

Social Security Online - Business Services Online - Windows Internet Explorer

http://www.ssa.gov/bsowelcome.htm

File Edit View Favorites Tools Help

Social Security Online - Business Services Online

Social Security Online **Business Services Online**

www.socialsecurity.gov Home Questions? Contact Us Search GO

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

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
 Welcome to Business Services Online

BSO HELP

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.

[Informacion para el Empleador en Espanol](#)

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.

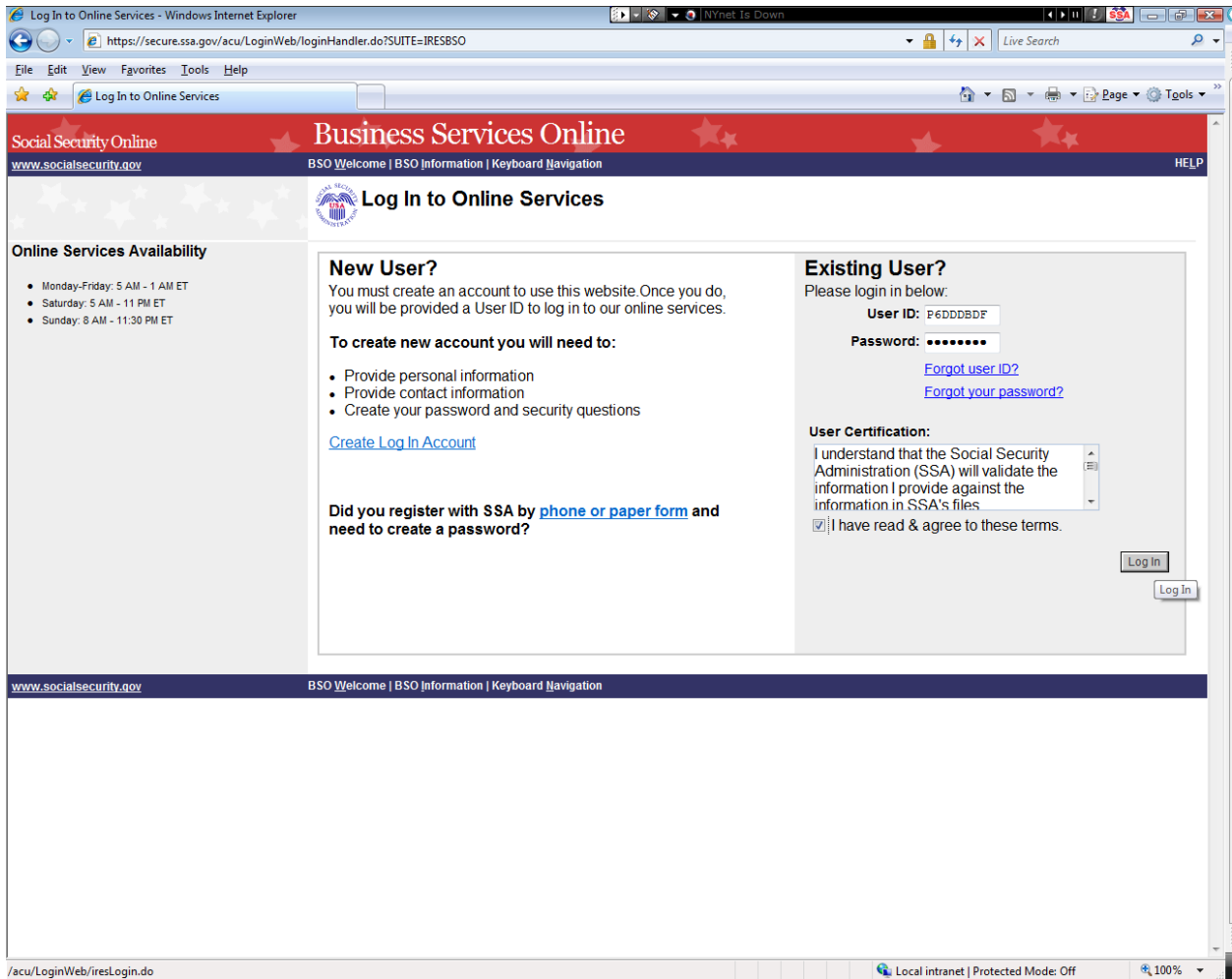
[More information about Reporting Wages](#)

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.

