Integrated Registration Services (IRES)

Internet Screen Package



Integrated Registration Services (IRES)

March 20, 2015

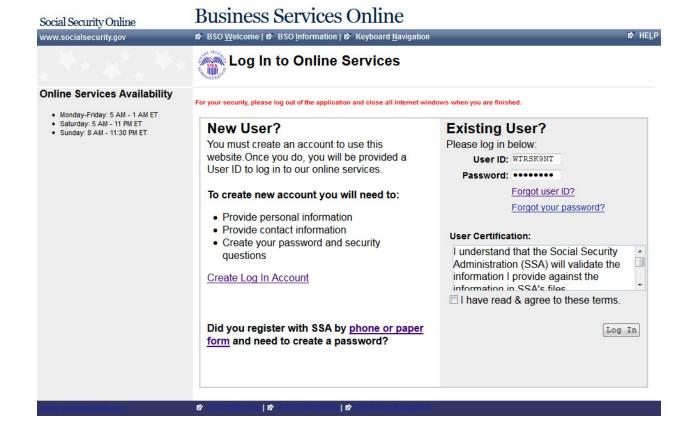
OMB Clearance Package OMB# 0960-0626

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1. Log In to BSO



2. Forgot Password

Social Security Online

Business Services Online

www.socialsecurity.gov	BSO <u>W</u> elcome BSO <u>I</u> nformation Keyboard <u>N</u> avigation	HE <u>L</u> P
	Forgot Password	
Online Services Availability	Request to replace forgotten password	
 Monday-Friday: 5 AM - 1 AM ET Saturday: 5 AM - 11 PM ET Sunday: 8 AM - 11:30 PM ET 	To select a new password, you must answer three random questions that your previously supplie answers to. If you correctly answer the questions you will be allowed to select a new password.	ed
	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 	
	Cancel Submit New Password Request Password by Mail	

3. Log Out of BSO



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

Social Security Online

Business Services Online

www.socialsecurity.gov BSO <u>W</u>elcome | **№** BSO <u>I</u>nforma

BSO Welcome | BSO Information | Keyboard Navigation

uer e

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.

I Do NOT Accept

I Accept

Social Security Online

Business Services Online

www.socialsecurity.gov BSO Welcome | BSO Information | Keyboard Navigation

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 Suffix *Last *Date of Birth: 04181978 mmddyyyy *Social Security Number (SSN): 999011234 XXXXXXXX 1 More Information **Personal Contact Information** *Country: United States *Home Street Address: 123 MAIN STREET *City: State: *Zip Code: Ext.: MY CITY *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

Business Services Online Social Security Online BSO Welcome | BSO Information | Keyboard Navigation www.socialsecurity.gov **Online Services Availability** Create a Login Account Monday-Friday: 5 AM - 1 AM ET Saturday: 5 AM - 11 PM ET
 Sunday: 8 AM - 11:30 PM ET Step 2: Create Your Password Create an Account Your Password: Your password will be used to log in to online services; your User 1. Provide Information ID will be provided to you. Must contain exactly 8 * Indicates required information 2. Create Password · Must contain only numbers 3. Review and Submit and letters *Enter Password: 4. Print User ID Must contain at least 1 number and 1 letter *Re-enter Password: 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: 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 MIDDLE NAME OF YOUR FATHER? *Answer 5: Answer Back Cancel & Exit Next

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

Social Security Online

Business Services Online

BSO Welcome | BSO Information | Keyboard Navigation www.socialsecurity.gov

Online Services Availability

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



Address:

Create a Login Account

Step 3: Review & Submit

Create an Account

- 1. Provide Information
- 2. Create Password
- 3. 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 **123 MAIN** STREET

City, State, Zip: MY CITY, AK 12345 Daytime Phone (123) 123-1234 Number:

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

Social Security Online

Business Services Online

www.socialsecurity.gov BSO Welcome | BSO Information | Keyboard Navigation

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
- Create Password
- 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

Social Security Online

Business Services Online

www.socialsecurity.gov

BSO Welcome | BSO Information | Keyboard Navigation

uei n

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.

