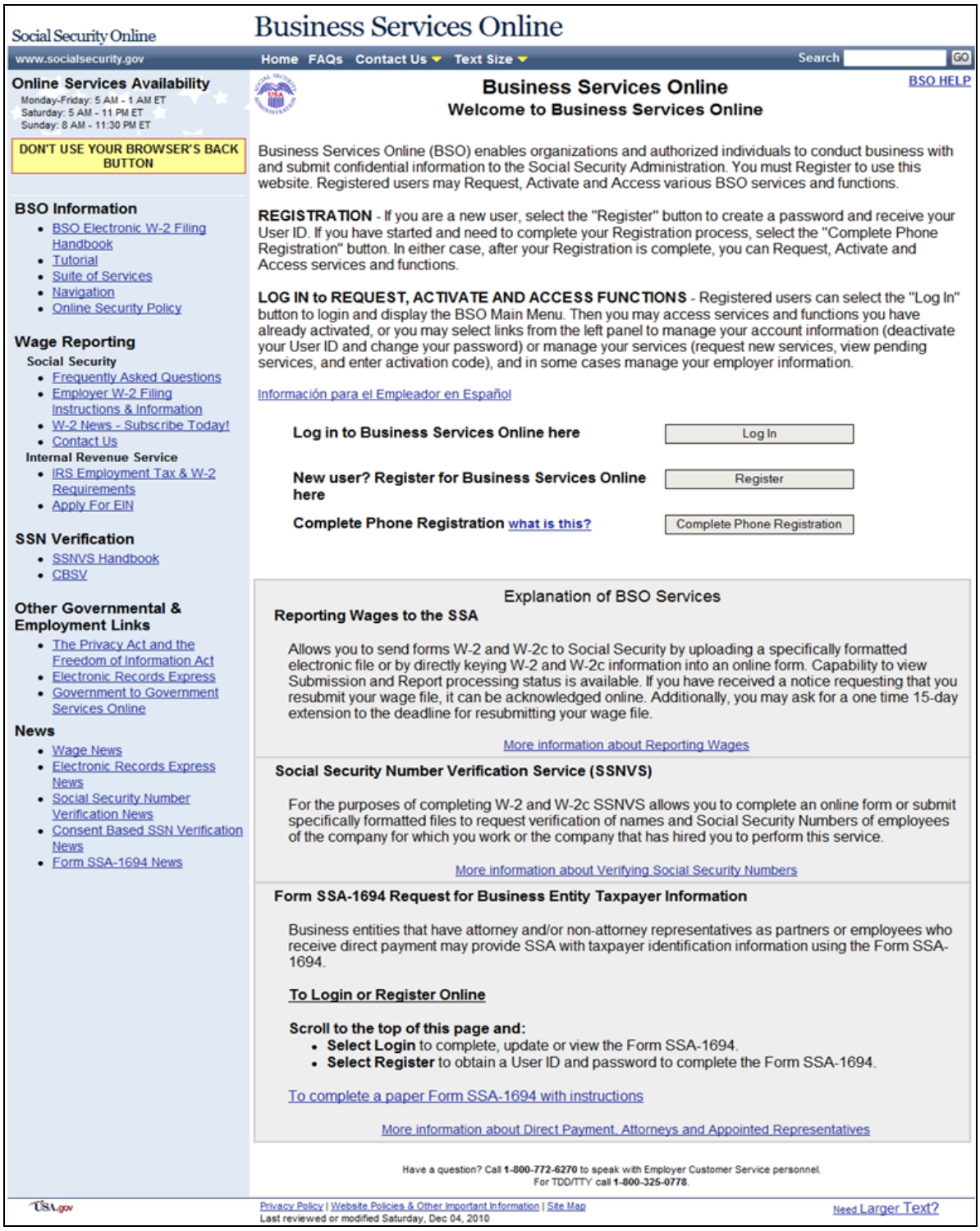
BSO Tutorial for Tax Year 2011

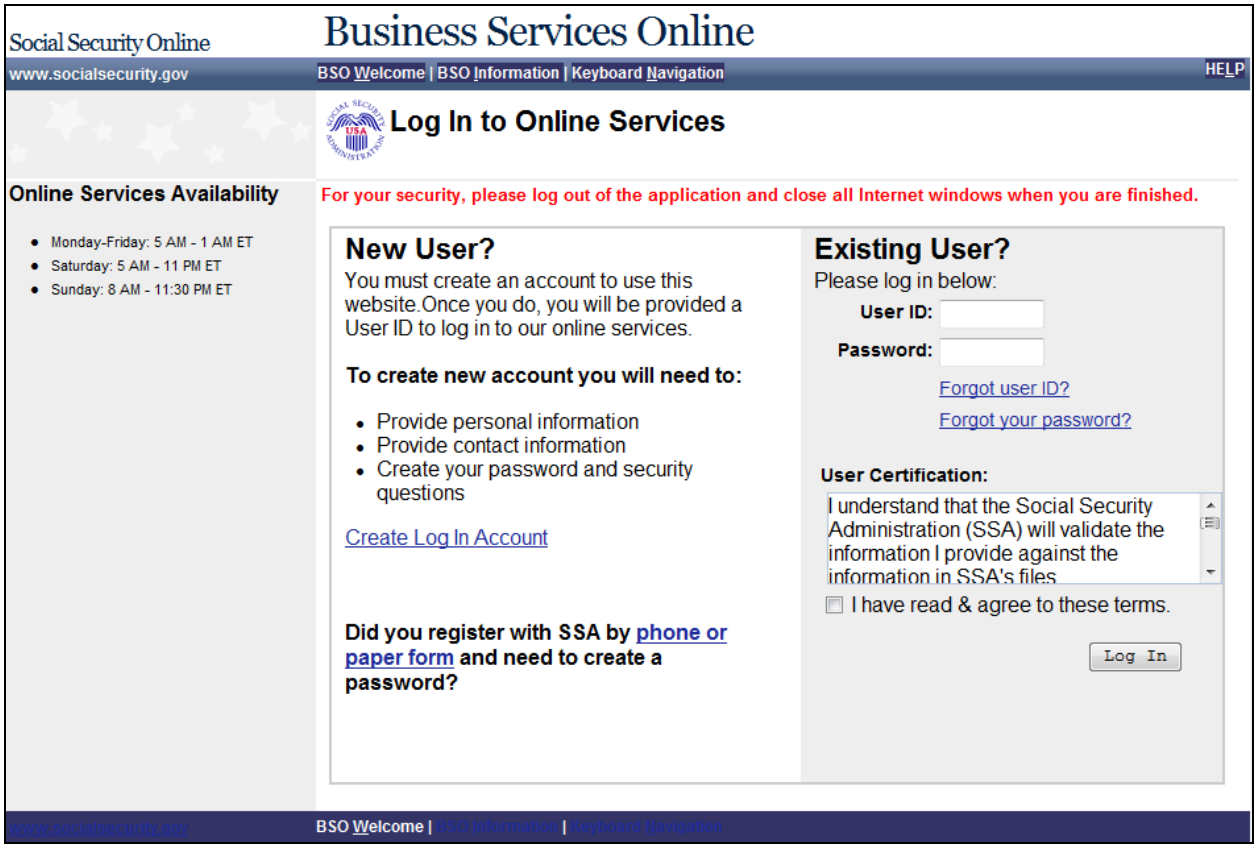
Employer Report Status

Users can check wage report status or view errors for wage reports submitted for their companies by a third party. This option is available only to users who