Local intranet | Protected Mode: Off 100%

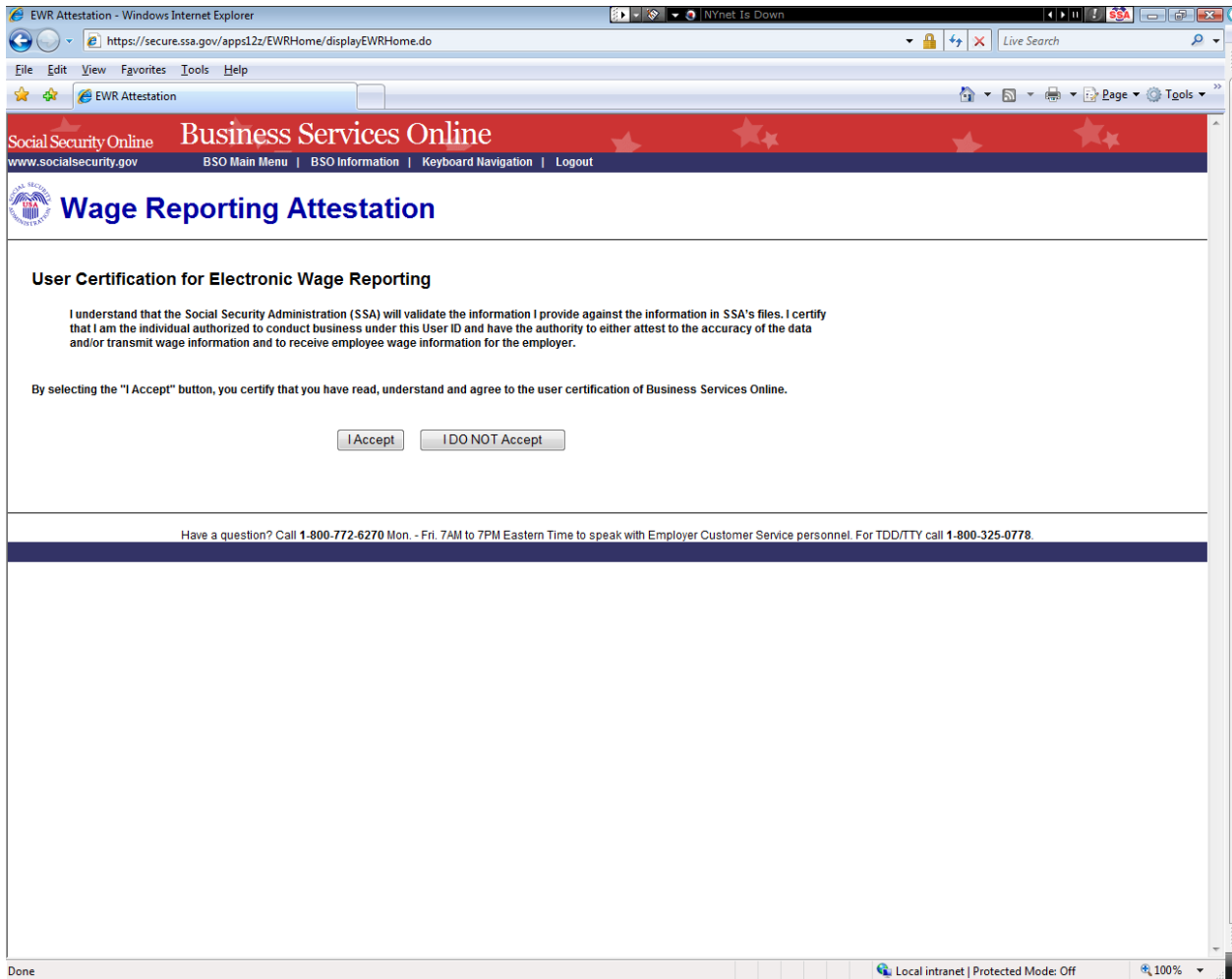
User starts at the BSO Welcome Page, selects "Log In" button.



