

BSO Tutorial for Tax Year 2011



Acknowledge Resubmission Notice and/or Request Extension

STEP 1: Point your browser to the Business Services Online (BSO) “Welcome to Business Services Online” page: www.socialsecurity.gov/bso/bsowelcome.htm.

Social Security Online
www.socialsecurity.gov

Business Services Online

Home [FAQs](#) [Contact Us](#) [Text Size](#)

Online Services Availability
Monday-Friday: 5 AM - 1 AM ET
Saturday: 5 AM - 11 PM ET
Sunday: 8 AM - 11:30 PM ET

Business Services Online

Welcome to Business Services Online

[BSO HELP](#)

DON'T USE YOUR BROWSER'S BACK BUTTON

BSO Information

- [BSO Electronic W-2 Filing Handbook](#)
- [Tutorial](#)
- [Suite of Services](#)
- [Navigation](#)
- [Online Security Policy](#)

Wage Reporting

Social Security

- [Frequently Asked Questions](#)
- [Employer W-2 Filing Instructions & Information](#)
- [W-2 News - Subscribe Today!](#)
- [Contact Us](#)

Internal Revenue Service

- [IRS Employment Tax & W-2 Requirements](#)
- [Apply For EIN](#)

SSN Verification

- [SSNVS Handbook](#)
- [CBSV](#)

Other Governmental & Employment Links

- [The Privacy Act and the Freedom of Information Act](#)
- [Electronic Records Express](#)
- [Government to Government Services Online](#)

News

- [Wage News](#)
- [Electronic Records Express News](#)
- [Social Security Number Verification News](#)
- [Consent Based SSN Verification News](#)
- [Form SSA-1694 News](#)

Business Services Online (BSO) enables organizations and authorized individuals to conduct business with and submit confidential information to the Social Security Administration. You must Register to use this website. Registered users may Request, Activate and Access various BSO services and functions.

REGISTRATION - If you are a new user, select the "Register" button to create a password and receive your User ID. If you have started and need to complete your Registration process, select the "Complete Phone Registration" button. In either case, after your Registration is complete, you can Request, Activate and Access services and functions.

LOG IN to REQUEST, ACTIVATE AND ACCESS FUNCTIONS - Registered users can select the "Log In" button to login and display the BSO Main Menu. Then you may access services and functions you have already activated, or you may select links from the left panel to manage your account information (deactivate your User ID and change your password) or manage your services (request new services, view pending services, and enter activation code), and in some cases manage your employer information.

[Información para el Empleador en Español](#)

Log in to Business Services Online here

New user? Register for Business Services Online here

Complete Phone Registration [what is this?](#)

Explanation of BSO Services

Reporting Wages to the SSA

Allows you to send forms W-2 and W-2c to Social Security by uploading a specifically formatted electronic file or by directly keying W-2 and W-2c information into an online form. Capability to view Submission and Report processing status is available. If you have received a notice requesting that you resubmit your wage file, it can be acknowledged online. Additionally, you may ask for a one time 15-day extension to the deadline for resubmitting your wage file.

[More information about Reporting Wages](#)

Social Security Number Verification Service (SSNVS)

For the purposes of completing W-2 and W-2c SSNVS allows you to complete an online form or submit specifically formatted files to request verification of names and Social Security Numbers of employees of the company for which you work or the company that has hired you to perform this service.

[More information about Verifying Social Security Numbers](#)

Form SSA-1694 Request for Business Entity Taxpayer Information

Business entities that have attorney and/or non-attorney representatives as partners or employees who receive direct payment may provide SSA with taxpayer identification information using the Form SSA-1694.

To Login or Register Online

Scroll to the top of this page and:

- **Select Login** to complete, update or view the Form SSA-1694.
- **Select Register** to obtain a User ID and password to complete the Form SSA-1694.

[To complete a paper Form SSA-1694 with instructions](#)

[More information about Direct Payment, Attorneys and Appointed Representatives](#)

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

USA.gov

[Privacy Policy](#) | [Website Policies & Other Important Information](#) | [Site Map](#)

Last reviewed or modified Saturday, Dec 04, 2010

[Need Larger Text?](#)

STEP 2: Select the **Log In** button on the BSO “Welcome to Business Services Online” page. The system displays the “Log In to Online Services” page.

Social Security Online
www.socialsecurity.gov

Business Services Online
BSO Welcome | BSO Information | Keyboard Navigation

HELP

Log In to Online Services

Online Services Availability

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

For your security, please log out of the application and close all Internet windows when you are finished.