have the View File/Wage Report Status, Errors, and Error Notices role in their registration profile.

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



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.



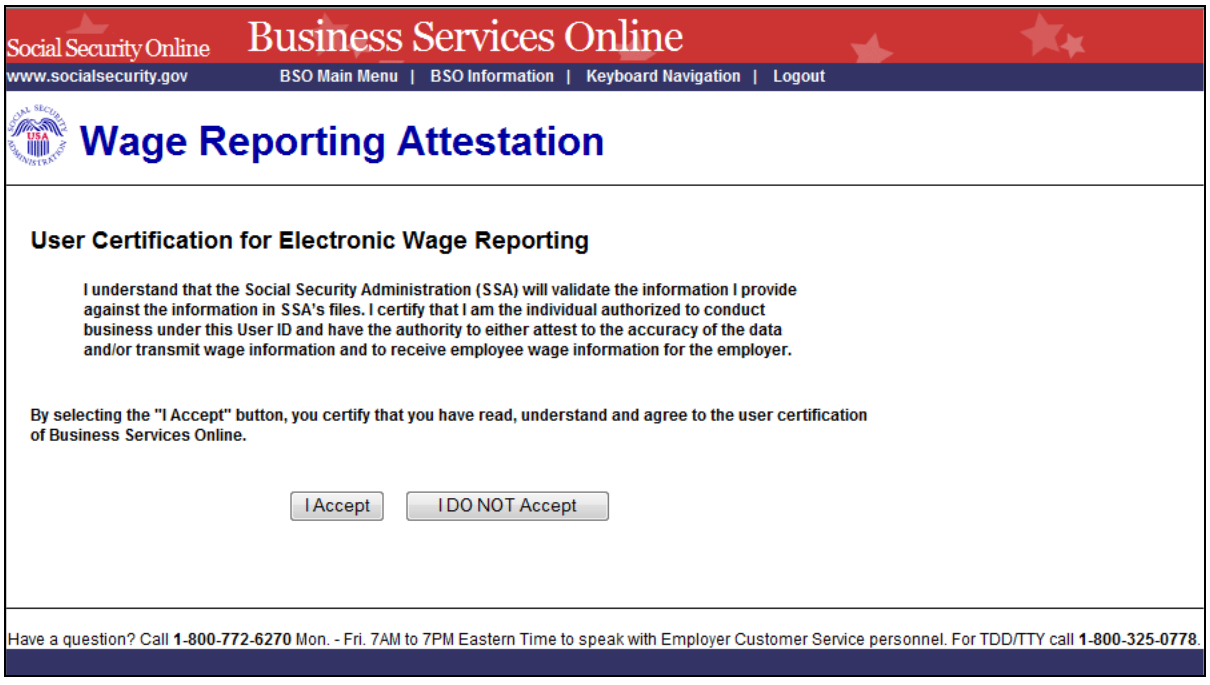
STEP 3: Enter your User ID and Password.

