

Integrated Registration Services (IRES) Internet Screen Package



Integrated Registration Services (IRES)

March 20, 2015

OMB Clearance Package OMB# 0960-0626

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1. Log In to BSO



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.

2. Forgot Password



Forgot Password

Online Services Availability

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

Request to replace forgotten password

To select a new password, you must answer three random questions that your previously supplied answers to. If you correctly answer the questions you will be allowed to select a new password.

WHAT IS THE NAME OF YOUR
FIRST NEPHEW? :
WHAT IS THE NAME OF YOUR
FIRST NIECE? :
WHAT IS THE MIDDLE NAME
OF YOUR MOTHER? :

Choose your new password

Input New Password:
Confirm New Password:

To maintain a secure system, your password needs to meet the following requirements:

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

3. Log Out of BSO

JOHN PUBLIC

Log Out



Log Out of BSO

For your security, please log out of the application and close all Internet windows when you are finished.

Are you sure you want to log out of Business Services Online?

No

Yes

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](#)

Manage Employer Information

- [Add/Update Employer Information](#)
- [Remove Employer Information](#)

5. Create a Login Account – Step 1: Provide Information

Online Services Availability

- 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.

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 1: Provide Information

Create an Account

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

[Privacy Act Statement](#)

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: 09/30/2015

Personal Information

JOHN PUBLIC *Name:
*First Middle *Last Suffix

*Date of Birth:

04181978
mmddyyyy

*Social Security Number (SSN):

999011234
XXXXXXXX

[More Information](#)

Personal Contact Information

*Country:

United States

*Home Street Address:

123 MAIN STREET

*City: MY CITY *State: AK *Zip Code: 12345 Ext.:

*Daytime Phone Number:

1231231234 Extension:

Fax Number:

*Email Address:

USER@DEMOEMPLOYER.COM

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

Cancel & Exit

Next

6. Create a Login Account – Step 2: Create Your Password

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

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.

*Question 1:

*Answer 1:

*Question 2:

*Answer 2:

*Question 3:

*Answer 3:

*Question 4:

*Answer 4:

*Question 5:

*Answer 5:

7. Create a Login Account – Step 3: Review & Submit

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 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

[Edit Personal Information](#)

Name: JOHN PUBLIC
Date of Birth: 04/18/1978
SSN: 999-01-1234
Country: United States
Home Street Address: 123 MAIN STREET
City, State, Zip: MY CITY , AK 12345
Daytime Phone Number: (123) 123-1234
Fax Number:
Email: USER@DEMOEMPLOYER.COM

Security Questions and Answers

[Edit Security Information](#)

Question 1: WHAT IS THE NAME OF YOUR FIRST NEPHEW?
Answer 1: ANSWER
Question 2: WHAT IS THE NAME OF YOUR FIRST NIECE?
Answer 2: ANSWER
Question 3: WHAT IS THE MIDDLE NAME OF YOUR MOTHER?
Answer 3: ANSWER
Question 4: WHAT IS THE MIDDLE NAME OF YOUR FATHER?
Answer 4: ANSWER
Question 5: WHAT IS THE YEAR YOU GRADUATED HIGH SCHOOL?
Answer 5: ANSWER

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

[< Back](#)

[Cancel & Exit](#)

[Submit](#)

8. Create a Login Account – Step 4: Print your User ID

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 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](#)

9. Complete Phone Registration Attestation

Online Services Availability

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



Complete Phone 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.

10. Complete Phone Registration

Online Services Availability

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



Complete Phone Registration

A User identification (User ID) and password are required to use Online Services. Your User ID was issued during the registration process. You must now choose your personal password to complete registration.

* Indicates required information

*User ID:

P6K49GBB

*First Name:

JOHN

*Last Name:

PUBLIC

*Social Security Number:

999011234

(If you do NOT have an SSN leave this field blank.)

*Date of Birth

04181978

(M M D D Y Y Y Y)

*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

*Re-enter Password:

Cancel

Complete Phone Registration

11. Complete Phone Registration - Successful

Online Services Availability

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



Phone Registration Successful

Your phone registration is complete.

Your password will expire on **January 19, 2011**.

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

[BSO Welcome](#)

[Login](#)

12. BSO User Registration, Login, and Employer Information Help Topics

Social Security Online
www.socialsecurity.gov

Business Services Online
BSO Welcome | BSO Information | Keyboard Navigation

HELP

Online Services Availability

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

 **BSO User Registration, Login, and Employer Information Help Topics**

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- [Household Employers Questions](#)
- [User ID Questions](#)
- [Password Questions](#)
- [Login Questions](#)
- [Browser Questions](#)

User Registration Questions:

- Q1. [Who has to register?](#)
- Q2. [Where can I find more information on how to fill out the User Registration Form?](#)
- Q3. [When I register is the User ID issued to my company or to me?](#)
- Q4. [When can I register?](#)
- Q5. [How do I register?](#)
- Q6. [What information do I need to register?](#)
- Q7. [How old must I be to register?](#)
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- Q9. [I live in another country and I do not have an SSN. How can I register for a User ID and password?](#)
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- Q11. [Why do I need to provide Knowledge Based Authentication \(KBA\) questions and answers?](#)

