# **BSO Welcome**

Social Security Online		ss Services Or				
www.socialsecurity.gov	Home	Questions?	How to Contact Us	Search		
	BS	O Welcome Page				
Business Services Online Website Index	Seguro Social En Español				Software/Hardware Requirements	
Employer Information	Rusinass S	Services Online (BSO)			Your browser settings must accept	
<u>BSO Handbook</u>	Dusiness c	Services Offinite (DOO)			cookies. We recommend using a Windows-based PC to use our Interne	
SSA Home Page			companies to conduct business v		services. Using Macintosh Compute	
Publications	Administration added in the	on. You must be a registere future	Web TV, or other non Windows-bas PCs may cause inconsistent results			
Software					Encryption Notice:	
Feedback	Login				If your browser can not use <u>128-bit</u>	
<u>Navigation</u> Security Policy		Iready registered and neec complete your phone regist	encryption, you will need to <u>upgrade</u> before you can use our Internet applications.			
BSO News	▶ <u>Registr</u>	Online Services				
	If you would I password, se	Are Available: Monday-Friday				
Enter your e-mail address during BSO Registration and receive important filing information. Because your time is valuable, we will only e-mail you about		uest access to the full ra ou may request limited a	5 AM - 1 AM			
	empioyea, y	Saturday				
4 to 6 times a year – for instance, when it's time to change your password or when changes are	BSO and F	5 AM - 11 PM				
announced for the new filing season. Already registered? Login and select Update your Contact Information.		Sunday				
	Have a que Time to spea	8 AM - 11 PM				
	For TDD/TT	All times EST				
	Employer S					
	Our Employe and expertis					
	To find the s					
FÍRSTGOV	Privacy Policy   Ac	cessibility Policy   Linking Policy   Site N	tap		(Benefits.gov	

# **General Login Attestation**

Social Security Online Business Services Online
Social Security's Business Services Online (BSO)
General Login Attestation
User Certification for SSA Business Services Online
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 agree that I am responsible for all actions taken with my PIN.
<ul> <li>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.</li> </ul>
I am the individual authorized to do business under this PIN.
By selecting the "I Accept" button, you certify that you have read, understand and agree to the user certification of Business Services Online.
I Accept I DO NOT Accept

# **BSO** Login

Social Security Online Business Services Online Social Security's Business Services Online (BSO)
BSO Help
Business Services Online Login
Type your Personal Identification Number (PIN) and password, then select Login.
PIN: Password:
Select this link if you forgot your password. Select this link if you need to complete your phone registration.
Login Cancel
Have a question? Call <b>1-800-772-6270</b> to speak with Employer Customer Service personnel. For TDD/TTY call <b>1-800-325-0778.</b>