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.

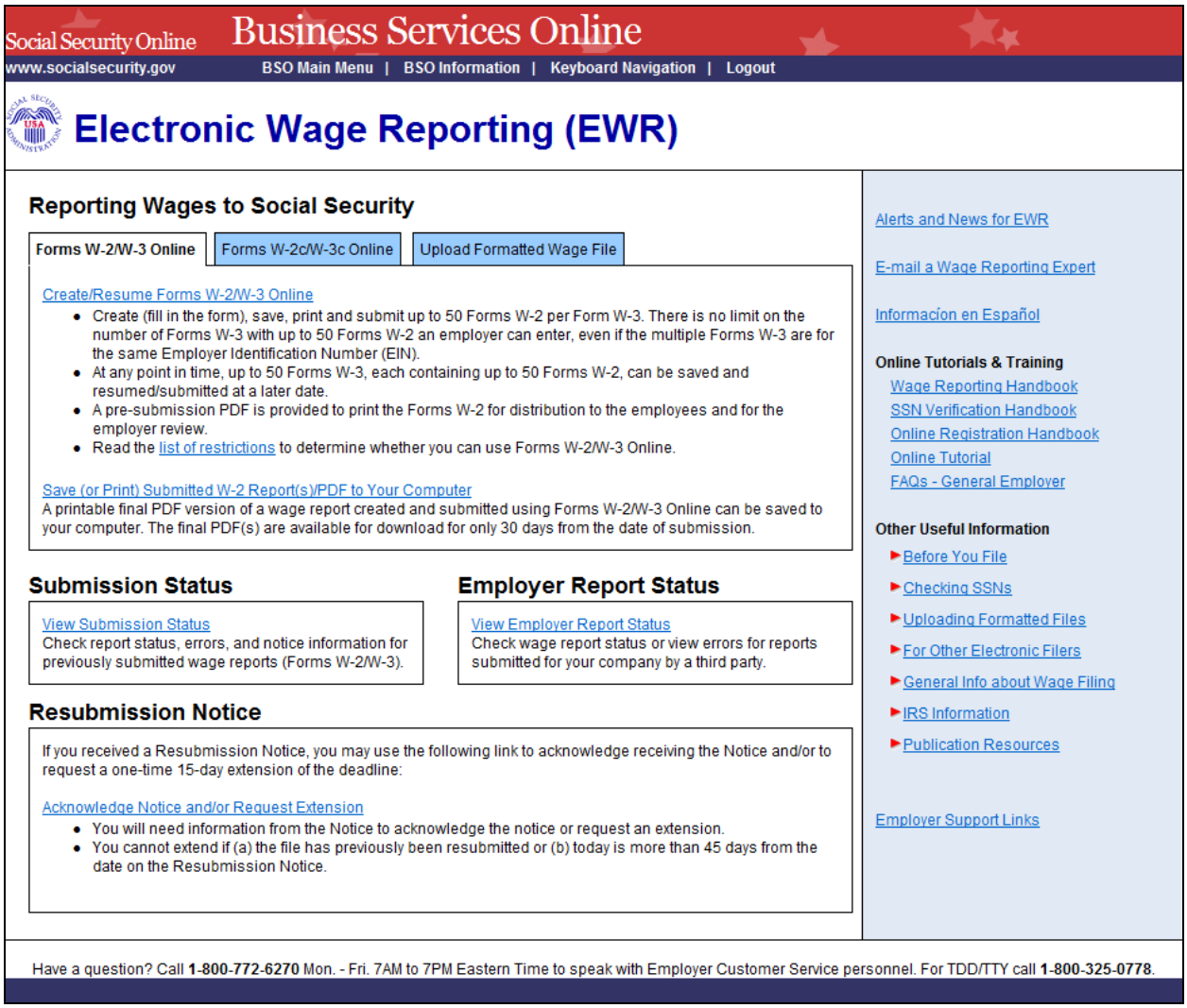
To return to the BSO "Welcome to Business Services Online" page, select the **BSO Welcome** link at the top or bottom of the page.