New User?
You must create an account to use this website. Once you do, you will be provided a User ID to log in to our online services.

To create new account you will need to:

- Provide personal information
- Provide contact information
- Create your password and security questions

[Create Log In Account](#)

Did you register with SSA by [phone](#) or [paper form](#) and need to create a password?

Existing User?
Please log in below:

User ID:

Password:

[Forgot user ID?](#)

[Forgot your password?](#)

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

I have read & agree to these terms.

BSO Welcome | BSO Information | Keyboard Navigation

STEP 3: Enter your User ID and Password.

STEP 4: Select the **I have read & agree to these terms** check box on the “Log In to Online Services” page.

Select the **Log In** button to display the “BSO Main Menu” page.

To return to the BSO “Welcome to Business Services Online” page, select the **BSO Welcome** link at the top or bottom of the page.

The screenshot shows the 'Business Services Online' main menu. At the top, there is a red header with 'Social Security Online' and 'Business Services Online'. Below the header is a dark blue navigation bar with 'www.socialsecurity.gov', 'BSO Main Menu', 'BSO Information', 'Contact Us', and 'Keyboard Navigation'. The main content area is white and features a 'Main Menu' title and a 'HELP' link. On the left, there are four menu categories: 'ERESUB VALIDATION' with a 'Logout' button; 'Manage Account' with links for 'View / Edit Account Info', 'Change Password', and 'Disable Account'; 'Manage Services' with links for 'View / Edit Services', 'Request New Services', 'View Pending Services', and 'Enter Activation Code(s)'; and 'Manage Employer Information' with links for 'Add/Update Employer Information' and 'Remove Employer Information'. The right side of the page contains a welcome message for 'ERESUB VALIDATION' stating the password expires on May 05, 2009. Below this are two main service sections: 'Report Wages To Social Security' and 'Social Security Number Verification Service', each with a brief description of their functions.

STEP 5: Select the **Report Wages to Social Security** link on the “BSO Main Menu” page, the system displays the “Wage Reporting Attestation” page.

The screenshot shows the 'Wage Reporting Attestation' page. It has a red header with 'Social Security Online' and 'Business Services Online'. Below the header is a dark blue navigation bar with 'www.socialsecurity.gov', 'BSO Main Menu', 'BSO Information', 'Keyboard Navigation', and 'Logout'. The main content area is white and features the 'Wage Reporting Attestation' title. Below the title is a section titled 'User Certification for Electronic Wage Reporting'. This section contains a paragraph of text stating that the user understands that the Social Security Administration (SSA) will validate the information provided and certifies that they are the individual authorized to conduct business under this User ID. Below the text is a paragraph stating that by selecting the 'I Accept' button, the user certifies that they have read, understand and agree to the user certification of Business Services Online. At the bottom of this section are two buttons: 'I Accept' and 'I DO NOT Accept'. At the very bottom of the page, there is a dark blue footer with the text: 'Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.'

STEP 6: Select the **I Accept** button on the “Wage Reporting Attestation” page to go to the EWR home page.

To return to the “BSO Main Menu” page, select the **I DO NOT Accept** button.

Social Security Online
Business Services Online

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

Electronic Wage Reporting (EWR)

Reporting Wages to Social Security

Forms W-2/W-3 Online
Forms W-2c/W-3c Online
Upload Formatted Wage File

[Create/Resume Forms W-2/W-3 Online](#)

- Create (fill in the form), save, print and submit up to 50 Forms W-2 per Form W-3. There is no limit on the number of Forms W-3 with up to 50 Forms W-2 an employer can enter, even if the multiple Forms W-3 are for the same Employer Identification Number (EIN).
- At any point in time, up to 50 Forms W-3, each containing up to 50 Forms W-2, can be saved and resumed/submitted at a later date.
- A pre-submission PDF is provided to print the Forms W-2 for distribution to the employees and for the employer review.
- Read the [list of restrictions](#) to determine whether you can use Forms W-2/W-3 Online.

[Save \(or Print\) Submitted W-2 Report\(s\)/PDF to Your Computer](#)
A printable final PDF version of a wage report created and submitted using Forms W-2/W-3 Online can be saved to your computer. The final PDF(s) are available for download for only 30 days from the date of submission.

Submission Status

[View Submission Status](#)
Check report status, errors, and notice information for previously submitted wage reports (Forms W-2/W-3).

Employer Report Status

[View Employer Report Status](#)
Check wage report status or view errors for reports submitted for your company by a third party.