User is presented with the login page. Enters user-ID and password.



User is presented with the BSO Main Menu, selects "Report Wages to Social Security".



User is presented with the EWR attestation page, selects "I Accept" button.

Windows Internet Explorer browser window showing the EWR Home Page. The address bar displays <https://secure.ssa.gov/apps12z/EWRHome/attest.do>. The page header includes "Social Security Online Business Services Online" and "Electronic Wage Reporting (EWR)".

The main content area is titled "Reporting Wages to Social Security" and features three tabs: "Forms W-2/W-3 Online", "Forms W-2c/W-3c Online", and "Upload Formatted Wage File". The "Upload Formatted Wage File" tab is selected.

Under the "Upload Formatted Wage File" tab, there is a section titled "Create/Resume Forms W-2/W-3 Online" with the following instructions:

- Create (fill in the form), save, print and submit up to 20 Forms W-2 per Form W-3. There is no limit on the number of Forms W-3 with up to 20 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 20 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.

Below this section are two columns of information:

- Submission Status:** Includes a link to "View Submission Status" and text: "Check report status, errors, and notice information for previously submitted wage reports (Forms W-2/W-3)."
- Employer Report Status:** Includes a link to "View Wage Report Status" and text: "Check report status or view errors for reports submitted for your company by a third party."
- Resubmission Notice:** Includes text: "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:" and a link to "Acknowledge Notice and/or Request Extension". Below this are two bullet points:
 - 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.

On the right side of the page, there is a sidebar with various links:

- 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

At the bottom of the page, there is a footer with 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."

User is presented with the EWR Home Page, selects the "Upload Formatted Wage File" tab to continue.

Windows Internet Explorer browser window showing the Social Security Online Business Services Online page for Electronic Wage Reporting (EWR).

The page title is "Electronic Wage Reporting (EWR)". The URL is <https://secure.ssa.gov/apps12z/EWRHome/displayEWRHome.do?show=Upload>.

The page content includes:

- Reporting Wages to Social Security**
 - Forms W-2W-3 Online
 - Forms W-2cW-3c Online
 - Upload Formatted Wage File
 - Warning:** This tab is not for submitting Forms W-2(c)W-3(c) created using the other tabs.
 - [Submit/Resubmit a Formatted Wage File](#)
 - [Submit a Special Wage Payments File](#)
- Submission Status**
 - [View Submission Status](#)
- Employer Report Status**
 - [View Wage Report Status](#)
- Resubmission Notice**
 - [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.