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

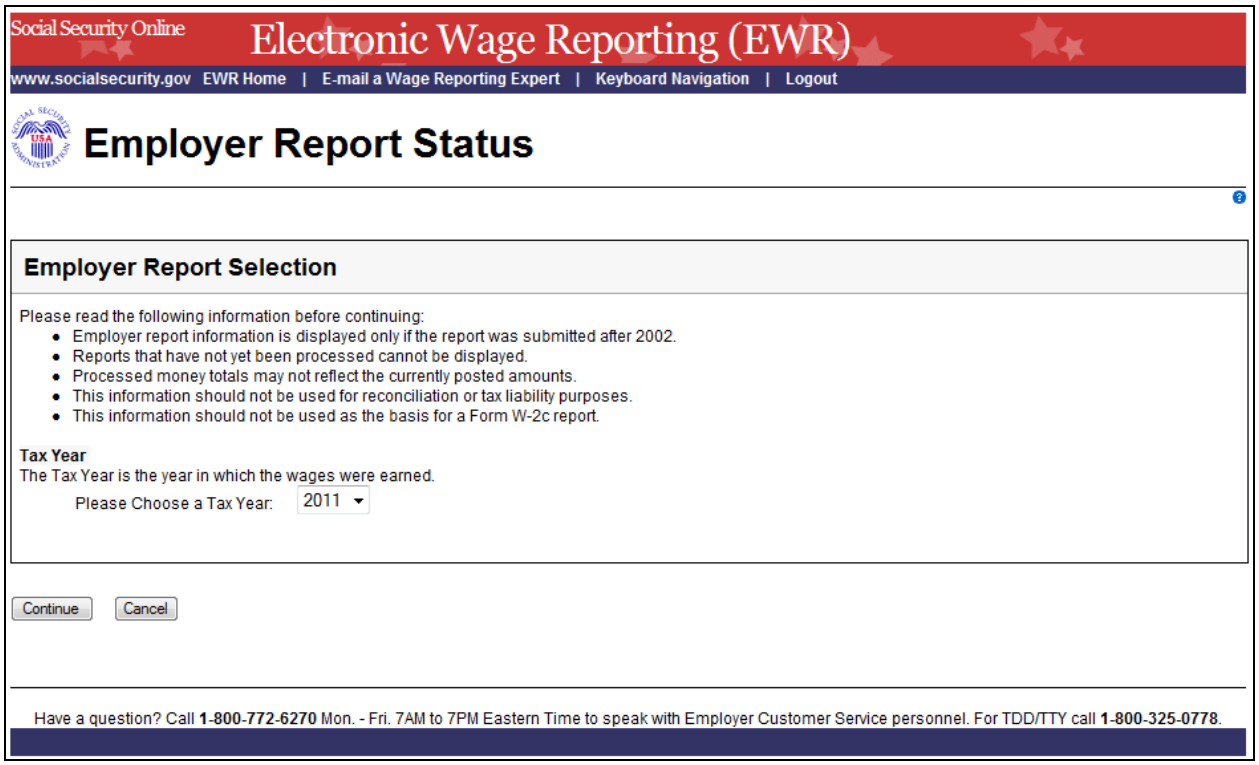


STEP 6: Select the **I Accept** button on the "Wage Reporting Attestation" page to go to the EWR home page.

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



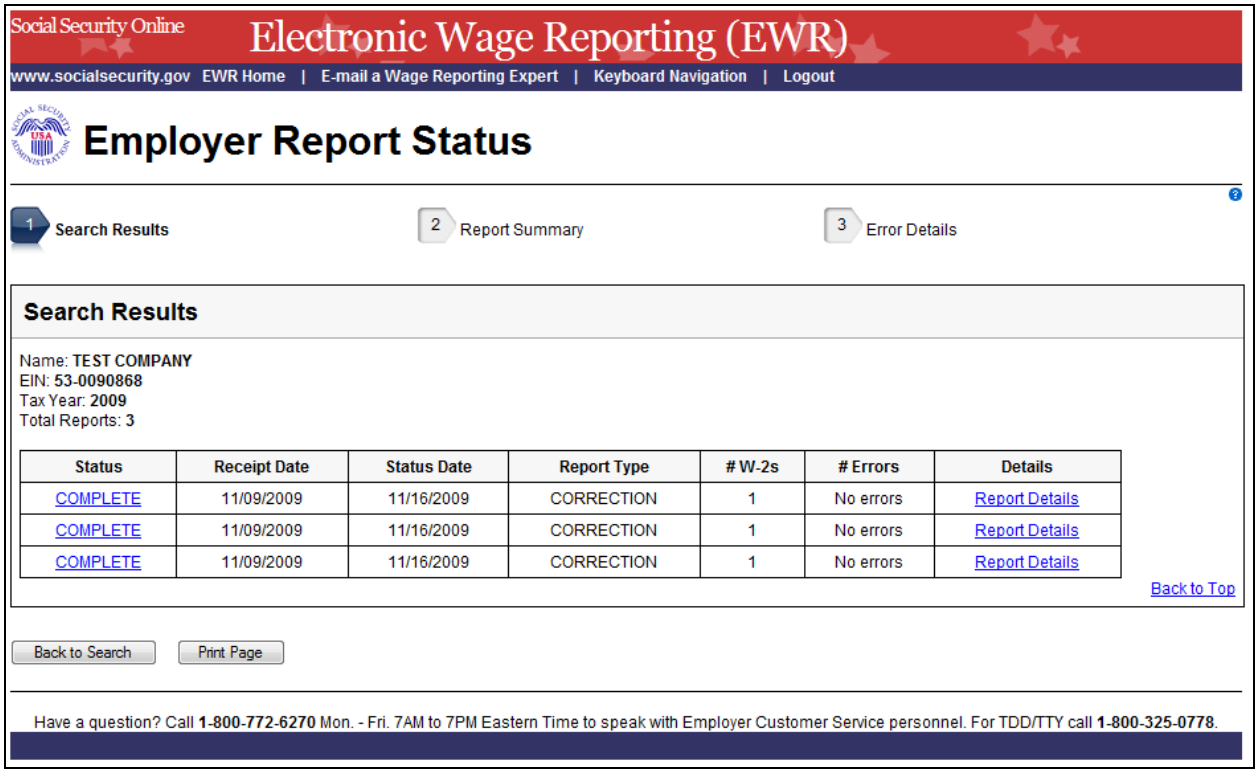
STEP 7: Select the **View Employer Report Status** link to go to the "Employer Report Selection" page.