Employer Information Questions:

- Q12. [What information do I need to associate an Employer?](#)
- Q13. [Why do I have to supply my EIN?](#)
- Q14. [What Business Services are available to registered users?](#)
- Q15. [When I try to add employer information, I receive a message that I'm already registered?](#)

EIN Questions:

- Q16. [My company has multiple EINs. Which one do I enter on the registration screen?](#)
- Q17. [My company has applied for an EIN but hasn't received it yet. Can I register for a User ID/Password?](#)

Self-employed Questions:

- Q18. [Can self-employed individuals register using the Internet?](#)
- Q19. [I am self-employed, but have an EIN. Can I register using the Internet?](#)

Third Party Filer Questions:

- Q20. [I am a third party filer \(accountant, CPA etc.\). Do I need a User ID for each company I am doing business for?](#)

Q20. [I am a third party filer \(accountant, CPA etc.\). Do I need a User ID for each company I am doing business for?](#)

Volunteer Questions:

- Q21. [I am a volunteer who works for an organization such as a church. Can I register for a User ID?](#)

Household Employers Questions:

- Q22. [Can household employers register using the Internet?](#)
- Q23. [I have a User ID because I report wages for my employer. I also have a household employee. Do I need another User ID to report wages for a household employee?](#)
- Q24. [I am a household employer and have an EIN to report wages for my employee, but I do not work under that EIN. How do I register?](#)
- Q25. [I have an EIN for my own business and have a household employee as well. How do I register?](#)

User ID Questions:

- Q26. [How do I use my User ID?](#)
- Q27. [Can I have more than one User ID?](#)
- Q28. [How long does it take to get my User ID/Password?](#)
- Q29. [Will I need to renew my Password?](#)
- Q30. [How long is my User ID valid?](#)
- Q31. [What happens if my User ID expires?](#)
- Q32. [What happens if my User ID is deactivated?](#)

Password Questions:

- Q33. [Why do I need a password?](#)
- Q34. [How long should I wait to receive my password?](#)
- Q35. [What do I do if I forgot my password?](#)

Login Questions:

- Q36. [I tried several times to login and I received a message that says, "You have reached the limit on number of attempts." What do I do now?](#)

Browser Questions:

- Q37. [What is 128-bit encryption and why do I need it?](#)
- Q38. [How can I tell if I have 128-bit encryption?](#)
- Q39. [I do not have 128-bit encryption. What should I do?](#)

Didn't find the answers you were looking for?

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

User Registration Questions:

Q 1. Who has to register?

A1. All individuals interested in using the [services](#) available within the Business Services Online (BSO).
[Return to Help Topics List](#)

Q 2. Where can I find more information on how to fill out the registration form?

A2. To receive more information:
1. Select the link within the sentence at the top of the User Registration form, "Select this link for more help with completing this form" to access the BSO User Registration Help form. You may also access BSO User Registration Help Topics by selecting the BSO Help link in the upper right corner of the screen.
2. SSA Customer Service
Call 1-800-772-6270 Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.
[Return to Help Topics List](#)

Q 3. When I register, is the User ID issued to my company or to me?

A3. The User ID is issued to you. Each individual must register and will have his/her own User ID. In addition, an individual may work for several companies and have multiple User IDs, one for each company.
[Return to Help Topics List](#)

Q 4. When can I register?

A4. Registration is available year round.
[Return to Help Topics List](#)

Q 5. How do I register?

A5. You can register by choosing one of two methods:
1. Online:
Access Business Services Online (BSO) at <http://www.socialsecurity.gov/bsowelcome.htm>
2. SSA Customer Support:
Call 1-800-772-6270 Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.
[Return to Help Topics List](#)

Q 6. What information do I need to register?

A6. You will need to supply the following information:
1. Name (First Name, Middle Initial and Last Name) as shown on your Social Security Card.
2. SSN
3. Date of birth
4. Address (Street Address, City, Country, State abbreviation, Zip Code) where you want to receive correspondence
5. User's phone number
6. User's E-mail address
7. User's Fax number
8. Selection of five Knowledge Based Authentication (KBA) questions from a provided list of ten questions
9. Answers to the five KBA questions selected
10. Self-selected password
[Return to Help Topics List](#)

Q 7. How old must I be to register?

A7. Anyone can register; however, you must be 18 or older to request access to certain business services. If you are under 18, and you are requesting access to specific business services, you will be instructed to validate your work authorization.
[Return to Help Topics List](#)

Q 8. Why do you need my SSN?

A8. We use your SSN to identify you and authenticate you. It also helps us to ensure the privacy of your information.
[Return to Help Topics List](#)

Q 9. I live in another country and I do not have an SSN. Can I register for a User ID and password?

A9. Yes, you can register by choosing one of two methods:
1. Online:
Access Business Services Online (BSO) at <http://www.socialsecurity.gov/bsowelcome.htm>
2. SSA Customer Support:
Call 1-800-772-6270 Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.
[Return to Help Topics List](#)

Q 10. Why do you need my e-mail address?