# BSO Complete Phone Registration

1000,000	ial Security Online Isiness Services	Online	
	ial Security's Business Services O		
BSO Help			
Business S A Personal Identification Number (PIN) and pass registration process. You must now self-select yo		io less Services Online, Your PIN was is	sued during the
To self-select a password, enter your PIN, First N then select Complete Phone Registration.	lame, Last Name, Social Secu	rity Number, Date of Birth, EIN and Pa	assword (two time
Personal Identif	ication Number (PIN):	125	
	First Name:		
	Last Name:		
(leave blank if you	cial Security Number: DO NOT have an SSN)		
Date	of Birth (mmddacyy)	The Number	
	ication Number (EIN): u DO NOT have an EIN)	A. Maria	
Your password must be eight characters long and letter and at least one number in your password.	d be a combination of letters ar	id numbers. For example, there must	be at least one
	Enter Password:		
	Reenter Password:	1	
Please remember your password. To ensure you start the process over again, but we cannot a select this link to return to the Login page.		ave access to your password. Social	Security can help
	Complete Phone Registration	Cancel	
Paperwork Reduction Act Statement This information collection meets the clearance requir You do not need to answer these questions unless we about 3 minutes to read the instructions, gather the fa SOCIAL SECURITY OFFICE. You can find your local under U. S. Government agencies in your telephone of comments on our time estimate above to: SSA, 6401 this address. Privacy Act Notice The Social Security Administration (SSA) is allowed to the Privacy Act of 1974 (5 U.S.C. § 552a). We need verifying Social Security Numbers and to contact you, be able to provide this service to your company. SSA	e display a valid Office of Manageme cts, and answer the questions. SENI Social Security office through SSA's directory or you may call Social Secu Security Blvd, Baltimore, MD 21235 o collect the information on this form this information to register your com if necessary. Giving us this informat may also use the information we coll	nt and Budget control number. We estimate O OR BRING THE COMPLETED FORM TO website at www.socialsecurity.gov. Offices i ity at 1-800-772-1213 (TTY 1-800-325-0778 -6401. Send only comments relating to our under Sections 205 and 1106 of the Social S bany and your authorized employee(s) to use ion is voluntary. However, without the inform	that it will take YOUR LOCAL are also listed 3). You may send time estimate to Security Act and e our system for mation we will not
including to ensure the appropriate use of the service. Have a question? Call	1-800-772-6270 to speak with Emplo	yer Customer Service personnel.	
	For TDD/TTY call 1-800-325-0		

# Phone Registration Complete

	Social Security Online Business Services Online	
BBO Help		
	Your Phone Registration Is Complete.	
	Your password will expire on 0 1.0 1/2005. You mustchange your password before this date to preventition expiring.	
	Contract Exit	
	Have a questian? Call 1.800.772.4220 to speak with Employer Customer Service personnel For TDD/TTY call 1.800.325.4778.	

### **BSO Home Page**



BSO Home | BSO Information Links | Contact SSA | Keyboard Navigation | Logout

Welcome to Business Services Online (BSO), NAME

Your BSO Registration Password will expire on 09-30-2005.

You must change your password before this date to prevent it from expiring.

**Consent Based SSN Verifications:** 

Submit an Electronic File for SSN Verification Submit a file containing Names and Social Security Numbers to be verified by Social Security.

View Status and Retrieval Information View the current status of a submission.

#### **Registration Services:**

Request Access to BSO Services

Select the option or options that best describe the type of business you plan to conduct with Social Security. Once you have completed your request, an activation code may be mailed.

Activate Access to BSO Services Enter activation code(s) to gain full access to requested BSO service(s).

<u>Re-Request Activation Codes</u> Re-request activation code(s) if you have not received or have misplaced them.

<u>Remove Access to BSO Services</u> Disable your access to BSO services.

<u>Deactivate your PIN</u> Deactivate your Personal Identification Number (PIN).

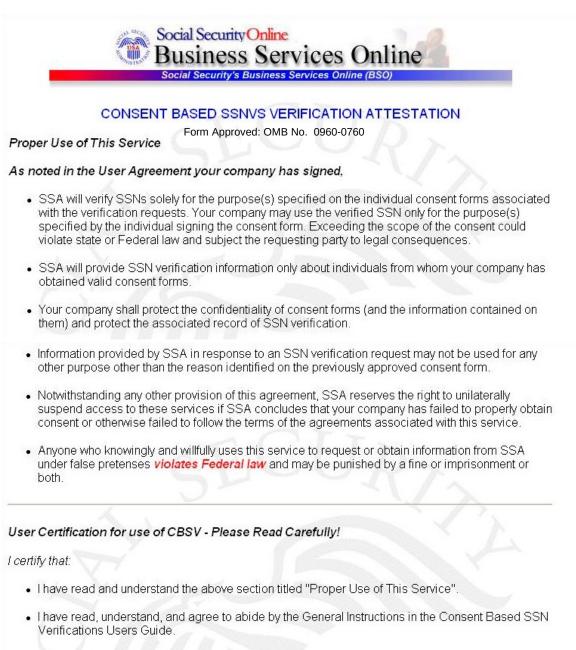
Change your Password Your password must be changed at least once a year in order to keep your PIN active.