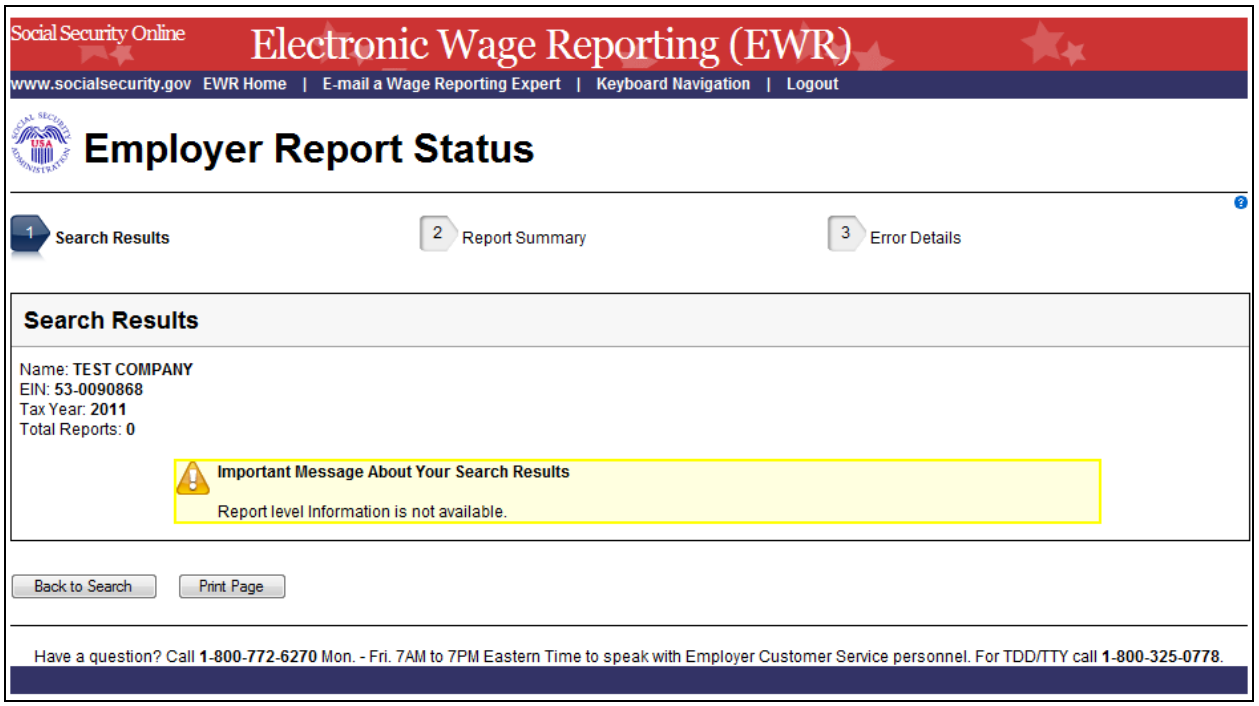


STEP 8: Select a **Tax Year**. The current tax year is the default value.

Select the **Continue** button to go to the "Search Results" page. If there is no Report Status available, the system displays the "Search Results" page with a message.

Select the **Cancel** button to return to the EWR home page.


Social Security Online
Electronic Wage Reporting (EWR)
www.socialsecurity.gov EWR Home | E-mail a Wage Reporting Expert | Keyboard Navigation | Logout
Employer Report Status
1 Search Results
2 Report Summary
3 Error Details
Search Results
Name: TEST COMPANY
EIN: 53-0090868
Tax Year: 2009
Total Reports: 3
Status | Receipt Date | Status Date | Report Type | # W-2s | # Errors | Details
COMPLETE | 11/09/2009 | 11/16/2009 | CORRECTION | 1 | No errors | Report Details
COMPLETE | 11/09/2009 | 11/16/2009 | CORRECTION | 1 | No errors | Report Details
COMPLETE | 11/09/2009 | 11/16/2009 | CORRECTION | 1 | No errors | Report Details
Back to Top
Back to Search
Print 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.