A10. SSA will use your e-mail address to send you important information. Because your time is valuable, your e-mail address will be used only to contact you with important wage and tax reporting updates (e.g. changes for the upcoming tax year).
[Return to Help Topics List](#)

Q 11. Why do I need to provide Knowledge Based Authentication (KBA) questions and answers?

A11. You need to select five KBA questions and provide answers in order to register in the event that you should forget your password. If you forget your password and can match your answers to three of the previously answered KBA questions presented to you, you can regain access to Business Services Online immediately. Otherwise, you will have to wait up to two weeks for a temporary password to be mailed to you.
[Return to Help Topics List](#)

Employer Information Questions:

Q 12. What information do I need to associate an Employer?

A12. For your employer association, you will need to supply the following information:
1. Your employment relationship type
2. EIN (if your Business or Organization has an EIN)
3. Business or Organization Name
4. Third Party submitter selection (optional)
[Return to Help Topics List](#)

Q 13. Why do I have to supply my EIN?

A13. The EIN is used to identify a business or organization associated to you and will be used to electronically verify your relationship with your employer.
[Return to Help Topics List](#)

Q 14. What business services are available to registered users?

A14. For more details on the types of BSO Services that are available, go to <http://www.socialsecurity.gov/bsowelcome.htm> and select the [Suite of Services](#) link located under the Information title on the left side. Some services will not be available until you have passed required authorization checks

Q 14. What business services are available to registered users?

A14. For more details on the types of BSO Services that are available, go to <http://www.socialsecurity.gov/bso/bsowelcome.htm> and select the [Suite of Services](#) link located under the Information title on the left side. Some services will not be available until you have passed required authorization checks.

[Return to Help Topics List](#)

Q 15. When I try to register, I receive a message that I am already registered under the Employer Identification Number (EIN) that I provided. What should I do?

A15. If you do not remember your User ID associated with that employer, please contact SSA Customer Service: Call 1-800-772-6270 Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern time to speak with Employer Customer Service personnel. For TDD/TTY, call 1-800-325-0778.

[Return to Help Topics List](#)

EIN Questions:

Q 16. My company has multiple EINs. Which one do I enter on the registration screen?

A16. Use the EIN that appears on your Form W-2.

[Return to Help Topics List](#)

Q 17. My company has applied for an EIN but hasn't received it yet. Can I register for a User ID and Password?

A17. Yes, you can register for a User ID and Password but you will not be granted access to some SSA services until you receive your EIN from the Internal Revenue Service (IRS). You may want to request a filing extension if the filing deadline is approaching. Additional information on requesting a filing extension can be found on the [Internal Revenue Service's \(IRS\) web site](#), by searching for documents related to "filing extension".

[Return to Help Topics List](#)

Self Employed Questions:

Q 18. Can self-employed individuals register using the Internet?

A18. Yes, self-employed individuals can register via the Internet. On the "Add Your Employer Information" page, select the appropriate choice for:

- Self-Employed Individual with an EIN and receive a W-2 under this EIN, or
- Self-Employed Individual with and EIN and do NOT receive a W-2 under this EIN, or
- Self-Employed and my earnings are reported on IRS Schedule SE (Self-Employment earnings).

[Return to Help Topics List](#)

Q 19. I am self-employed, but have an EIN. Can I register using the Internet?

A19. Yes, self-employed individuals that have an EIN can register via the Internet. On the "Add Your Employer Information" page, select the appropriate choice for:

- Self-Employed Individual with an EIN and receive a W-2 under this EIN, or
- Self-Employed Individual with and EIN and do NOT receive a W-2 under this EIN.

[Return to Help Topics List](#)

Third Party Filer Questions:

Q 20. I am a third party filer (accountant, CPA etc.). Do I need a User ID for each company I am doing business for?

A20. No, third party filers need to register only once. On the "Add Your Employer Information" page enter your company's EIN and select the box indicating "I am a third party submitter registering to do business on behalf of another business or organization."

[Return to Help Topics List](#)

Q 20. I am a third party filer (accountant, CPA etc.). Do I need a User ID for each company I am doing business for?

A20. No, third party filers need to register only once. On the "Add Your Employer Information" page enter your company's EIN and select the box indicating "I am a third party submitter registering to do business on behalf of another business or organization."

[Return to Help Topics List](#)

Q 21. I am a volunteer who works for an organization such as a church. Can I register for a User ID?

A21. Yes, if you work for an organization but do not receive a Form W-2 from the organization, you can still register for a User ID. On the "Add Your Employer Information" page, select the appropriate choice for "I am a Volunteer for an organization that has an EIN." Upon requesting access to business services, the organization will be mailed an activation code notice and must provide you with the activation code(s) to authorize your access to each service requested.

[Return to Help Topics List](#)

Household Employers:

Q 22. Can household employers register using the Internet?

A22. Yes, household employers can register using the Internet. On the "Add Your Employer Information" page, select the appropriate choice for "I am a Household Employer and haven an EIN."