Resubmission Notice

If you received a Resubmission Notice, you may use the following link to acknowledge receiving the Notice and/or to request a one-time 15-day extension of the deadline:

[Acknowledge Notice and/or Request Extension](#)

- You will need information from the Notice to acknowledge the notice or request an extension.
- You cannot extend if (a) the file has previously been resubmitted or (b) today is more than 45 days from the date on the Resubmission Notice.

[Alerts and News for EWR](#)

[E-mail a Wage Reporting Expert](#)

[Información en Español](#)

Online Tutorials & Training

[Wage Reporting Handbook](#)
[SSN Verification Handbook](#)
[Online Registration Handbook](#)
[Online Tutorial](#)
[FAQs - General Employer](#)

Other Useful Information

- ▶ [Before You File](#)
- ▶ [Checking SSNs](#)
- ▶ [Uploading Formatted Files](#)
- ▶ [For Other Electronic Filers](#)
- ▶ [General Info about Wage Filing](#)
- ▶ [IRS Information](#)
- ▶ [Publication Resources](#)

[Employer Support Links](#)

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

STEP 7: Select the **Acknowledge Notice and/or Request Extension** link on the EWR home page. The system displays the “Acknowledge Notice and/or Request Extension” page.

Social Security Online
Electronic Wage Reporting (EWR)

www.socialsecurity.gov
EWR Home | E-mail a Wage Reporting Expert | Keyboard Navigation | Logout

Resubmission Notice

Acknowledge Resubmission Notice and/or Request Extension

Use this form to acknowledge a Resubmission Notice and/or Request an Extension of the deadline for resubmitting your formatted wage file. Please specify the Employer Identification Number (EIN), Wage File Identifier (WFID), and Receipt Year exactly as they appear on the resubmission notice you received from the Social Security Administration. Items marked with an asterisk (*) are required.

*EIN:

*WFID - Version:

*Receipt Year:

You may also request a one-time 15-day extension of the deadline for resubmitting your wage data.

You may only request an extension if:

- The Social Security Administration has sent you a notice requiring you to resubmit your data,
- Less than 45 days have passed since the date on the resubmission notice, and
- This is the first time you have resubmitted this data.

Yes, I would like to request an extension.


Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.


STEP 8: Enter your Employer Identification Number (EIN), Wage File Identifier (WFID), Version, and Receipt Year (exactly as they appear on the resubmission notice you received from SSA.)

If you would like to request an extension on the deadline for resubmitting your formatted wage file, select the check box.

Select the **Submit** button to go to the “acknowledgement and/or request an extension receipt” page.

To return to the [EWR home](#) page, select the **Cancel** button.

 Resubmission Notice	
Acknowledge Resubmission Notice and/or Request Extension	
Notice Acknowledgment/Extension Receipt	
<p>Date: 29-Aug-2011 Time: 03:04 PM Eastern Time</p> <p>Thank you for acknowledging receipt of your resubmission notice. Please follow the instructions provided in the notice for submitting your corrected file.</p> <p>If you need assistance, please call the Employer Reporting Branch at 1-800-772-6270 between Monday and Friday, 7:00 a.m. to 7:00 p.m. Eastern Time. For TDD/TTY call 1-800-325-0778.</p> <p>Your request has been granted for a 15-day extension to resubmit your annual wage data to the Social Security Administration. No further extensions will be offered. Use your browser menu to save or print this acknowledgment of receipt for your records.</p> <p>You have received a 15-day extension for WFID KVV136 - 01 and Receipt Year 2010.</p> <p>The new deadline for filing your resubmission is 10/16/2011. The original deadline was 10/01/2011.</p>	
EWR Home Page	
Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.	

 Resubmission Notice	
Acknowledge Resubmission Notice and/or Request Extension	
Notice Acknowledgment/Extension Receipt	
<p>Date: 15-Jun-2011 Time: 02:29 PM Eastern Time</p> <p>Thank you for acknowledging receipt of your resubmission notice. Please follow the instructions provided in the notice for submitting your corrected file.</p> <p>If you need assistance, please call the Employer Reporting Branch at 1-800-772-6270 between Monday and Friday, 7:00 a.m. to 7:00 p.m. Eastern Time. For TDD/TTY call 1-800-325-0778.</p>	
EWR Home Page	
Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.	

STEP 9: [“The Notice Acknowledgment/Extension Receipt”](#) page displays acknowledgement and extension confirmation. If the **“Yes, I would like to request an extension”** check box on the “Acknowledge Notice and/or Request Extension” page was not selected, the system displays the [“Notice Acknowledgement/Extension Receipt” page without a confirmation of extension](#).

Select the **EWR Home page** button to return to the [EWR home](#) page.