Update your Contact Information

Update or change your registration information – correct address, phone number, company phone number, or email address.

### **CBSV** Attestation Page

### (Top Half)



 I am verifying SSNs solely for the purpose(s) specified on the individual consent forms associated with the verification requests.

## **CBSV** Attestation Page

### (Bottom Half)

- I am currently employed by the company signing the User Agreement and am authorized to conduct business on its behalf.
- I understand that my company must be in physical possession of the signed consent forms prior to requesting verifications of the SSNs.
- I understand that I and/or my company may be subject to penalties if I knowingly and willfully request or obtain any record concerning an individual under false pretenses, including submitting fraudulent information or requesting SSN verifications without obtaining valid consent.

### Paperwork Reduction Act Statement

Paperwork Reduction Act Statement - This information collection meets the requirements of 44 U.S.C. § 3507, as amended by section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget control number. We estimate that it will take about 3 minutes to read the instructions, gather the facts, and answer the questions. SEND OR BRING THE COMPLETED FORM TO YOUR LOCAL SOCIAL SECURITY OFFICE. You can find your local Social Security office through SSA's website at www.socialsecurity.gov. Offices are also listed under U. S. Government agencies in your telephone directory or you may call Social Security at 1-800-772-1213 (TTY 1-800-325-0778). You may send comments on our time estimate above to: SSA, 6401 Security Blvd, Baltimore, MD 21235-6401. Send only comments relating to our time estimate to this address, not the completed form.

### **Privacy Act Notice**

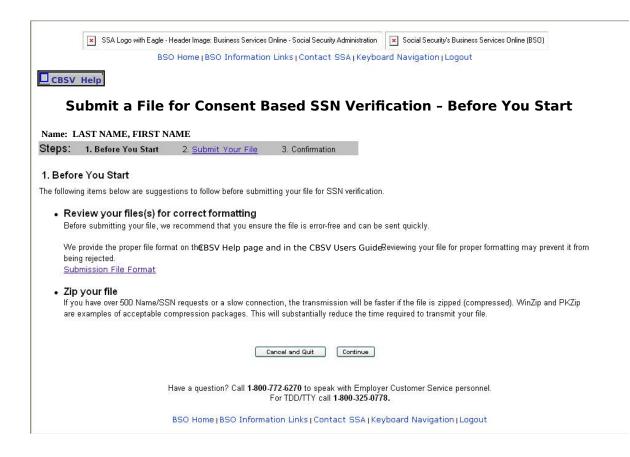
The Social Security Administration (SSA) is allowed to collect the information on this form under Sections 205 and 1106 of the Social Security Act and the Privacy Act of 1974 (5 U.S.C. § 552a). We need this information to register your company and your authorized employee(s) to use our system for verifying Social Security Numbers and to contact you, if necessary. Giving us this information is voluntary. However, without the information we will not be able to provide this service to your company. SSA may also use the information we collect on this form for such purposes authorized by law, including to ensure the appropriate use of the service.

By selecting the "I Accept" button, you certify that you have read, understand and agree to the user certification of Business Services Online.