[Return to Help Topics List](#)

Q 23. I have a User ID because I report wages for my employer. I also have a household employee. Do I need another User ID to report wages for a household employee?

A23. You will need to register for another User ID to report wages for your household employee. You must obtain an EIN from the IRS for that purpose. Additional information on requesting an EIN can be found on the [Internal Revenue Service's \(IRS\) web site](#).

[Return to Help Topics List](#)

Q 24. I am a household employer and have an EIN to report wages for my employee, but I do not work under that EIN. How do I register?

A24. You can register using the Internet to report wages for your household employee under the EIN you obtained for that purpose.

[Return to Help Topics List](#)

Q 25. I have an EIN for my own business and have a household employee as well. How do I register?

A25. You can register via the Internet. You should use your EIN to report wages for your business and for your household employee(s).

[Return to Help Topics List](#)

User ID Questions:

Q 26. How do I use my User ID?

A26. There are two ways you use your User ID:

1. To access the services offered under Business Services Online (BSO).
2. As an electronic signature in your wage file, when using the electronic EFW2/EFW2C format.

[Return to Help Topics List](#)

Q 27. Can I have more than one User ID?

A27. Yes, some situations may require you to have more than one User ID. You must have a User ID for each business or organization for which you are authorized to conduct business with SSA. For example, you may work for 2 companies and do wage reporting for both, therefore you would have two User ID's.

[Return to Help Topics List](#)

Q 28. How long does it take to get my User ID and Password?

A28. User ID is issued immediately if the information provided on your registration form matches SSA's records. You will self-select your password when you complete the User Registration form.

[Return to Help Topics List](#)

Q 29. Will I need to renew my Password?

A29. You will be required to change your password during the login process if your password is older than 90 days.

[Return to Help Topics List](#)

Q 30. How long is my User ID valid?

A30. Your User ID will not expire. You will be forced to change your password during the login process if your password is older than 90

[Return to Help Topics List](#)

Q 31. What happens if my User ID is deactivated?

A31. If you deactivated your User ID, you must register for a new User ID. You can register:

1. Online by accessing Business Services Online (BSO) at <http://www.socialsecurity.gov/bsowelcome.htm>, or
2. By calling 1-800-772-6270 Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

Note: If your employer deactivated your User ID, your employer needs to call 1-800-772-6270 Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

[Return to Help Topics List](#)

Password Questions:

Q 32. Why do I need a password?

A32. You will need your password to access the services offered under Business Services Online (BSO).

[Return to Help Topics List](#)

Q 33. How long should I wait to receive my password?

A33. If you need immediate access to BSO you can select a password of your own choosing by accessing BSO at <http://www.socialsecurity.gov/bsowelcome.htm>. Select the "Complete Phone Registration" button. Once you have completed this process, you will be able to use your password to access BSO. If you requested a new temporary password via the BSO Forgot Password form, or by speaking with Employer Customer Service personnel, your password will be sent to you via first class mail and should be received usually in within 2 weeks.

[Return to Help Topics List](#)

Q 34. Will I need to renew my password?

A34. You will be required to change your password during the login process if your password is older than 90 days.

[Return to Help Topics List](#)

Q 35. What do I do if I forgot my password?

A35. You can request a new password online by accessing Business Services Online (BSO) at <http://www.socialsecurity.gov/bsowelcome.htm>. Select the "Login" link to get to the Login page. Then select the "Forgot your password" link. You have two options. You can provide answers to three randomly selected Knowledge Based Authentication questions you previously answered. If you are able to answer all three questions correctly you may self-select a new password and have immediate access. Or you may choose the option to have a temporary password sent to you by first class mail. You should receive the new temporary password within two weeks. It will be sent to the address you provided during User Registration. If you need to verify or

Q 34. Will I need to renew my password?

A34. You will be required to change your password during the login process if your password is older than 90 days.

[Return to Help Topics List](#)

Q 35. What do I do if I forgot my password?

A35. You can request a new password online by accessing Business Services Online (BSO) at <http://www.socialsecurity.gov/bsowelcome.htm>. Select the "Login" link to get to the Login page. Then select the "Forgot your password" link. You have two options. You can provide answers to three randomly selected Knowledge Based Authentication questions you previously answered. If you are able to answer all three questions correctly you may self-select a new password and have immediate access. Or you may choose the option to have a temporary password sent to you by first class mail. You should receive the new temporary password within two weeks. It will be sent to the address you provided during User Registration. If you need to verify or correct this address please call 1-800-772-6270 Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern time to speak with Employer Customer Service personnel. For TDD/TTY, call 1-800-325-0778.

[Return to Help Topics List](#)

Login Questions:

Q 36. I tried several times to login and I received a message that says, "You have reached the limit on number of attempts." What do I do now?

A36. Your login information incorrectly multiple times and your account was locked out. Please check to make sure you have the correct login information. Call 1-800-772-6270 Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel to unlock your account. For TDD/TTY call 1-800-325-0778.

[Return to Help Topics List](#)

Browser Questions:

Q 37. What is 128-bit encryption and why do I need it?

