

Guía de Servicios por Internet para Empresas (BSO, siglas en inglés) para el Año Tributable 2012



Solicitando Prórroga de Tiempo para la
Presentación de Información Otra Vez

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

Social Security
The Official Website of the U.S. Social Security Administration

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Home | **Business Services Online**

Business Services Online

Welcome

The [Business Services Online Suite of Services](#) allows organizations, businesses, individuals, employers, attorneys, non-attorneys representing Social Security claimants, and third-parties to exchange information with Social Security securely over the internet. You must register and create your own password to access Business Services Online.

Attention All BSO Users

The Business Services Online web site will be unavailable from 9:00 PM EST on Friday, December 7, 2012 until 5:00 AM EST on Monday, December 10, 2012. Beginning December 10, 2012, BSO will begin accepting W-2s and W-3s for Tax Year 2012.

Attention Wage Reporting Employers and Submitters that use Electronic Data Transfer (EDT) Files

The deadline for calendar year 2012 processing of EDT files is 2 PM Eastern Standard Time on Friday, December 7, 2012. Any EDT files transmitted after this deadline will be received, but will not be processed until January 2013. After we begin processing in late January 2013, it could take a few weeks to process the backlog.

The [Complete Phone Registration](#) option is provided to individuals who began their Business Services Online registration by phone and need to create a password.

Business Services Online (BSO)

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

- + For Employers
- + For Attorneys & Appointed Representatives
- + Social Security Number Verification Services (SSNVS)
- + Consent Based Social Security Number Verification Service (CBSV)

Información para el Empleador en Español

Home	Policy	Related Websites	Organizational Info
English	FOIA	USA.gov	Site Map
Español	No FEAR	Benefits.gov	About Us
Other Languages	Privacy	MyMoney.gov	
	Web Accessibility	Regulations.gov	
	Website Policies	Other Government Websites	

Last reviewed or modified 11/16/2012

PASO 2: Seleccione el botón de «**Log In**» (Ingresar) en la página de BSO titulada «Welcome to Business Services Online». El sistema mostrará la página titulada, «Log In to Online Services» (Ingrese a la Página de Servicios por Internet).

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.

Log In

BSO Welcome |

PASO 3: Ingrese su «User ID» (Nombre de Usuario) y su «Password» (Contraseña).

PASO 4: Seleccione el encasillado que dice, «**I have read & agree to these terms**» (He leído y estoy de acuerdo con estas condiciones) en la página titulada, «Log In to Online Services».

Seleccione el botón de «**Log In**» (Ingresar) para ver la página titulada «[BSO Main Menu](#)».

Para regresar a la página inicial de BSO «[Welcome to Business Services Online](#)», seleccione el enlace que dice **BSO Welcome** que está en la parte de arriba o de abajo de la página.

The screenshot shows the 'Business Services Online' main menu. At the top, it says 'Social Security Online' and 'Business Services Online'. Below that is the URL 'www.socialsecurity.gov' and navigation links: 'BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation'. The main content area is titled 'Main Menu' and includes a 'HELP' link. On the left, there is a sidebar with sections: '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 main content area contains a welcome message: 'Welcome, ERESUB VALIDATION. Your password expires on May 05, 2099'. Below this are two main sections: 'Report Wages To Social Security' (with sub-points: 'Submit, download or process W-2s and W-2cs', 'View submission status, acknowledge resubmission notices or Request resubmission extensions', and 'View errors and error notices for wage files and/or wage reports submitted by or for your company') and 'Social Security Number Verification Service' (with sub-points: 'Request online SSN verification, or Submit files for SSN verification'). At the bottom, it repeats the URL and navigation links.

PASO 5: Seleccione el enlace que dice «**Report Wages to Social Security**» en la página de «BSO Main Menu». El sistema mostrará la página titulada «Wage Reporting Attestation» (Confirmación de la Presentación de los Registros de Salarios).