Social Security Online
Electronic Wage Reporting (EWR)
www.socialsecurity.gov EWR Home | E-mail a Wage Reporting Expert | Keyboard Navigation | Logout
Employer Report Status
1 Search Results
2 Report Summary
3 Error Details
Search Results
Name: TEST COMPANY
EIN: 53-0090868
Tax Year: 2011
Total Reports: 0
Important Message About Your Search Results
Report level Information is not available.
Back to Search
Print 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: On the Search Results page:

Select the Status link to see an Explanation of Processing Status Code.

Select the **Report Details** link to see the "Report Summary" page. If there is no error information available, the system displays the "Report Summary" page with a message.

Select the **Back to Search** button to return to the "Employer Report Selection" page.

Select the **Print Page** button to print the "Search Results" page.

Social Security Online

Electronic Wage Reporting (EWR)

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

Employer Report Status

1 Search Results 2 Report Summary 3 Error Details

Report Details

Name: **WAGE SUBMISSION COMPANY**

Tax Year: **2010**
Report Type: **REGULAR**
Status: **RETURN**
Status Date: **11/19/2010**
# of W-2s: **2427**

W-3 Information

	Reported	Processed	Amended
Social Security Wages	$347,033,057.75	$347,033,057.75	NOT APPLICABLE
Social Security Tips	$243,690,351.34	$243,690,351.34	NOT APPLICABLE
Medicare Wages and Tips	$1,405,036,664.27	$1,405,036,664.27	NOT APPLICABLE
Federal Taxable Income	$762,779,334.86	$1,845,097,462,517.41	NOT APPLICABLE

Error Summary

Total Errors:

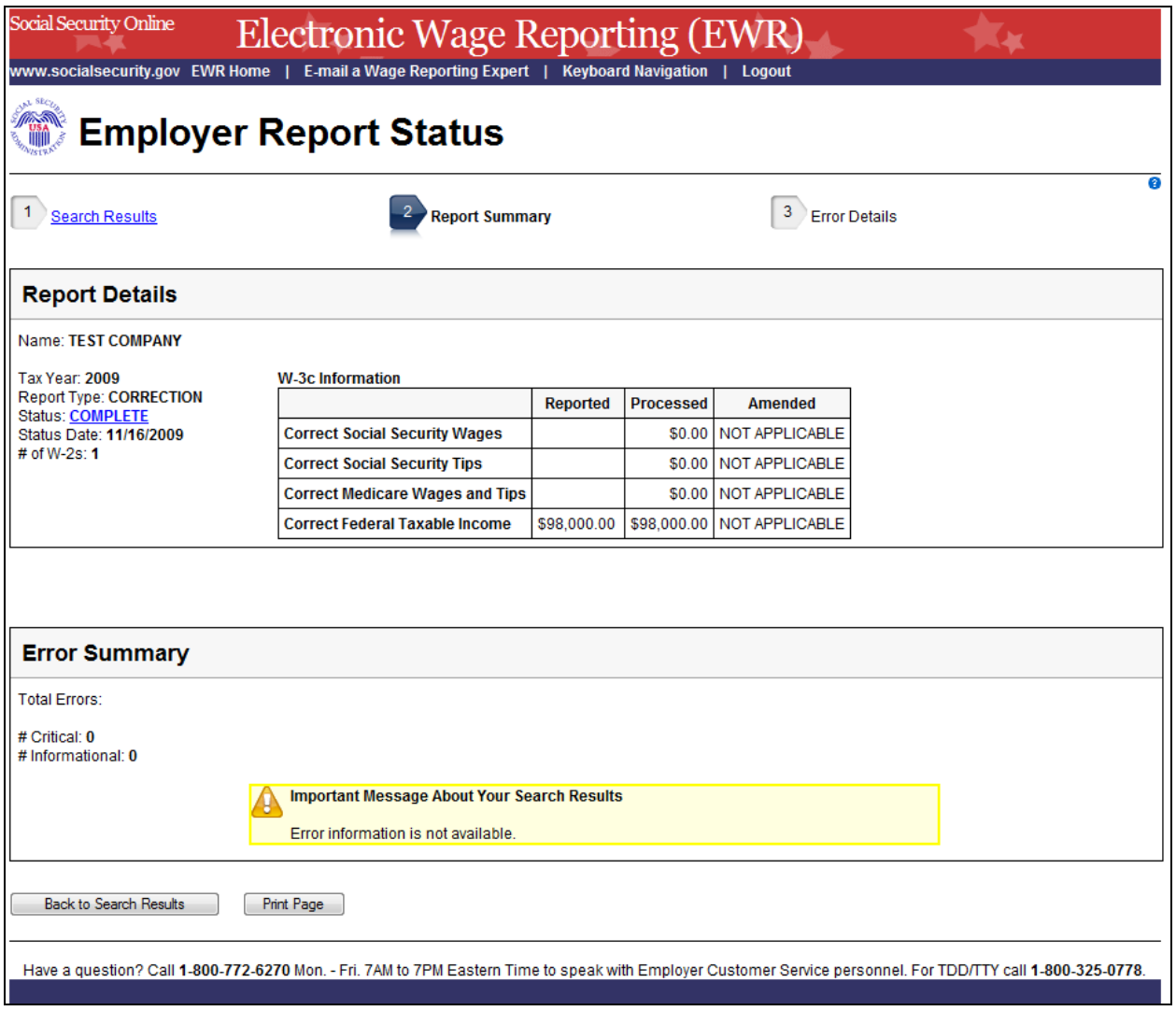
Critical: **9**
Informational: **2**

Importance	Error Description	More Information
CRITICAL	Average W2 over 1 million dollars - Def Comp 408(k)(6)	Error Details
CRITICAL	Average W2 over 1 million dollars - Total Compensation	Error Details
CRITICAL	Invalid Names and/or SSNs	Error Details
CRITICAL	Out of Balance Over Tolerance - Deferred Comp 401(k)	Error Details
CRITICAL	Out of Balance Over Tolerance - Deferred Comp 403(b)	Error Details
CRITICAL	Out of Balance Over Tolerance - Deferred Comp 408(k)(6)	Error Details
CRITICAL	Out of Balance Over Tolerance - Health Savings Account	Error Details
CRITICAL	Out of Balance Over Tolerance - Non-Qual Plan Section 457	Error Details
CRITICAL	Out of Balance Over Tolerance - Total Compensation	Error Details
INFORMATIONAL	Out of Balance Over Tolerance - Adv Earned Income Credit	Error Details
INFORMATIONAL	Out of Balance Under Tolerance - Federal Tax	Error Details

Back to Top

Back to Search Results | Print 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 10: On the Report Summary page:

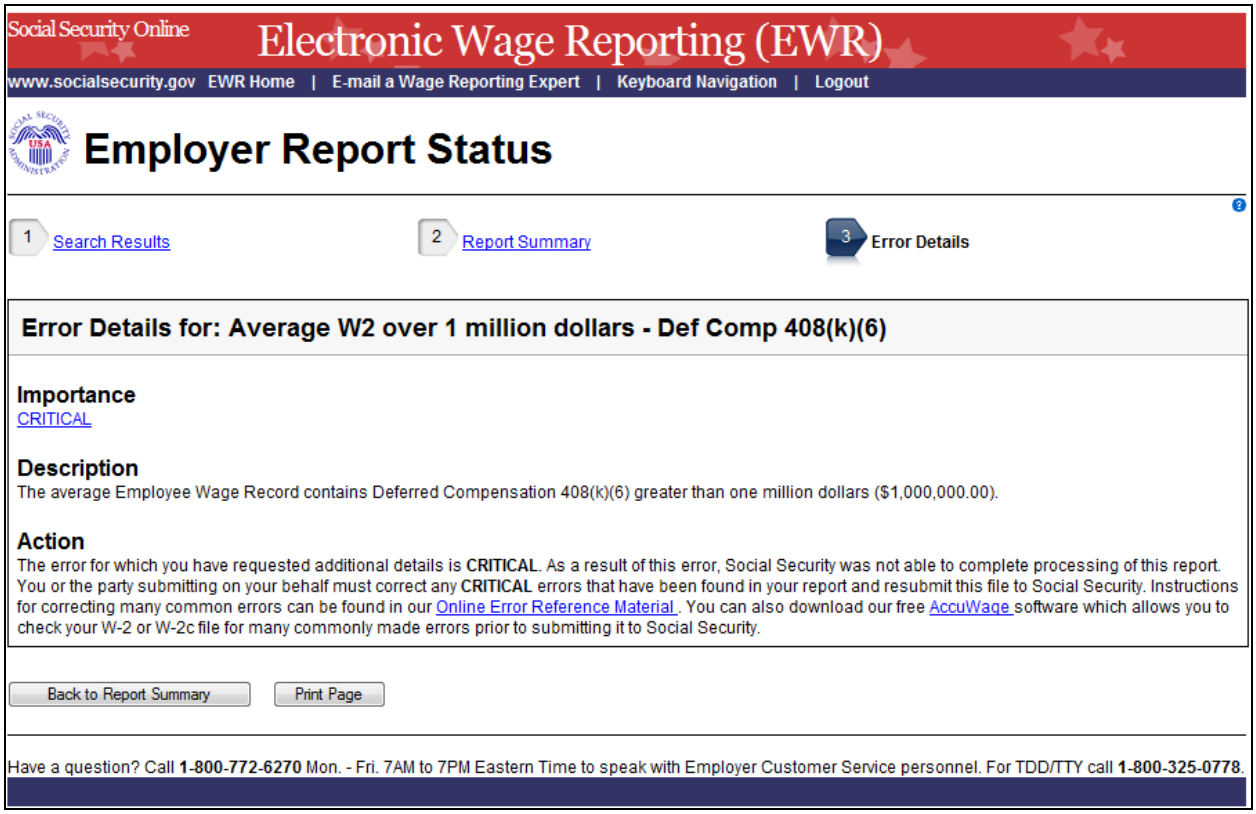
Select the Status link in the Report Details section to see an Explanation of Processing Status Code.