A37. 128-bit encryption protects your data by making the data unreadable to anyone not authorized to receive it. SSA requires 128-bit encryption to protect the data transmitted by customers. Most common browsers such as Internet Explorer and Netscape have 128-bit encryption.

[Return to Help Topics List](#)

Q 38. How can I tell if I have 128-bit encryption?

A38. This will vary depending on which browser you are using. For assistance please visit your browser's home page. You may also call 1-800-772-6270 Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

[Return to Help Topics List](#)

Q 39. I do not have 128-bit encryption. What should I do?

A39. You will have to upgrade your browser. For more information on upgrading your browser please go to your browser's home page.

[Return to Help Topics List](#)

Close Browser Window

13. View/Edit Account Information

JOHN PUBLIC



View/Edit Account Information

Log Out

Main Menu

Your account information is displayed below. You may update this information at anytime.

Manage Account

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

Manage Services

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

Manage Employer Information

- [Add/Update Employer Information](#)

Personal & Contact Information

[Edit Personal Information](#)

Name: JOHN PUBLIC
Date of Birth: 04/18/1978
SSN: XXX-XX-1234
Country: United States
Home Street Address: 123 MAIN STREET
City, State, Zip: MY CITY , AK 12345
Daytime Phone Number: (123) 123-1234
Fax Number:
Email: USER@DEMOEMPLOYER.COM

Security Questions and Answers

[Edit Security Questions](#)

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

14. Edit Personal & Contact Information

JOHN PUBLIC



Edit Personal & Contact Information

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](#)

Manage Employer Information

- [Add/Update Employer Information](#)

* Indicates required information

Personal Information

*Name:
*First Middle *Last Suffix

*Date of Birth:
mmdyyyy

Personal Contact Information

*Country:

*Home Street Address:

*City: *State: *Zip Code: Ext.:

*Daytime Phone Number: Extension:

Fax Number:

*Email Address: [Why do you need an email address?](#)

Cancel

Update Information

15. Edit Personal & Contact Information - Confirmation

JOHN PUBLIC



Edit Personal & Contact Information - Confirmation

[Log Out](#)

You have successfully updated your personal and contact information.

Main Menu

Your new information will be displayed on the View / Edit Account Info page.

Manage Account

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

[Go to the Main Menu](#)

Manage Services

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

Manage Employer Information

- [Add/Update Employer Information](#)

16. Edit Security Questions & Answers

Business Services Online

JOHN PUBLIC



Edit Security Questions & Answers

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](#)

Manage Employer Information

- [Add/Update Employer Information](#)

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

* Indicates required information

***Question 1:**

WHAT IS THE NAME OF YOUR FIRST NEPHEW?

***Answer 1:**

ANSWER

***Question 2:**

WHAT IS THE NAME OF YOUR FIRST NIECE?

***Answer 2:**

ANSWER

***Question 3:**

WHAT IS THE MIDDLE NAME OF YOUR MOTHER?

***Answer 3:**

ANSWER

***Question 4:**

WHAT IS THE MIDDLE NAME OF YOUR FATHER?

***Answer 4:**

ANSWER

***Question 5:**

IF YOU COULD PLAY ANY INSTRUMENT WHAT WOULD IT BE?

***Answer 5:**

ANSWER

Cancel

Update Information

17. Edit Security Questions & Answers - Confirmation

JOHN PUBLIC

Log Out



Edit Security Questions - Confirmation

You have successfully updated your security questions.

Your new information will be displayed on the View / Edit Account Info page.

Go to the Main Menu

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](#)

Manage Employer Information

- [Add/Update Employer Information](#)

18. Request Access to BSO Services – Select Suite of Services

JOHN PUBLIC

Log Out



Request Access to BSO Services

Select Service Suites

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](#)

Manage Employer Information

- [Add/Update Employer Information](#)
- [Remove Employer Information](#)

You must request access to do specific functions within a service suite. Let us help you choose which functions to add.

SSA Services Suite for Employers:

Electronic Wage Reporting Service and/or Social Security Number Verification Service (SSNVS)

Electronic Wage Reporting allows employers to Report Wages to Social Security and to view the status of their submission.

Social Security Number Verification Service (SSNVS)

Allows the completion of an online form or submission of a file to request verification of names and Social Security Numbers of employees free of charge to employers and their agents for wage reporting purposes only. To verify SSNs for other than wage reporting purposes, please select the Special Services Suite for Consent Based Social Security Number Verification Service (CBSV) below.

SSA Services Suite for Attorneys:

Form SSA-1694 Business Taxpayer Information

Allows attorneys or authorized representatives to register with Social Security for Form SSA-1694 Request for Business Entity Taxpayer Information and perform the following functions:

- Complete Form SSA-1694 Business Taxpayer Information Form
- Update Form SSA-1694 Business Taxpayer Information Form

Internet Representative Payee Suite:

Allows individual and organizational representatives to file their Representative Payee Report electronically. This includes Form SSA-623 for individual Representative Payees, SSA-6230 for parents, stepparents and grandparents with minor children in custody, and SSA-6234 for Representative Payee organizations.