I Do NOT Accept

I Accept

10. Complete Phone Registration

Social Security Online

Business Services Online

BSO <u>W</u>elcome | **☞** BSO <u>I</u>nformation | **☞** Keyboard <u>N</u>avigation www.socialsecurity.gov

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:

(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:

*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

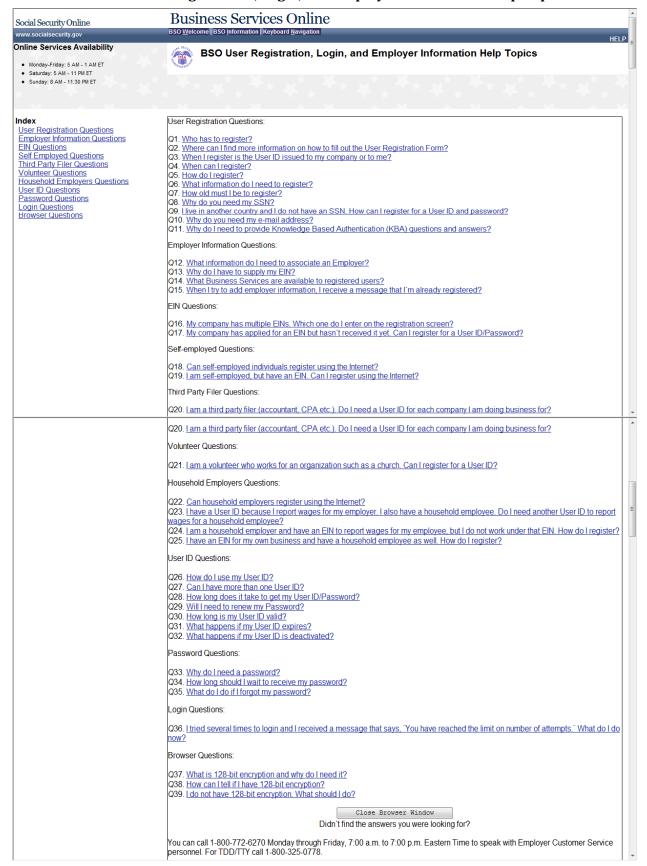
Cancel

Complete Phone Registration

11. Complete Phone Registration - Successful

Social Security Online WWW.socialsecurity.gov BSO Welcome | BSO Information | Keyboard Navigation HELD Online Services Availability Monday-Friday: 5 AM - 1 AM ET Saturday: 5 AM - 11 PM ET Sunday: 8 AM - 11:30 PM ET 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



User Registration Questions:

Q 1. Who has to register?
A1. All individuals interested in using the <u>services</u> 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 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/bso/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:

- Name (First Name, Middle Initial and Last Name) as shown on your Social Security Card.
- 2. SSN
- Date of birth
- Address (Street Address, City, Country, State abbreviation, Zip, Code) where you want to receive correspondence
- 6. User's E-mail address
- User's Fax number
- Selection of five Knowledge Based Authentication (KBA) questions from a provided list of ten questions
- 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.

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/bso/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 régain access to Business Services Onliné 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

EIN (if your Business or Organization has an EIN)
 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/bso/bsowelcome.htm and select the <u>Suite of Services</u> 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

FIN 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

O 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

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:

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

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/bso/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

 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/bso/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/bso/bsowelcome.htm. Select the "Login" 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/bso/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

Social Security Online

Business Services Online

www.socialsecurity.gov

....

JOHN PUBLIC



Main Menu



View/Edit Account Information

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

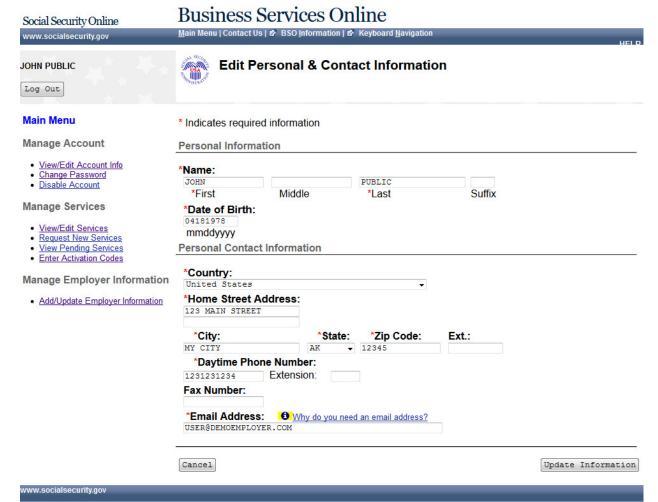
Question 4: WHAT IS THE MIDDLE NAME OF YOUR FATHER?

