas en la página de Log In del BSO. El sistema mostrará la página principal del BSO. (Para regresar a la página de Bienvenida del BSO, pulse el botón de «**Cancel**» (Cancelar).



NOTA

El menú que aparece en la página titulada, «BSO Main Menu» es específicamente diseñado para usted y solamente presenta los programas y servicios a los que tiene acceso.

Screenshot of the Social Security Business Services Online Main Menu page. The page features a red header with "Business Services Online" and a navigation bar with links like "BSO Main Menu", "BSO Information", "Contact Us", and "Keyboard Navigation". The main content area includes a welcome message for "JANE DOE", a password expiration notice for "March 16, 2008", and several service links: "Report Wages To Social Security", "View File / Wage Report Status with Name / SSN Errors", "Social Security Numbers Verification Service", and "Account Maintenance". A yellow warning box on the left says "DON'T USE YOUR BROWSER'S BACK BUTTON". The footer contains the website URL and contact information.

PASO 5: Pulse en el enlace que lee, «Account Maintenance» (Mantenimiento de la cuenta) para ver el menú de opciones.

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SERVICIOS DE INSCRIPCIÓN

Social Security Online
www.socialsecurity.gov

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

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

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

Online Services Availability

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

DON'T USE YOUR BROWSER'S BACK BUTTON

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

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

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

[Remove Access To BSO Services](#)
Disable your access to BSO services.

[Deactivate Your User ID](#)
Deactivate your user identification and disable your access to BSO services.

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

[Update Your Registration Information](#)
Update or change your registration information - correct address, phone number, company phone number, or e-mail address.

[BSO Main Menu](#)

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

www.socialsecurity.gov

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

PASO 6: Pulse en el enlace que lee, «**Update your Contact Information**» (Actualice su información de contacto).

[Update Your Registration Information](#)

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

El sistema mostrará en pantalla el formulario titulado, «Update Your Registration Information» (Actualice su información de inscripción).

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

Update Your User Registration Information [LOGOUT](#) | [BSO HELP](#)

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

Online Services Availability

- Monday-Friday: 5 AM - 1 AM ET
- Saturday: 5 AM - 11 PM ET
- Sunday: 6 AM - 11:30 PM ET

DON'T USE YOUR BROWSER'S BACK BUTTON

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

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

Enter your permanent U.S. Domestic Address or Foreign Address.

First Name: JANE
Middle Name: (Optional)
Last Name: DOE
Suffix (Jr, Sr, II, III, IV): (Optional)
U.S. Social Security Number: XXX-XX-8404
Date of Birth (MMDDYYYY): 05031970
Permanent Mailing Address Line 1: 1 TEST PLACE
Permanent Mailing Address Line 2: (Optional)
City: BALTIMORE
Country: United States
State Abbreviation (for U.S.) / Province: MD
Zip (for U.S.) / Postal Code: 21244 Zip Ext (for U.S.): (Optional)
Phone Number: 4101234567
Phone Extension: (Optional)
Fax Number: (Optional)
E-mail: jane.doe@ssa.gov

You may change the five questions and answers below that are used to verify your identity if you forget your password.

WHAT IS THE NAME OF YOUR FIRST NEPHEW? SCOTT
WHAT IS THE NAME OF YOUR FIRST NIECE? LAURIE
WHAT IS THE MIDDLE NAME OF YOUR MOTHER? LOUISE
WHAT WAS YOUR HIGH SCHOOL MASCOT? BULLDOG
WHAT WAS THE MODEL NAME OF YOUR FIRST CAR? BELAIRE

Cancel Update

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

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

PASO 7: Actualice la información que desea cambiar.



Solamente puede actualizar la siguiente información:

- Nombre (Primer nombre, Segundo nombre y Apellido)
- Sufijo
- Fecha de nacimiento
- Dirección
- Código postal
- Ciudad
- Estado

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- País
- Código postal extranjero
- Extensión del código postal
- Número telefónico del trabajo
- Número de facsímile
- Dirección electrónica
- Las cinco preguntas y respuestas que usamos para verificar su identidad en caso que se le olvide su contraseña.

PASO 8: Pulse en el botón que lee, «**Update**» (Actualice) para actualizar la información de inscripción. El sistema mostrará en pantalla la página titulada, «Update Your Registration Information Successful» (Actualización exitosa de la información de inscripción). (Para cancelar la actualización y regresar a la página principal del BSO, pulse en el botón que lee, «**Cancel**» [Cancelar].)