The screenshot shows the 'Wage Reporting Attestation' page. At the top, it says 'Social Security Online' and 'Business Services Online'. Below that is the URL 'www.socialsecurity.gov' and navigation links: 'BSO Main Menu | BSO Information | Keyboard Navigation | Logout'. The main content area is titled 'Wage Reporting Attestation'. Below the title is a section titled 'User Certification for Electronic Wage Reporting'. The text reads: 'I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files. I certify that I am the individual authorized to conduct business under this User ID and have the authority to either attest to the accuracy of the data and/or transmit wage information and to receive employee wage information for the employer.' Below this text is a paragraph: 'By selecting the "I Accept" button, you certify that you have read, understand and agree to the user certification of Business Services Online.' At the bottom of this section are two buttons: 'I Accept' and 'I DO NOT Accept'. At the very bottom of the page, it says: '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.'

PASO 6: Seleccione el botón que dice, «**I Accept**» (Acepto) en la página titulada, «Wage Reporting Attestation» (Confirmación de la Presentación de los Registros de Salarios) para ir a la página inicial del EWR.

Para regresar a la página del «BSO Main Menu» seleccione el botón que dice, «**I DO NOT Accept**» (No Acepto).

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-2W-3 Online | Forms W-2cW-3c Online | Upload Formatted Wage File

[Create/Resume Forms W-2W-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-2W-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-2W-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-2W-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 request a one-time 15-day extension of the deadline:

[Request an Extension to File a Resubmission](#)

- You will need information from the Notice to 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.

PASO 7: Seleccione el enlace que dice «**Request an Extension to File a Resubmission**» (Solicitar una Prórroga de Tiempo para Presentar la Información Otra Vez). El sistema mostrará la página titulada «Request Resubmission Extension».

The screenshot shows the 'Request Resubmission Extension' form on the Social Security Online website. The page header includes 'Social Security Online', 'Electronic Wage Reporting (EWR)', and navigation links like 'EWR Home', 'E-mail a Wage Reporting Expert', 'Keyboard Navigation', and 'Logout'. The main heading is 'Resubmission Notice' with a sub-heading 'Request Resubmission Extension'. The form instructions state: 'Use this form to request a one-time 15-day 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.' Below this, it lists conditions for requesting an extension: '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.' A note says 'Items marked with an asterisk (*) are required.' The form fields are: '*EIN:' with a text input box; '*WFID - Version:' with two text input boxes; and '*Receipt Year:' with a dropdown menu showing '2013'. At the bottom are 'Cancel' and 'Submit' buttons. A footer note provides contact information: '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.'

PASO 8: Ingrese su Número de Identificación de Empleador (EIN, siglas en inglés), el Identificador de registro de salario (WFID, siglas en inglés), versión y el año en que se recibe (exactamente como aparecen en el aviso para presentar la información otra vez que recibió del Seguro Social).

Seleccione el botón que dice «**Submit**» para solicitar una prórroga de tiempo para presentar la información otra vez, el sistema muestra la página titulada «Resubmission Extension Receipt».

Seleccione el botón que dice «**Cancel**» para regresar a la página inicial del «[EWR home](#)».

The screenshot shows the 'Electronic Wage Reporting (EWR)' interface. At the top, there is a red header with 'Social Security Online' and 'www.socialsecurity.gov'. Below this is a dark blue navigation bar with links for 'EWR Home', 'E-mail a Wage Reporting Expert', 'Keyboard Navigation', and 'Logout'. The main content area has a white background with the Social Security Administration logo on the left and the title 'Resubmission Notice' in large black font. Below the title is a section titled 'Resubmission Extension Receipt' with a blue question mark icon in the top right corner. The text in this section reads: 'Date: 15-Feb-2012 Time: 01:42 PM Eastern Time', '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 Extension receipt for your records.', 'You have received a 15-day extension for WFID KVV136 - 01 and Receipt Year 2010.', and 'The new deadline for filing your resubmission is 03/17/2012. The original deadline was 03/02/2012.' Below the text is a blue button labeled 'EWR Home Page'. At the bottom of the page, a dark blue footer contains 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.'

PASO 9: En la página titulada «Resubmission Extension Receipt», seleccione el botón de **EWR Home page** para regresar a la página inicial del [EWR home](#).