Allows submission and printing of the appropriate representative payee accounting forms and allows downloading submitted forms for up to 30 days after submission

Special Services Suite:

CBSV: Consent Based Social Security Number Verification Service

CBSV, a consent and fee-based, third party verification service should not be confused with SSNVS service displayed above in the SSA Services Suite for Employers.

In order to complete your registration we must collect your Employer Information. Please check the CBSV box to the left then select the "Next" button below to record your Employer's EIN and Business or Organization name. Note: You will be denied access to CBSV if this information is not provided.

Cancel

Next

19. Request Access to BSO Services – Employer Information is required

JOHN PUBLIC

Log Out



Request Access to BSO Services

Select Service Suites

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](#)

Manage Employer Information

- [Add/Update Employer Information](#)

- **Employer Information is required for the selected suite(s). Please select this link [Add Your Employer Information to continue.](#)**

You must request access to do specific functions within a service suite. Let us help you choose which functions to add.

SSA Services Suite for Employers:

Electronic Wage Reporting Service and/or Social Security Number Verification Service (SSNVS)

Electronic Wage Reporting allows employers to Report Wages to Social Security and to view the status of their submission.

Social Security Number Verification Service (SSNVS) allows the completion of an online form or submission of a file to request verification of names and Social Security Numbers of employees free of charge to employers and their agents for wage reporting purposes only. To verify SSNs for other than wage reporting purposes, please select the Special Services Suite for Consent Based Social Security Number Verification Service (CBSV) below.

SSA Services Suite for Attorneys:

Form SSA-1694 Business Taxpayer Information

Allows attorneys or authorized representatives to register with Social Security for Form SSA-1694 Request for Business Entity Taxpayer Information and perform the following functions:

- Complete Form SSA-1694 Business Taxpayer Information Form
- Update Form SSA-1694 Business Taxpayer Information Form

Internet Representative Payee Suite:

Allows individual and organizational representatives to file their Representative Payee Report electronically. This includes Form SSA-623 for individual Representative Payees, SSA-6230 for parents, stepparents and grandparents with minor children in custody, and SSA-6234 for Representative Payee organizations.

Allows submission and printing of the appropriate representative payee accounting forms and allows downloading submitted forms for up to 30 days after submission

Special Services Suite:

CBSV: Consent Based Social Security Number Verification Service

In order to complete your registration we must collect your Employer Information. Please check the CBSV box to the left then select the "Next" button below to record your Employer's EIN and Business or Organization name. Note: You will be denied access to CBSV if this information is not provided.

Cancel

Next

20. Request Access to BSO Services – Employer Information Not Available (MEF Failure)

JOHN PUBLIC

Log Out



Request Access to BSO Services

Employer Information Not Available

We cannot match the employer information that you provided. Only services allowed without matching this information will be available for request at this time.

We are unable to complete your request for services at this time because the information you provided does not match the information SSA has on file for the Employer Identification Number. If you were hired in the last 18 months by the employer you submitted information for, it is possible that SSA's records do not yet reflect your employment with the business or organization for whom you are trying to request services.

Please send a fax to (570) 706-7874 and provide the following information:

Manage Employer Information A letter on your company's letter head providing the following:

- [Add/Update Employer Information](#)
- [Remove Employer Information](#)
- Your Company Name
- Your Company Address
- Your Company Telephone Number
- Your Company EIN
- Your Name
- Your User ID (used to log in to these services)
- Your Social Security Number (SSN)
- Your Date of Birth
- Authorizing Official's Name
- Authorizing Official's Title
- Authorizing Official's Date of Birth
- Authorizing Official's Social Security Number
- Statement certifying that you work for the employer and are authorized to conduct business on behalf of the employer

Under normal circumstances, you should be able to resume requesting access to services within two business days after sending your fax. We will inform you of how to proceed by e-mail, phone call, or fax.

[Main Menu](#)

21. Request Access to BSO Services - Employer Address Not Available (pending EIN Address)

JOHN PUBLIC

Log Out



Request Access to BSO Services Confirmation

Employer Address Not Available

Your request for access to the services and tasks listed below was received on October 21, 2010.



The service(s) listed below is (are) currently pending because your employer's address cannot be found in SSA records.

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Manage Account

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

Manage Services

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

Manage Employer Information

- [Add/Update Employer Information](#)
- [Remove Employer Information](#)

[Report Wages to Social Security](#)

[View Wage Report Name / SSN Errors](#)

[Social Security Number Verification Service](#)

[Form SSA-1694 Request for Business Entity Taxpayer Information](#)

To confirm your employer's address, please send a fax to (570) 706-7874 and provide the following information:

A letter on your company's letter head providing the following:

- A copy of IRS Form SS-4 (or)
- A copy of IRS Form 941 (or)
- IRS EIN Notification Letter **and** a letter on your company letter head including the following:
 - Your Company Name
 - Your Company Address
 - Your Company Telephone Number
 - Your Name
 - Your Social Security Number
 - Your Date of Birth
 - Your User ID (used to log in to BSO)
 - Your Signature
 - Your Printed Name
 - Your Title
 - Authorizing Official's Name
 - Authorizing Official's Title
 - Authorizing Official's Date of Birth
 - Authorizing Official's Social Security Number
 - Statement certifying that you work for the employer and are authorized to conduct business on behalf of the employer

You will be informed by email, phone, or fax what to do next. You should hear from us within two business days after sending your fax. Please note that from January through April, the peak wage-reporting season, it may take a few business days longer.