The screenshot displays the 'Business Services Online' interface. At the top, there is a red header with 'Social Security Online' and 'Business Services Online'. Below this is a dark blue navigation bar with links for 'www.socialsecurity.gov', 'BSO Main Menu', 'BSO Information', 'Contact Us', and 'Keyboard Navigation'. The main content area has a white background with a blue header that reads 'Update Your Registration Information Successful'. To the right of this header are links for 'LOGOUT' and 'HELP'. Below the header is a breadcrumb trail: 'BSO Main Menu > Account Maintenance Menu > Update Your Registration Information > Update Your Registration Information Successful'. The central message states 'Your registration information has been updated.' with a 'BSO Main Menu' button below it. On the left side, there is a section titled 'Online Services Availability' with a list of hours: Monday-Friday: 5 AM - 1 AM EST, Saturday: 5 AM - 11 PM EST, and Sunday: 8 AM - 11:30 PM EST. Below this is a yellow box with the text 'DON'T USE YOUR BROWSER'S BACK BUTTON'. At the bottom of the page, there is a dark blue footer with 'www.socialsecurity.gov' and navigation links. A small text block at the bottom center provides contact information: 'Have a question? Call 1-800-772-6270 Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.'

LECCIÓN 13: DESACTIVAR SU USER ID (IDENTIFICACIÓN DE USUARIO)

Siga las instrucciones a continuación para desactivar su «User ID».

PASO 1: Dirija su navegador a la página titulada, «Business Services Online Welcome» (Bienvenido a los Servicios por Internet para Empresas):
www.segurosocial.gov/bsowelcome.htm (sólo disponible en inglés).

PASO 2: Pulse en el botón que lee, «Log In» (Ingrese) en la página, «Business Services Online Welcome». El sistema mostrará en pantalla la página titulada, «Log In to BSO» (Ingrese al BSO).

The screenshot shows the 'Log In to BSO' page. At the top, there is a red banner with 'Business Services Online' and a dark blue bar with 'Social Security Online' and 'www.socialsecurity.gov'. Below this, there is a navigation bar with 'BSO Welcome | BSO Information | Keyboard Navigation'. The main content area has a white background with a red header 'Log In to BSO' and a 'BSO HELP' link. On the left, there is a sidebar with 'Online Services Availability' and a yellow box that says 'DON'T USE YOUR BROWSER'S BACK BUTTON'. The main content area has a 'User ID' field, a 'Password' field, and a 'Forgot your password?' link. Below the fields, there is a certification section with a list of four items and a checkbox for 'I Accept'. At the bottom, there are 'Cancel' and 'Login' buttons. The footer contains contact information and navigation links.

PASO 3: Ingrese su «User ID» y contraseña.

PASO 4: Pulse en el encasillado que lee, «**I Accept**» (Acepto) y pulse en el botón que lee, «**Login**» (Ingrese) después de leer y estar de acuerdo con las condiciones definidas en la página titulada, «Log In to BSO». Al hacer esto, aparecerá en pantalla el menú de opciones en la página titulada, «BSO Main Menu». (Para regresar a la página principal, «Business Services Online Welcome», pulse en el botón que lee, «**Cancel**» (Cancelar).



NOTA

El menú que aparece en la página titulada, «BSO Main Menu» es específicamente diseñado para usted y solamente presenta los programas y servicios a los que tiene acceso.

Screenshot of the Social Security Business Services Online Main Menu. The page features a red header with "Business Services Online" and "Social Security Online" logos. A navigation bar includes "BSO Main Menu", "BSO Information", "Contact Us", and "Keyboard Navigation". The main content area is titled "Main Menu" and includes a welcome message for "JANE DOE", a password expiration notice for "March 16, 2008", and several service links: "Report Wages To Social Security", "View File / Wage Report Status with Name / SSN Errors", "Social Security Numbers Verification Service", and "Account Maintenance". A yellow warning box on the left says "DON'T USE YOUR BROWSER'S BACK BUTTON". The footer contains contact information and a copyright notice.

PASO 5: Seleccione el botón de **Account Maintenance** para ver la página de Mantenimiento de Cuenta.

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Social Security Online
www.socialsecurity.gov

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

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

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

Online Services Availability

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

DONT USE YOUR BROWSER'S BACK BUTTON

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

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

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

[Remove Access To BSO Services](#)
Disable your access to BSO services.

[Deactivate Your User ID](#)
Deactivate your user identification and disable your access to BSO services.

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

[Update Your Registration Information](#)
Update or change your registration information - correct address, phone number, company phone number, or e-mail address.

[BSO Main Menu](#)

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

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

PASO 6: Pulse en el enlace que lee, «**Deactivate Your User ID**» (Desactive su Identificación de Usuario). (Para regresar a la página principal del BSO, pulse el botón de BSO Main Menu).

[Deactivate Your User ID](#)
Deactivate your user identification and disable your access to BSO services.

