1. Click create log in account



2. Accept the Attestation

social security online	BSO Welcome BSO Information Keyboard Ilavigation
Inline Services Availability	HELI
Monday-Friday: 5 AM - 1 AM ET Saturday: 5 AM - 11 PM ET Sunday: 8 AM - 11:30 PM ET	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.
	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.
	I Do NOT Accept

3. Add user information and click next.

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Shine Services Availability Monday-Finday: 5AM-11 AW ET Standay: 5AM-11 BM ET Step 1: Provide Information Standay: 5AM-11 BM ET Step 1: Provide Information Step 1: Provide Information Provide Information you provide will be compared against our records in order to verify your identify. 'Indicates required information Provide Information to the topological Expension date: 1901/0012 Personal Information Provide Information Personal Information Personal Information Personal Information Personal Information Personal Contact Information	www.socialsecurity.gov	BSO <u>W</u> elcome 📽 BSO Infor	mation 🖻 Keybo	ard <u>N</u> avigation		🖶 HELP
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Personal Information *Name:	2. Create Password 3. Review and Submit 4. Print User ID	Form Approved: OMB No. 0960-06	.26 Expiration date: 10	/31/2012		
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Personal Contact Information *Country: United States *Home Street Address: 6401 SECURITY BLVD *City: *State: *Zip Code: Ext: *Daytime Phone Number: 222222222 Extension: *Email Address: asdf@adf.com *Email Address: asdf@adf.com *Univ do you need an email address? Next		522123456 XXXXXXXXX More Information				
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4. Enter password and KBA questions and answers, click next

Social Security Online	Business Services Online	
www.socialsecurity.gov	BSO Welcome BSO Information Keyboard Navigation	NEL D
Online Services Availability Monday-Friday: 5 AM - 1 AM ET Saturday: 5 AM - 11 PM ET Sunday: 8 AM - 11:30 PM ET 	Create a Login Account Step 2: Create Your Password	HELP
		Y
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 Enter Password: Re-enter Password:	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
	Security Questions and Answers The security questions and answers you select will be used to validate your identity in case you forget your password.	

5.

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

Social Security Online	Business Services Online	
www.socialsecurity.gov	BSO Welcome BSO Information Keyboard Mavigation	
Online Services Availability • Monday-Friday: 5 AM - 1 AM ET • Saturday: 5 AM - 11 PM ET • Sunday: 6 AM - 11:30 PM ET	Create a Login Account Step 3: Review & Submit	HELP
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4. Print User ID	Name: JASON CORTEZO Date of Pint: 101/21941 SSN: 52.17.3456 Country: United States	
	Home Streek Address: 6401 SECURITY BLVD City, State, Zip, WVOOLUWN, MD 2125 Daytime Phone (22) 222.2222 Number:	
	Fax Number: Email: asdf@asdf.com	
	Security Questions and Answers Edit Security Information	
	Question 1: WHAT IS THE NAME OF YOUR FIRST NEPHEW?	
	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 MOTHED 2:	
	Answer 3: A	
	FATHER?	
	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 SSA may prevent me from using these services if SSA determines or suspects there has been misure of the services.	
	 I am asset that any person who knowingly and willingly makes any representation to failedy obtain information from Social Security records and/or intends to decease the Social Security Administration as to the true identity of an individual could be pursiled by a fine or imprisonment, or both. 	
	I am authorized to do business under this User ID.	
	by cnecking the box below you certify that you have read, understand and agree to the user certification of Business Services Online.	
	V I Accept	
	< Back Cancel & Exit Submit	
www.socialsecurity.gov		

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



8. ARMENU no services

Social Security Online	Appointed Representative Services	^
www.socialsecurity.gov	Main Menu Contact Us BSO Information Keyboard Navigation	HELP
JOHN PUBLIC Rep ID: ABCD9REPID Log Out	No Services Available There are no services available for the option you selected.	
Main Menu Manage Account • <u>View/Edit Account Info</u> • <u>Change Password</u> • <u>Disable Account</u> Manage Services • <u>View/Edit Services</u> • <u>View/Edit Services</u> • <u>View Pending Services</u> • <u>View Pending Services</u> • <u>Enter Activation Codes</u>	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	
www.socialsecurity.gov		

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Social Security Online	Appointed Representative Services
JOHN PUBLIC Logout	Appointed Representative Services - Main Menu
Manage Account View / Edit Account Info Change Password Disable Account	You have access to the following functions: 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.
Manage Services • View / Edit Services • Request New Services • View Pending Services • Enter Activation Code(s)	View or update your registration information, including your business affiliations, business contact information, payment information, and more.
www. <u>s</u> ocialsecurity.gov	

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Manage Account • Wary Edit Account in the Change Passed • Disable Account Electronic Records Express (ERE) Electronic Records Express Will provide you access to your authofized services, such as: • Disable Account • Disable Account • Disable Account • Cases Claimant's Electronic Folder • Sender Revises • There Activation Codels • There Activation Codels • 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. • Wer update your registration information, including your business affiliatons, business contact information, payment information, and more. • Wer update your registration information, including your business affiliatons, business contact information, payment information, and more. • Wer verification were update your registration information, including your business affiliatons during the payment information, payment information, payment information, and more. 	JOHN PUBLIC RepID: ABCD9REPID Logout	Appointed Representative Services - Main Menu You have access to the following functions:
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 Yiew / Edit Services Request New 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 ax it to (570) 270-7307. We or update your registration information, including your business affiliations, business contact information, payment information, and more.	Manage Services	Send Response for Individual Case Computer Section Little
www.socialsecurity.gov	View / Edit Services View / Edit Services View Pending Services Enter Activation Code(s)	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.
	www.socialsecurity.gov	

Enter code activation

Social Security Online	Appointed Representative Services	*
www.socialsecurity.gov	Main Menu Contact Us BSO Information Keyboard Navigation HELP	
JOHN PUBLIC	Enter Activation Code(s)	
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 Cancel Activate Service(s)	
Enter Activation Codes www.socialsecurity.gov		

Enter activation confirmation

Social Security Online	Appointed Representative Services	
www.socialsecurity.gov	Main Menu Contact Us 🖻 BSO Information Keyboard Navigation	HELP 🕏
JOHN PUBLIC Log Out	Enter Activation Code(s) - Confirmation	
Main Menu	You have successfully activated Appointed Representative Registration.	
Manage Account	The service(s) listed are now available from the Main Menu.	
<u>View/Edit Account Info</u> <u>Change Password</u> Disable Account	Go to the Main Menu	
Manage Services		
<u>View/Edit Services</u> Request New Services <u>View Pending Services</u> Enter Activation Codes		
www.socialsecurity.gov		

No service available

Social Security Online	Appointed Representative Services	<u>۸</u>
www.socialsecurity.gov	Main Menu Contact Us BSO Information Keyboard Navigation	HELP
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 Senices • Request New Senices • View Pending Senices • 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	
www.socialsecurity.gov		