Please print this page for your records. [Print](#)

[Main Menu](#)

22. Request Access to BSO Services - Age Restriction

JOHN PUBLIC

Log Out



Request Access to BSO Services

Age Restriction

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](#)

Manage Employer Information

- [Add/Update Employer Information](#)
- [Remove Employer Information](#)

We are unable to process your request at this time because you are less than 18 years of age.

To continue, please send a fax to (570) 706-7874 and provide the following information:

A statement on your company's letter head from an authorizing officer that:

- You work for the company whose EIN you are providing,
- You are authorized to conduct business on behalf of the company with whose EIN you are providing,
- You are under 18 years old,
- The authorizing officer is older than 18 years,
- The authorizing officer take full responsibility for your actions.

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23. Request Access to BSO Services - Employer Information (Page 1 of 3)

Social Security Online

Business Services Online

www.socialsecurity.gov

[Main Menu](#) | [Contact Us](#) | [BSO Information](#) | [Keyboard Navigation](#)

HELP

JOHN PUBLIC



Employer Information

[Log Out](#)

Page 1 of 3

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](#)

Manage Employer Information

- [Add/Update Employer Information](#)
- [Remove Employer Information](#)

Employer Identification Number (EIN):

Business or Organization Name:

You currently have access to the following services:

Your additional request for services will be for the Employer Information listed above. To update Employer Information, select "Add/Update Employer Information" link from the left panel.

[Previous](#)

[Next](#)

www.socialsecurity.gov

JOHN PUBLIC

Log Out



Request Access to BSO Services

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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](#)

Manage Employer Information

- [Add/Update Employer Information](#)
- [Remove Employer Information](#)

Report Wages to Social Security

Requesting access for the Report Wages to Social Security function will allow you to :

- Create, print, and submit Forms W-2 and W-2c Online,
- Upload wage submission or resubmission files that are prepared in the Electronic Filing (EFW2/EFW2C) format,
- Acknowledge resubmission request notices and obtain time extensions for submission requests, and
- View Wage Report status.

Do you want to report wages to Social Security?

Yes No

In addition, do you want to View Wage Report Name/SSN Errors?

Yes No

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25. Request Access to BSO Services - Social Security Number Verification Service (SSNVS) (Page 3 of 3)

JOHN PUBLIC

Log Out



Request Access to BSO Services

Page 3 of 3

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](#)

Manage Employer Information

- [Add/Update Employer Information](#)
- [Remove Employer Information](#)

Social Security Number Verification Service (SSNVS)

Do you want to verify Social Security Numbers Online?

Requesting access for the Social Security Number Verification Service will allow you to complete an online form or to submit files to request verification of names and Social Security Numbers of employees of the company for which you work or of the company that has hired you to perform this service.



Access to the name/number verification service involves a more rigorous process and requires pre-authorization from your employer. If access is requested, your employer will be notified via first class mail, usually within 2 weeks. The notice will include an activation code which is needed to activate your request.

Yes

No

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26. Request Access to BSO Services - Complete Form SSA-1694 Business Taxpayer Information Form (Page 4 of 4)

JOHN PUBLIC

Log Out



Request Access to BSO Services

Page 4 of 4

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](#)

Manage Employer Information

- [Add/Update Employer Information](#)
- [Remove Employer Information](#)

Complete Form SSA-1694 Business Taxpayer Information Form

Do you want to Complete Form SSA-1694 Business Taxpayer Information Form?

Law firms, partnerships, corporations, or multi-member LLCs/LLPs that have attorneys and/or non-attorney representatives as partners or employees who receive direct payments **must** provide us with taxpayer identification information for that business entity using the Business Taxpayer Information Form (Form SSA-1694). You will be able to:

- Complete a Business Taxpayer Information Form
- Update a Business Taxpayer Information Form

Yes

No

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Next >

27. Request Access to BSO Services - Internet Representative Payee (Page 5 of 5)

JOHN PUBLIC

Log Out



Request Access to BSO Services

Page 5 of 5

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](#)

Manage Employer Information

- [Add/Update Employer Information](#)
- [Remove Employer Information](#)

Internet Representative Payee

Do you want to complete Form SSA-623, SSA-6230 or SSA-6234?

Allows individual and organizational representatives to file their Representative Payee Report electronically. This includes the following:

- Form SSA-623 for individual Representative Payees
- SSA-6230 for parents, stepparents and grandparents with minor children in custody
- SSA-6234 for Representative Payee organizations

Allows submission and printing of the appropriate representative payee accounting forms and allows downloading submitted forms for up to 30 days after submission.

