


1. Click create log in account

Social Security Online  
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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.

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## 2. Accept the Attestation

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**Online Services Availability**

- Monday-Friday: 5 AM - 1 AM ET
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**User Registration Attestation**

**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.

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

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**User Certification for SSA Business Services Online**

I certify that:

- I understand that SSA may prevent me from using these services if SSA determines or suspects there has been misuse of these services.
- I understand that I may be subject to penalties if I submit fraudulent information.
- 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.**

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3. Add user information and click next.

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Online Services Availability

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**Create a Login Account**

Step 1: Provide Information

**Create an Account**

1. Provide Information
2. Create Password
3. Review and Submit
4. Print User ID

The information you provide will be compared against our records in order to verify your identity.  
\* Indicates required information

Form Approved: OMB No. 0960-0626 Expiration date: 10/31/2012

Personal Information

**\*Name:**

JASON   CORTEZZO

\*First Middle \*Last Suffix

**\*Date of Birth:**

10121981

mmddyyyy

**\*Social Security Number (SSN):**

522123456

XXXXXXXX

[More Information](#)

Personal Contact Information

**\*Country:**

United States

**\*Home Street Address:**

6401 SECURITY BLVD

**\*City:**  **\*State:** MD  **\*Zip Code:** 21235  **Ext.:**

**\*Daytime Phone Number:** 2222222222  Extension:

**Fax Number:**

**\*Email Address:** asdf@asdf.com

[Why do you need an email address?](#)

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4. Enter password and KBA questions and answers, click next

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Online Services Availability

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**Create a Login Account**

**Step 2: Create Your Password**

**Create an Account**

- Provide Information
- Create Password**
- Review and Submit
- Print User ID

Your password will be used to log in to online services; your User ID will be provided to you.  
\* Indicates required information

**Your Password:**

- Must contain exactly **8 characters**
- Must contain **only numbers and letters**
- Must contain **at least 1 number and 1 letter**
- Is **not case sensitive**

**\*Enter Password:**  
\*\*\*\*\*

**\*Re-enter Password:**  
\*\*\*\*\*

**Security Questions and Answers**

The security questions and answers you select will be used to validate your identity in case you forget your password.

**\*Question 1:**  
WHAT IS THE NAME OF YOUR FIRST NEPHEW? [dropdown]

**\*Answer 1:**  
A [text input]

**\*Question 2:**  
WHAT IS THE NAME OF YOUR FIRST NIECE? [dropdown]

**\*Answer 2:**  
A [text input]

**\*Question 3:**  
WHAT IS THE MIDDLE NAME OF YOUR MOTHER? [dropdown]

**\*Answer 3:**  
A [text input]

**\*Question 4:**  
WHAT IS THE MIDDLE NAME OF YOUR FATHER? [dropdown]

**\*Answer 4:**  
A [text input]

**\*Question 5:**  
IF YOU COULD PLAY ANY INSTRUMENT WHAT WOULD IT BE? [dropdown]

**\*Answer 5:**  
A [text input]

[Back] [Cancel & Exit] [Next]

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5.

6. Review your information and click accept to the certification, press submit

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**Online Services Availability**

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**Create a Login Account**

Step 3: Review & Submit

**Create an Account**

- Provide Information
- Create Password
- Review and Submit
- Print User ID

Please verify that the information you provided is correct.

**Personal & Contact Information**

Name: JASON CORTEZZO  
Date of Birth: 10/12/1981  
SSN: 522-12-3456  
Country: United States  
Home Street Address: 6401 SECURITY BLVD  
City, State, Zip: WOODLAWN , MD 21235  
Daytime Phone Number: (222) 222-2222  
Fax Number:  
Email: asdf@asdf.com

**Security Questions and Answers**

Question 1: WHAT IS THE NAME OF YOUR FIRST NERHEW?  
Answer 1: A  
Question 2: WHAT IS THE NAME OF YOUR FIRST NIECE?  
Answer 2: A  
Question 3: WHAT IS THE MIDDLE NAME OF YOUR MOTHER?  
Answer 3: A  
Question 4: WHAT IS THE MIDDLE NAME OF YOUR FATHER?  
Answer 4: A  
Question 5: IF YOU COULD PLAY ANY INSTRUMENT WHAT WOULD IT BE?  
Answer 5: A

**User Certification for Online Services**

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 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

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7. Note down your new user id, you can print a receipt if desired, and click next

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www.socialsecurity.gov

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Online Services Availability

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Create a Login Account

Step 4: Print your User ID

Create an Account

1. Provide Information
2. Create Password
3. Review and Submit
4. **Print User ID**

**Thank you! You have successfully created a login account.**  
The User ID below has been assigned to you:

**User ID: WTRSK9NT**

**Please secure this User ID for your future use.**  
You must enter the above User ID and your self-selected Password each time you log in and access online services.  
[Print a confirmation Receipt](#)

**What's Next?**

Now that you've created a log in account for Online Services, you will need to tell us what functions and services you require to do your work.