Select the Importance link in the Error Summary section to see an Explanation of the Error Importance.

Select the **Error Details** link to go to the "Error Details" page.

Select the **Back to Search Results** button to return to the "Search Results" page.

Select the **Print Page** button to print the "Report Summary" page.



STEP 11: On the Error Details page:

Select the Importance link to see an Explanation of the Error Importance.

Select the **Online Error Reference Material** link to see Employer W-2 Filing Instructions & Information.

Select the **AccuWage** link to see AccuWage Information and Software.

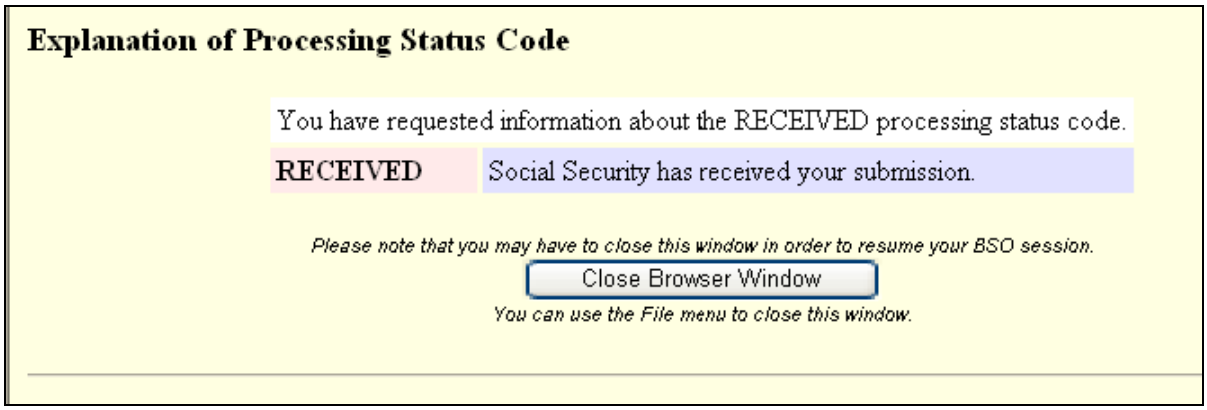
Select the **Back to Report Summary** button to return to the "Report Summary" page.

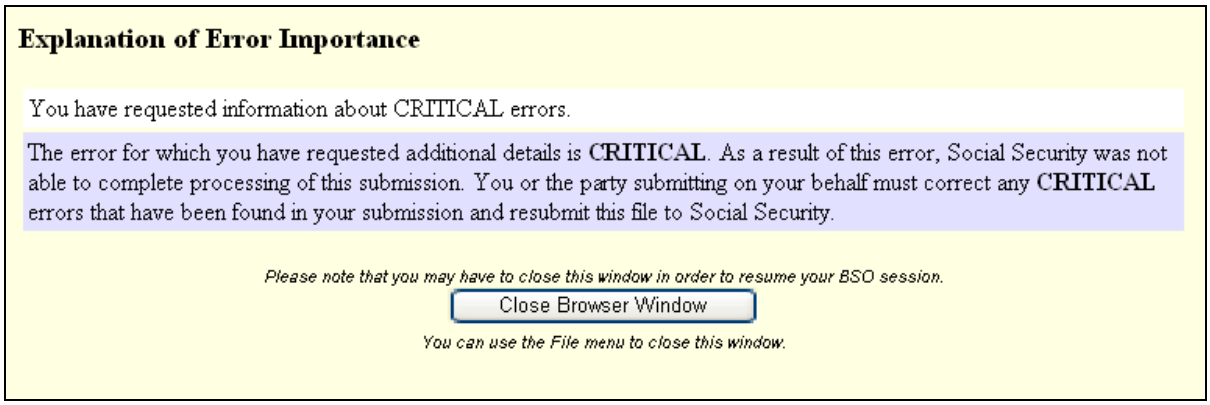
Select the **Print Page** button to print the "Error Details" page.

APPENDIX: OTHER PAGES

1. Explanation of Processing Status Code (Submission Status) Page

Users can access this page by selecting the specific status link in the Submission Status column or the Report Status column on any error page.



2. Explanation of Error Importance Page

Users can access this page by selecting either "CRITICAL" link or "INFORMATIONAL" link in Importance column on any error page.