Answer 4: ANSWER

Question 5: IF YOU COULD PLAY ANY INSTRUMENT WHAT WOULD IT BE?

Answer 5: ANSWER

14. Edit Personal & Contact Information



15. Edit Personal & Contact Information - Confirmation

Business Services Online

www.socialsecurity.gov

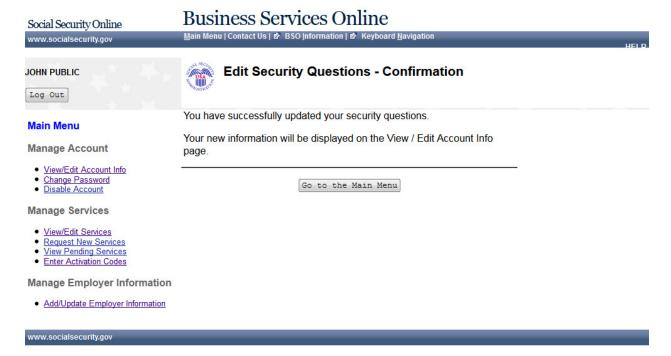
Social Security Online Main Menu | Contact Us | ♥ BSO Information | ♥ Keyboard Navigation www.socialsecurity.gov **Edit Personal & Contact Information - Confirmation** JOHN PUBLIC Log Out You have successfully updated your personal and contact information. Main Menu Your new information will be displayed on the View / Edit Account Info **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

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16. Edit Security Questions & Answers

Business Services Online Social Security Online Main Menu | Contact Us | ☑ BSO Information | ☑ Keyboard Navigation www.socialsecurity.gov **Edit Security Questions & Answers** JOHN PUBLIC Log Out Main Menu The security questions and answers you select will be used to validate your identity in the event you forget your password. **Manage Account** * Indicates required information View/Edit Account Info *Question 1: Change Password WHAT IS THE NAME OF YOUR FIRST NEPHEW? Disable Account *Answer 1: ANSWER **Manage Services** *Question 2: View/Edit Services WHAT IS THE NAME OF YOUR FIRST NIECE? Request New Services *Answer 2: View Pending Services ANSWER Enter Activation Codes *Question 3: WHAT IS THE MIDDLE NAME OF YOUR MOTHER? Manage Employer Information *Answer 3: Add/Update Employer Information 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



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

Business Services Online Social Security Online

Main Menu | Contact Us | ♥ BSO Information | ♥ Keyboard Navigation

JOHN PUBLIC

www.socialsecurity.gov





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.