El sistema mostrará en pantalla la página titulada, «Deactivate Your User ID».

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Social Security Online
www.socialsecurity.gov

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

Deactivate User ID
LOGOUT | HELP

BSO Main Menu > Account Maintenance Menu > Deactivate User ID

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.

If you deactivate your User ID you can no longer access Business Services Online.

This will deactivate your User ID for Business Services Online.

Password:

Select the reason for deactivating your User ID:

I am no longer authorized to use Business Services Online.
or
 This User ID was compromised (e.g., disclosed to an unauthorized person).

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

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

PASO 7: Ingrese su contraseña en el encasillado que lee, «Password» (Contraseña) y pulse en la razón por la cual está desactivando su «User ID».

PASO 8: Pulse en el botón que lee, «**Deactivate**» (Desactivar) para procesar su petición. El sistema mostrará en pantalla la página titulada, «User ID Deactivated» (Identificación de Usuario Desactivada). (Para cancelar esta petición y regresar a la página principal que contiene el menú de opciones del BSO, pulse en el botón que lee, «**Cancel**»).

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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 links for 'BSO Main Menu', 'BSO Information', 'Contact Us', and 'Keyboard Navigation'. The main content area has a white background with a central message: 'User ID Deactivated'. To the right of this message are links for 'LOGOUT' and 'HELP'. Below the message is a button labeled 'BSO Welcome'. On the left side, there is a sidebar with 'Online Services Availability' and a warning box that says 'DON'T USE YOUR BROWSER'S BACK BUTTON'. At the bottom of the page, there is a dark blue footer with the same navigation links as the top bar. A small text block at the bottom center provides contact information: 'Have a question? Call 1-800-772-6270 Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.'

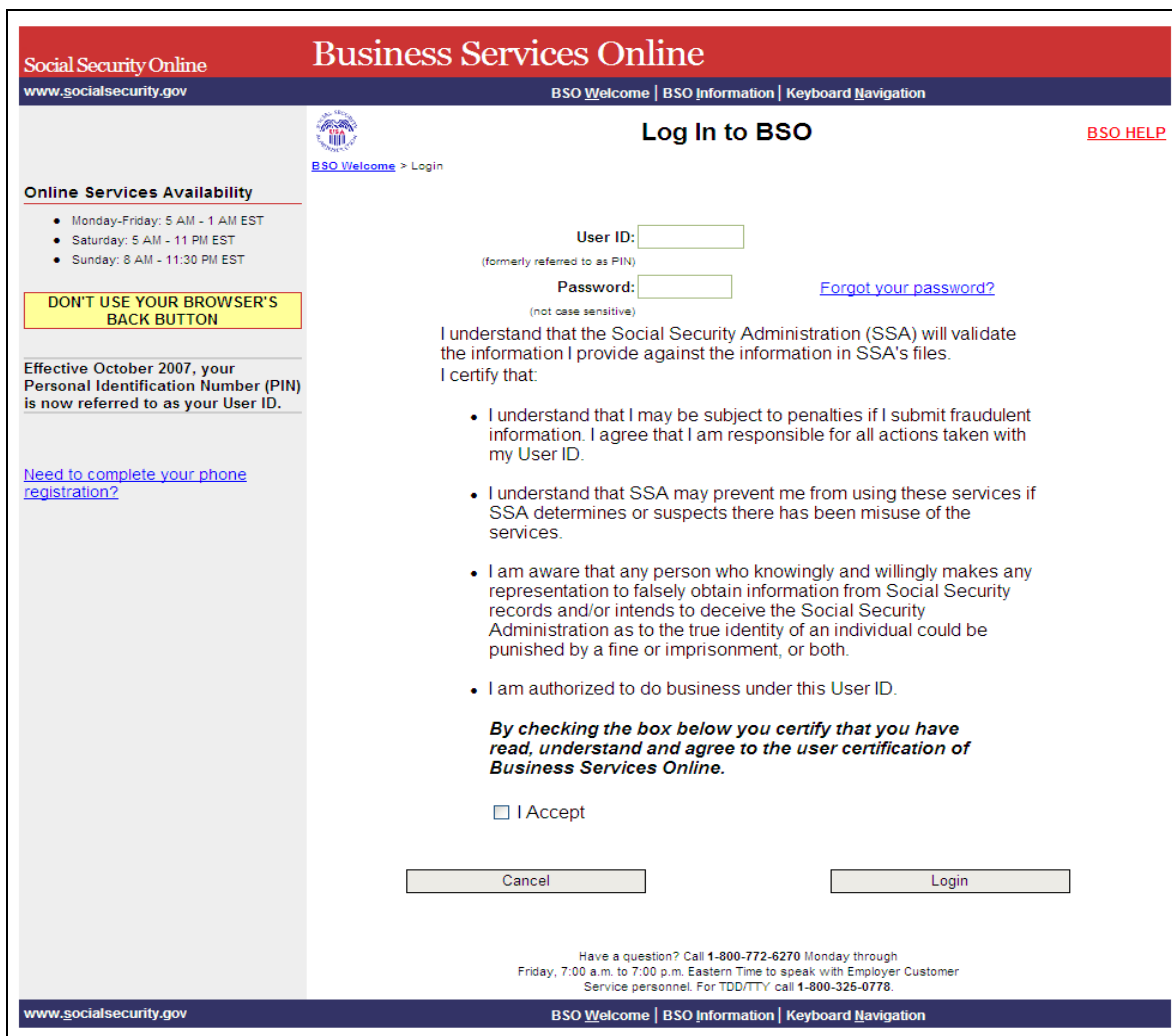
(Para regresar a la página principal titulada, «BSO Main Menu», pulse en el botón que lee, «**BSO Welcome**»)