Depending on the services that you are requesting, you may be required to provide additional information about yourself or the organizations that you represent.

Next

www.socialsecurity.gov

8. ARMENU no services

JOHN PUBLIC  
Rep ID: ABCD9REPID

[Log Out](#)



## No Services Available

There are no services available for the option you selected.

### Main Menu

#### Manage Account

- [View/Edit Account Info](#)
- [Change Password](#)
- [Disable Account](#)

#### Manage Services

- [View/Edit Services](#)
- [Request New Services](#)
- [View Pending Services](#)
- [Enter Activation Codes](#)

If you require additional assistance, please call 1-800-772-6270. For TDD/TTY call 1-800-325-0778 Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel.

[Main Menu](#)

ARMENU only ARR

Social Security Online **Appointed Representative Services**  
 www.socialsecurity.gov Main Menu | Contact Us | Keyboard Navigation

JOHN PUBLIC  
 Logout

**Appointed Representative Services - Main Menu**

You have access to the following functions:

**Manage Account**

- [View / Edit Account Info](#)
- [Change Password](#)
- [Disable Account](#)

**Manage Services**

- [View / Edit Services](#)
- [Request New Services](#)
- [View Pending Services](#)
- [Enter Activation Code\(s\)](#)

**Internet Registration for Appointed Representative Services is currently unavailable while we improve the online registration process. Please complete the paper form SSA-1699 to register for services, including Direct Pay, and fax it to (570) 270-7307.**

View or update your registration information, including your business affiliations, business contact information, payment information, and more.

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ARMENU EFR and ARR roles

Social Security Online **Appointed Representative Services**  
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JOHN PUBLIC  
 RepID: ABCD9REPID  
 Logout

**Appointed Representative Services - Main Menu**

You have access to the following functions:

**Manage Account**

- [View / Edit Account Info](#)
- [Change Password](#)
- [Disable Account](#)

**Manage Services**

- [View / Edit Services](#)
- [Request New Services](#)
- [View Pending Services](#)
- [Enter Activation Code\(s\)](#)

**Electronic Records Express (ERE)**  
 Electronic Records Express will provide you access to your authorized services, such as:

- Access Claimant's Electronic Folder
- Send Response for Individual Case
- Communication Utility

**Internet Registration for Appointed Representative Services is currently unavailable while we improve the online registration process. Please complete the paper form SSA-1699 to register for services, including Direct Pay, and fax it to (570) 270-7307.**


View or update your registration information, including your business affiliations, business contact information, payment information, and more.

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## Enter code activation

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JOHN PUBLIC  **Enter Activation Code(s)**

[Log Out](#)

**Main Menu**

**Manage Account**

- [View/Edit Account Info](#)
- [Change Password](#)
- [Disable Account](#)

**Manage Services**

- [View/Edit Services](#)
- [Request New Services](#)
- [View Pending Services](#)
- [Enter Activation Codes](#)

Enter the activation code for any service(s) for which you have requested access and have received an activation code.

**Enter Activation Code:**

---

[Cancel](#) [Activate Service\(s\)](#)

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## Enter activation confirmation

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JOHN PUBLIC  **Enter Activation Code(s) - Confirmation**

[Log Out](#)

**Main Menu**

**Manage Account**

- [View/Edit Account Info](#)
- [Change Password](#)
- [Disable Account](#)

**Manage Services**

- [View/Edit Services](#)
- [Request New Services](#)
- [View Pending Services](#)
- [Enter Activation Codes](#)

**You have successfully activated Appointed Representative Registration.**

The service(s) listed are now available from the Main Menu.

[Go to the Main Menu](#)

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## No service available

JOHN PUBLIC  
Rep ID: ABCD9REPID



## No Services Available

[Log Out](#)

**There are no services available for the option you selected.**

### Main Menu

#### Manage Account

- [View/Edit Account Info](#)
- [Change Password](#)
- [Disable Account](#)

[Main Menu](#)

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#### Manage Services

- [View/Edit Services](#)
- [Request New Services](#)
- [View Pending Services](#)
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