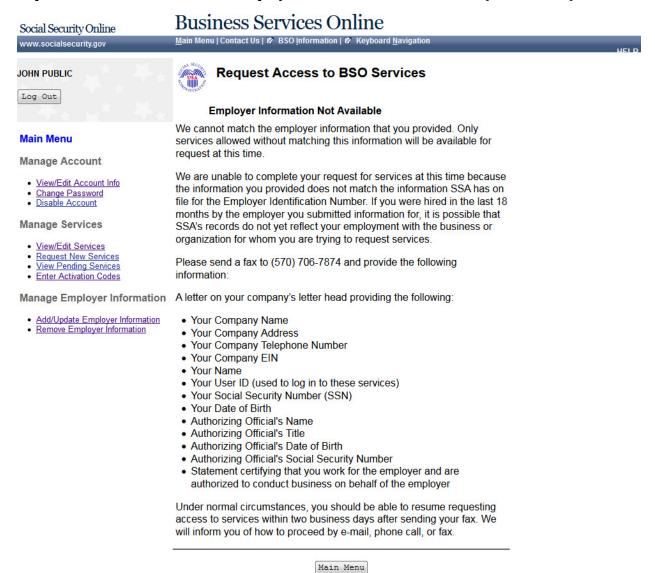
Cancel

Next

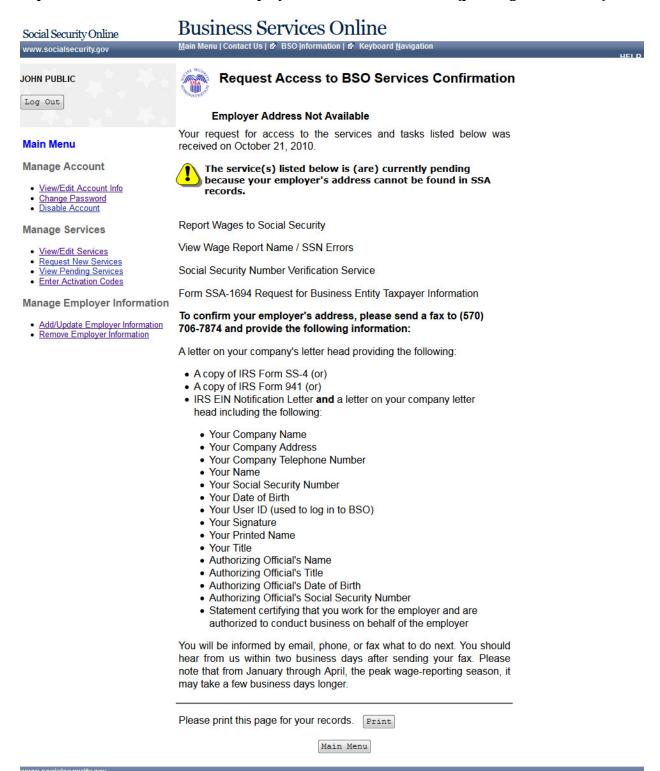
19. Request Access to BSO Services - Employer Information is required

Business Services Online Social Security Online Main Menu | Contact Us | ☑ BSO Information | ☑ Keyboard Navigation www.socialsecurity.gov Request Access to BSO Services JOHN PUBLIC Log Out Select Service Suites Main Menu Employer Information is required for the selected suite(s). Please select this link Add Your Employer Information to Manage Account continue. View/Edit Account Info You must request access to do specific functions within a service suite. Change Password Let us help you choose which functions to add. Disable Account ✓ SSA Services Suite for Employers: Manage Services View/Edit Services Electronic Wage Reporting Service and/or Social Security Number Request New Services Verification Service (SSNVS) View Pending Services Enter Activation Codes Electronic Wage Reporting allows employers to Report Wages to Social Security and to view the status of their submission. Manage Employer Information Social Security Number Verification Service (SSNVS) allows the Add/Update Employer Information 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. Next Cancel

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



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



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22. Request Access to BSO Services - Age Restriction

Business Services Online Social Security Online Main Menu | Contact Us | ☑ BSO Information | ☑ Keyboard Navigation www.socialsecurity.gov **Request Access to BSO Services** JOHN PUBLIC Log Out 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.

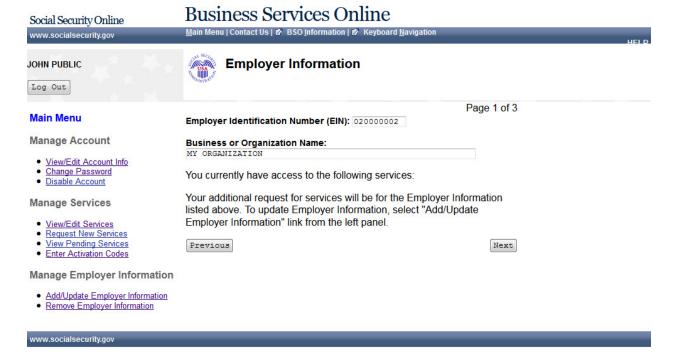
To continue, please send a fax to (570) 706-7874 and provide the following information:

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.