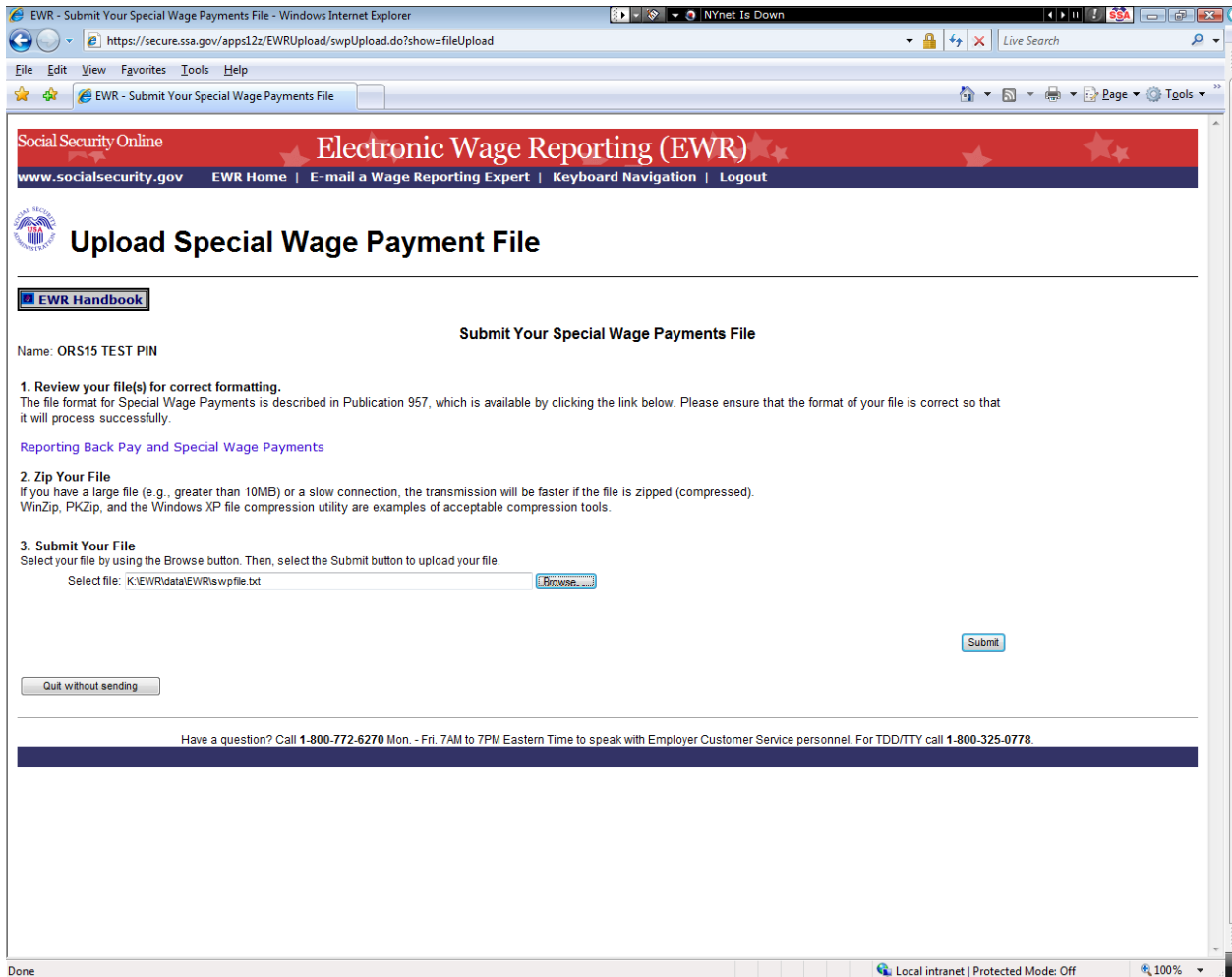
On the right side, there are several links:

- Alerts and News for EWR
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- Información en Español
- Online Tutorials & Training**
 - Wage Reporting Handbook
 - SSN Verification Handbook
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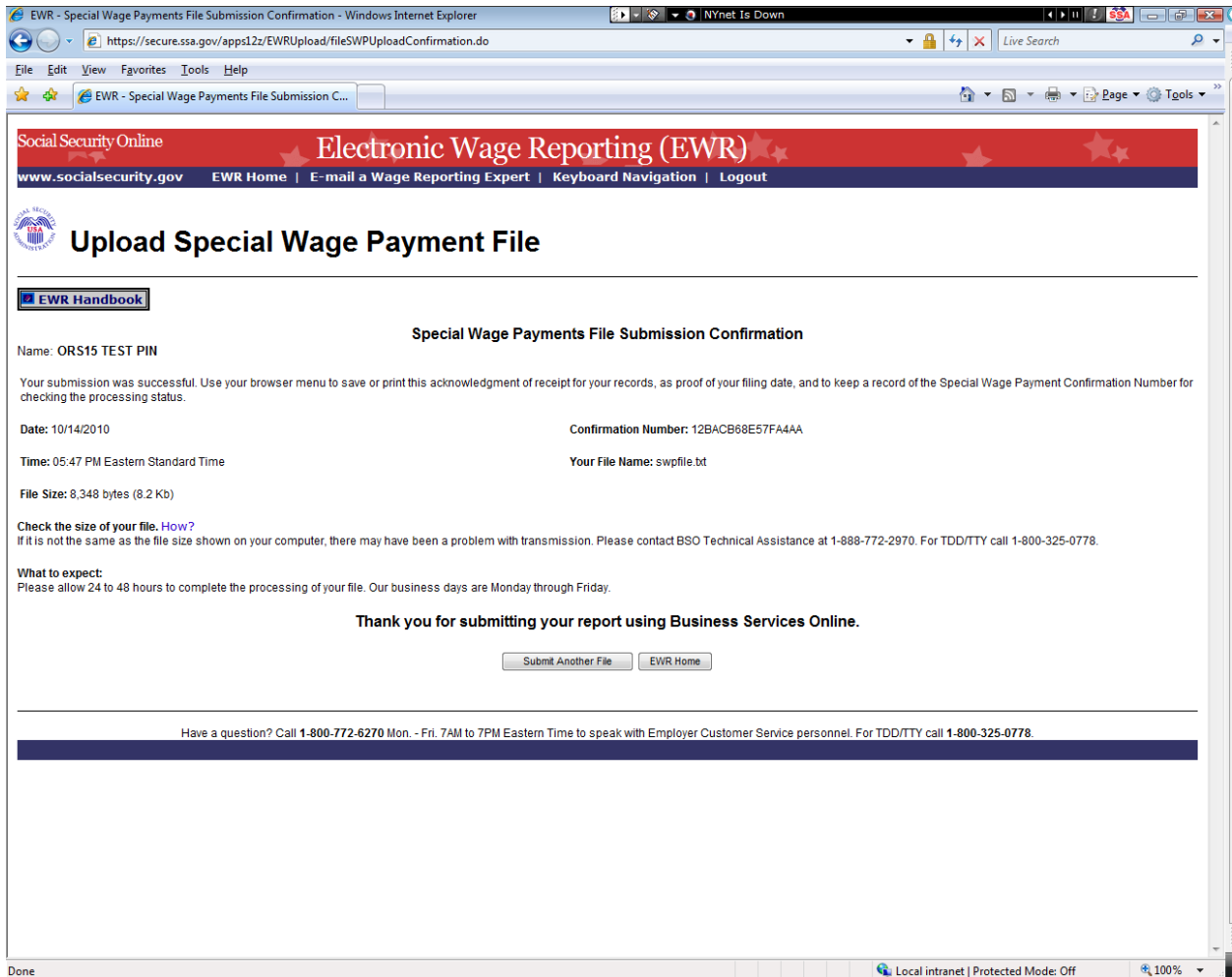
At the bottom, there is a contact information bar: "Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778."

The browser status bar shows the URL <https://secure.ssa.gov/apps12z/EWRUpload/swpUpload.do?show=fileUpload>, "Local intranet | Protected Mode: Off", and "100%" zoom level.

User is presented with wage file reporting links, selects "Submit a Special Wage Payments File" to continue.



User is presented with "Upload Special Wage Payment File" page, uses "Browse" button to select file from their PC, and the selects the "Submit" button to submit the file to SSA.



File is received, high-level edit is conducted for file format verification, and a confirmation number is assigned and displayed.

The file is then processed by the AWR/SWP mainframe batch system(s).