LECCIÓN 14: CÓMO COMUNICARSE CON LA ADMINISTRACIÓN DEL SEGURO SOCIAL (SSA, SUS SIGLAS EN INGLÉS)

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

PASO 1: Dirija su navegador a la página titulada, «Business Services Online Welcome» (Bienvenido a los Servicios por Internet para Empresas):
www.segurosocial.gov/bsowelcome.htm (sólo disponible en inglés).

PASO 2: Pulse en el enlace que lee, «Log In» (Ingrese) en la página, «Business Services Online Welcome». El sistema mostrará en pantalla la página titulada, «Log In to BSO» (Ingrese al BSO).



Social Security Online
www.socialsecurity.gov

Business Services Online
BSO Welcome | BSO Information | Keyboard Navigation

Log In to BSO [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 October 2007, your Personal Identification Number (PIN) is now referred to as your User ID.
[Need to complete your phone registration?](#)

User ID:
(formerly referred to as PIN)

Password: [Forgot your password?](#)
(not case sensitive)

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 prevent me from using these services if SSA determines or suspects there has been misuse of the services.
- I am aware that any person who knowingly and willingly makes any representation to falsely obtain information from Social Security records and/or intends to deceive the Social Security Administration as to the true identity of an individual could be punished by a fine or imprisonment, or both.
- I am authorized to do business under this User ID.

By checking the box below you certify that you have read, understand and agree to the user certification of Business Services Online.

I Accept

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

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

PASO 3: Pulse en el encasillado que lee, «**I Accept**» (Acepto) y luego pulse en el botón que lee, «**Login**» después de leer y estar de acuerdo con las condiciones definidas en la página titulada, «Log In to BSO». El sistema mostrará en pantalla la página titulada, «BSO Main Menu» (Menu principal de opciones del BSO). (Para regresar a la página principal, «Business Services Online Welcome», pulse en el botón que lee, «**Cancel**» [Cancelar].)

PASO 4: Entre su PIN y contraseña.



El menú que aparece en la página titulada, «BSO Main Menu» es específicamente diseñado para usted y solamente presenta los programas y servicios a los que tiene acceso.

NOTA

PASO 5: Pulse en el enlace que lee, «**Contact Us**», ya sea en la parte superior o inferior de la página.

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

El sistema mostrará en pantalla una ventanilla que lee, «Contact SSA» (Comuníquese con el Seguro Social).



BSO Help

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

Close Browser Window

You can use the File menu to close this window.

Contact SSA

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

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

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

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

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

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

Close Browser Window

You can use the File menu to close this window.

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



NOTA

Su nombre, número de teléfono y dirección de correo electrónico deben propagarse automáticamente en los encasillados correspondientes.

PASO 6: Ingrese su número telefónico en el encasillado que lee, «Phone Number» si no propagó automáticamente. Si se propagó automáticamente, verifique que sea el número actual.

PASO 7: Ingrese la dirección de su correo electrónico en el encasillado que lee, «E-mail», si ésta no se propagó. Si se propagó automáticamente, verifique que esté correcto.



NOTA

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

PASO 8: Elija la organización correspondiente del menú despegable que lee, «**Recipient**» (Destinatario). Este campo es obligatorio.

PASO 9: Escriba su mensaje en el encasillado que lee, «**Message**» (Mensaje). Este campo es obligatorio.

PASO 10: Pulse en el botón que lee, «**Send Your Message**» (Envíe su mensaje). (Para cancelar el mensaje, pulse en el botón que lee, «**Close Browser Window**» [Cerrar la ventana del navegador].)

PASO 11: Pulse en el botón que lee, «**Close Browser Window**» para cerrar la ventana despegable y regresar a la página principal del BSO.