Accept

I DO NOT Accept

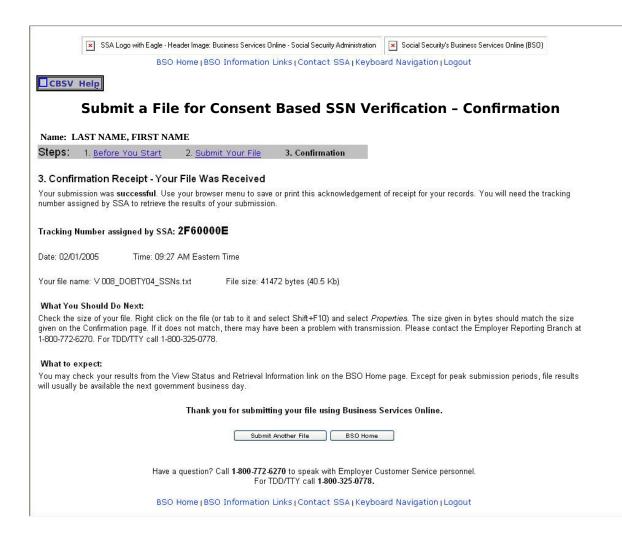
# Submit A File – Before You Start



# File Submittal

	SSA Logo with Eagle - He	ader Image: Business Services O	nline - Social Security Administration	Social Security's Business Services Online (BSO)
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CBSV H	lelp			
SL	ibmit a File i	or Consent B	ased SSN Verif	ication - Submit Your File
Name: LA	ST NAME, FIRST NA	ME		
Steps:	1. <u>Before You Start</u>	2. Submit Your File	3. Confirmation	
2. Submit	t Your File			
• First,	use the Browse butto	to locate your file.		
• Seco	ond, select the Submit I	outton to upload your file		
Sele	submit	Browse		
Except for p	aak cubmiccian nariada fi	a reculte will usually be ave	ilable the next government busi	inece day!
			en your file submission is comp	
			Quit Without Sending	Previous Page
	Have a		2 <b>70</b> to speak with Employer Cu DD/TTY call <b>1-800-325-0778.</b>	ustomer Service personnel.
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# **Submission Confirmation**



### Status and Results Retrieval

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#### CBSV Help

### Submit a File for Consent Based SSN Verification - Status and Retrieval

Name: LAST NAME, FIRST NAME

There are three options for checking the status of the files:

Option 1- Tracking Number: Use your 8 character tracking number for a specific file status. Option 2- Date Range: View status of your file by entering a range of submission dates. Option 3- All Submissions: Retrieve a list of file submissions available to your PIN.

Option 1	Tracking Number	Submit 1
Option 2	Range Start Date	Submit 2
	Range End Date	Submit 2
Option 3	All Submissions	Submit 3

Have a question? Call **1-800-772-6270** to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778.** 

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## Submittal Status

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### CBSV Help

### Status and Retrieval Results

Submission Date	Tracking Number	SSNs Submitted	Needs Review	Status Code	Retrieval Option(s)		Available Through
03/15/2005	XXX00002	100	-	INPROC	-		A
03/01/2005	XXX00004	8	2	AVLBLE	DWNLD		03/31/2005
03/01/2005	XXX0000C	10	6	AVLBLE	DWNLD		03/31/2005
03/01/2005	XXX00001	126	0	VIEWED			03/31/2005
03/01/2005	XXX00002		-	FFRMSE	125 1278	1711	100
03/01/2005	XXX000X2	20	15	DWNLOD	DWNLD	1.2.12	03/31/2005

### New Status Request

### Have a question? Call 1-800-772-6270 to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

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Social Security Online Business Services Online 

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#### SSN Verification

#### Name: JOHN BENT Submitter EIN: 010217809

#### Please Note:

SSNVS Help

- All verified, unverified, and deceased records will be returned.
   Mandatory fields are indicated by an \*.
   Field specific help is available by selecting the underlined links below.
   In the event SSNVS may not be able to process your request, you will be given two (2) options:

   Overnight Processing saves the data you entered to a file for overnight processing, and displays a confirmation number on the Confirmation page that you will need to check the status of your request and view the results.
   Home Page cancels the request, and any data entered on the SSN Verification form is not saved.

Please enter the following information for each employee you would like to verify.

	* <u>SSN</u> (999999999)	* <u>First Name</u>	Middle Name	* <u>Last Name</u>	Suffix	Date of Birth (MMDDYYY)	Gender
1.							
2.							
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This page contains confidential information. Please keep the printed / saved page in a secure place.

Submit Clear Form

Have a question? Call **1.800-772-6270** to speak with Employer Customer Service personnel. For TDD/TTY call **1.800-325-0778.** 

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