No

Yes, and I am an employee of a Representative Payee organization that administers benefits for several benefit recipients

Support for registration, login, and selecting the IRPA service: Call 1-800-772-6270

< Previous

Next >

28. Request Access to BSO Services - Request Summary

JOHN PUBLIC

Log Out



Request Access to BSO Services

Request Summary

You have selected the following functions:

Report Wages to Social Security

View Wage Report Name/SSN Errors

Social Security Number Verification Service (SSNVS)

Select the "Confirm" button below to send your access request to the Social Security Administration. If you wish to make changes, use the "<< Previous" button to return to the appropriate page.

<< Previous

Confirm

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](#)

Manage Employer Information

- [Add/Update Employer Information](#)
- [Remove Employer Information](#)

29. Request Access to BSO Services Confirmation

JOHN PUBLIC

[Log Out](#)



Request Access to BSO Services Confirmation

Your request for access to the services and tasks listed below was received on October 21, 2010.

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](#)

Manage Employer Information

- [Add/Update Employer Information](#)
- [Remove Employer Information](#)

Report Wages to Social Security

You may begin to use this service immediately. To do that, select "BSO Main Menu" below. Then, on the BSO Main Menu page, select "Report Wages to Social Security."

View Wage Report Name / SSN Errors

An activation code has been sent by first class mail to the address we have on record for your employer (**MY CITY, MD**). Once you have received the activation code and activated this service, you may view "View Wage Report Name / SSN Errors" from the Wage Reporting menu.

Social Security Number Verification Service

An activation code has been sent by first class mail to the address we have on record for your employer (**MY CITY, MD**). Once you have received the activation code and activated this service, you may access "Social Security Number Verification Service" from the BSO Main Menu page.


Please print this page for your records. [Print](#)

[Main Menu](#)

30. Main Menu-Without Services

Social Security Online **Business Services Online**

www.socialsecurity.gov BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation

 **Main Menu** [HELP](#)

JOHN PUBLIC

Manage Account

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

Manage Services

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

Welcome, JOHN PUBLIC
Your password expires on **January 19, 2011**

You currently do not have access to any services.

The following options are available to you:

- You can add services to your menu at [Request New Services](#).

www.socialsecurity.gov BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation

31. Main Menu-With Services

| | | | |
|---|--|---|--|
| Social Security Online | | Business Services Online | |
| www.socialsecurity.gov | | BSO Main Menu BSO Information Contact Us Keyboard Navigation | |
|  | | Main Menu HELP | |
| JOHN PUBLIC <input type="button" value="Logout"/> | | Welcome, JOHN PUBLIC Your password expires on January 19, 2011 | |
| Manage Account <ul style="list-style-type: none">View / Edit Account InfoChange PasswordDisable Account | | Report Wages To Social Security Submit, download or process W-2s and W-2cs View submission status, acknowledge resubmission notices or Request resubmission extensions View errors and error notices for wage files and/or wage reports submitted by or for your company | |
| Manage Services <ul style="list-style-type: none">View / Edit ServicesRequest New ServicesView Pending ServicesEnter Activation Code(s) | | Social Security Number Verification Service Request online SSN verification, or Submit files for SSN verification | |
| Manage Employer Information <ul style="list-style-type: none">Add/Update Employer InformationRemove Employer Information | | Form SSA-1694 Request for Business Entity Taxpayer Information Submit or update a Business Taxpayer Information form to receive form 1099 for work related to claimant representation | |
| | | Internet Representative Payee Accounting (IRPA) File a Form SSA-623, SSA-6230, or SSA-6234 Representative Payee Reports electronically Submit and print representative payee accounting forms, Download submitted forms for up to 30 days after submission | |
| www.socialsecurity.gov | | BSO Main Menu BSO Information Contact Us Keyboard Navigation | |

32. Social Security Number Verification Service

Social Security Online **Business Services Online**
www.socialsecurity.gov BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation

 **Social Security Number Verification Service** [HELP](#)

JOHN PUBLIC

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

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

Manage Employer Information
• [Add/Update Employer Information](#)
• [Remove Employer Information](#)

Request Online SSN Verification
Manually enter and submit up to 10 Social Security Numbers and Names to be verified by Social Security. Results are returned immediately for review.

Submit an Electronic File for SSN Verification
Submit a file containing Names and Social Security Numbers to be verified by Social Security. The data in the file must be in the correct format.

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

View Social Security Number Verification Service Handbook
Review additional information on submitting files to Social Security for verification and retrieving the results of the submissions.

Have a question? Call **1-800-772-6270** Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

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33. Form SSA-1694 Request for Business Entity Taxpayer Information

Social Security Online **Business Services Online**

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 **Form SSA-1694 Request for Business Entity Taxpayer Information** [HELP](#)

JOHN PUBLIC
[Logout](#)

Manage Account

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

Manage Services

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

Manage Employer Information

- [Add/Update Employer Information](#)
- [Remove Employer Information](#)

[Submit / Update Business Taxpayer Information](#)
Submit or update a Business Taxpayer Information form to receive form 1099 for work related to claimant representation.

[BSO Main Menu](#)

Have a question? Call **1-800-772-6270** Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

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