Main Menu

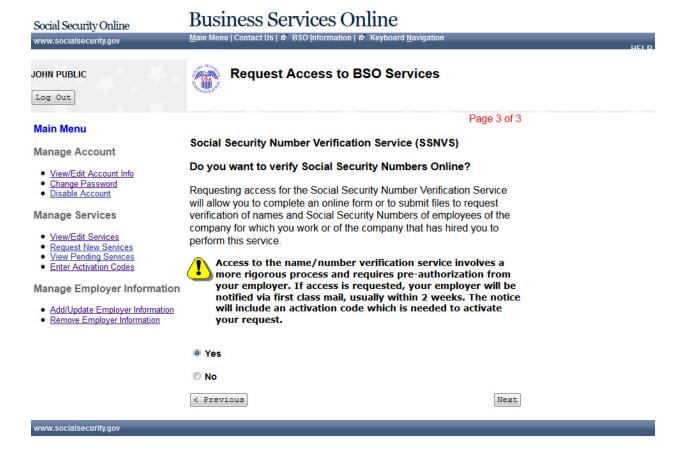
23. Request Access to BSO Services - Employer Information (Page 1 of 3)



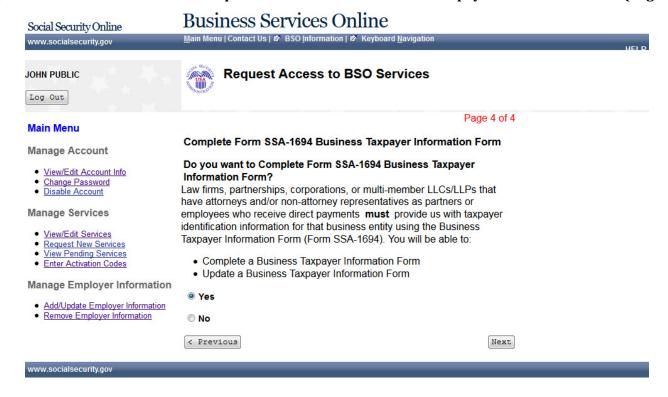
24. Request Access to BSO Services - Report Wages to Social Security/View Wage Report Name/SSN Errors(Page 2 of 3)



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



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



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

Business Services Online Social Security Online Main Menu | Contact Us | ☑ BSO Information | ☑ Keyboard Navigation www.socialsecurity.gov Request Access to BSO Services JOHN PUBLIC Log Out Page 5 of 5 Main Menu Internet Representative Payee **Manage Account** Do you want to complete Form SSA-623, SSA-6230 or SSA-6234? View/Edit Account Info Change Password Allows individual and organizational representatives to file their Disable Account Representative Payee Report electronically. This includes the following: **Manage Services** • Form SSA-623 for individual Representative Payees View/Edit Services · SSA-6230 for parents, stepparents and grandparents with minor Request New Services children in custody View Pending Services · SSA-6234 for Representative Payee organizations Enter Activation Codes Allows submission and printing of the appropriate representative payee Manage Employer Information accounting forms and allows downloading submitted forms for up to 30 Add/Update Employer Information days after submission. Remove Employer Information 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



29. Request Access to BSO Services Confirmation

Social Security Online

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Main Menu | Contact Us | ☑ BSO Information | ☑ Keyboard Navigation

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JOHN PUBLIC





Request Access to BSO Services Confirmation

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

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

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.

Main Menu

30. Main Menu-Without Services



31. Main Menu-With Services

Social Security Online	Business Services Online
www.socialsecurity.gov	BSO Main Menu BSO Information Contact Us Keyboard Navigation
JOHN PUBLIC Logout	Welcome, JOHN PUBLIC Your password expires on January 19, 2011
Manage Account • View / Edit Account Info • Change Password • Disable 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 • View / Edit Services • Request New Services • View Pending Services • Enter Activation Code(s)	Social Security Number Verification Service Request online SSN verification, or Submit files for SSN verification 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
Manage Employer Information • Add/Update Employer Information • Remove Employer Information	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
JOHN PUBLIC Logout	Social Security Number Verification Service 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.
Manage Account • View / Edit Account Info • Change Password • Disable Account	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.
Manage Services • View / Edit Services • Request New Services • View Pending Services • Enter Activation Code(s)	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. BSO Main Menu
Manage Employer Information • Add/Update Employer Information • Remove Employer Information	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 .
www.socialsecurity.gov	BSO Main Menu BSO Information Contact Us Keyboard Navigation

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

