

SCREEN PACKAGE DOCUMENT

THE MANAGEMENT OF AUTHENTICATION AND AUTHORIZATION OF GOVERNMENT USERS, INSTITUTIONS, AND CUSTOMERS (MAGIC)

APPLICATION:

REGISTRATION OF AN ORGANIZATION BY THEIR RESPONSIBLE ENTITY OFFICER

SEPTEMBER 21^{ST,} 2023

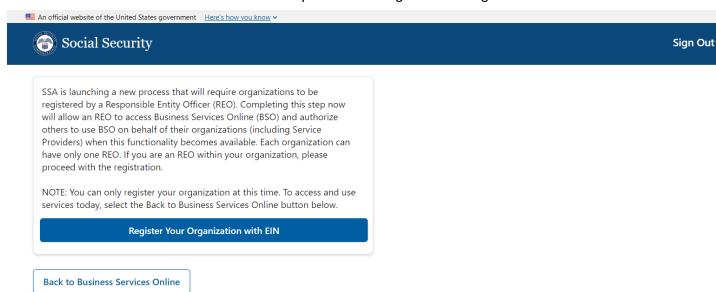


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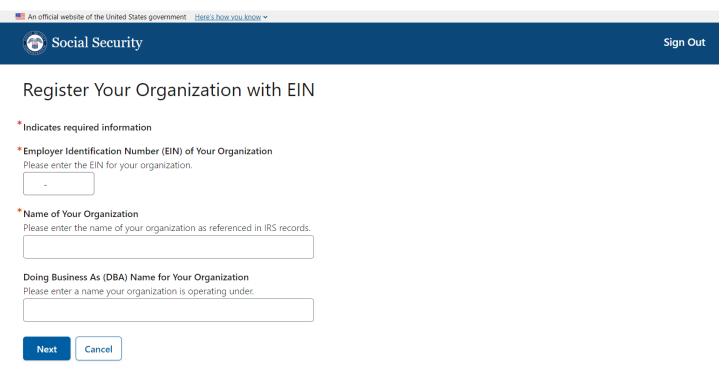
1. Responsible Entity Officer (REO)

An REO candidate, referred to in this document as the user, accesses their Business Services Online (BSO) account with an authenticated credential and proceeds to register their organization.



2. Enter Organization Details

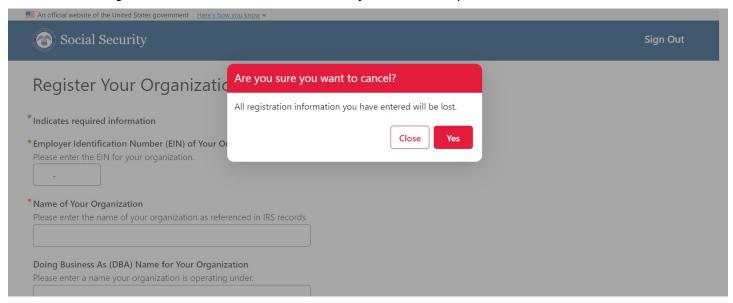
The footer shown on this page will persist on every page of the application. We will omit showing it from this point on.





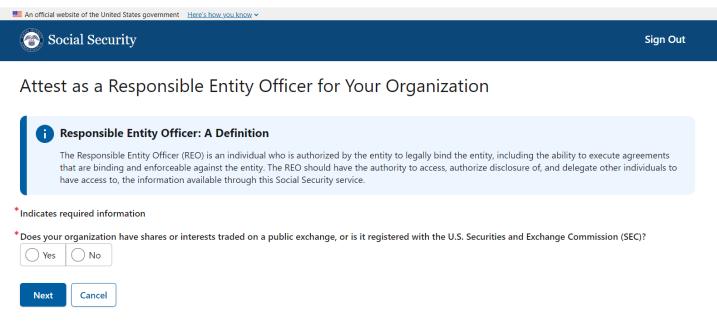
3. Cancel Registration

The user can cancel registration at any time by selecting the Cancel button. An alert will be displayed to let them know all registration information will be lost if they confirm this option.



4. REO Attestation

If they choose to proceed with the registration, the user must answer several dynamic questions and agree to the statement of perjury.

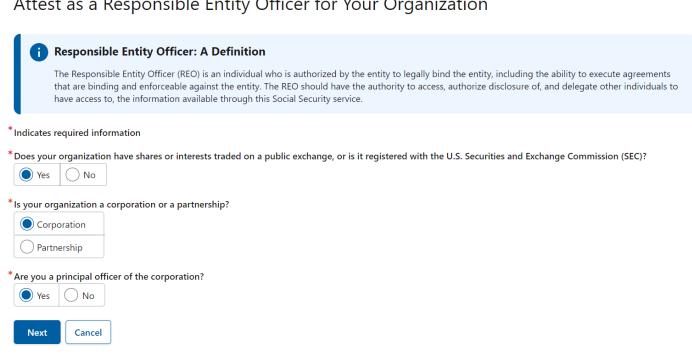


Below, we have included all possible variations of the questions asked.

4.1 Scenario 1

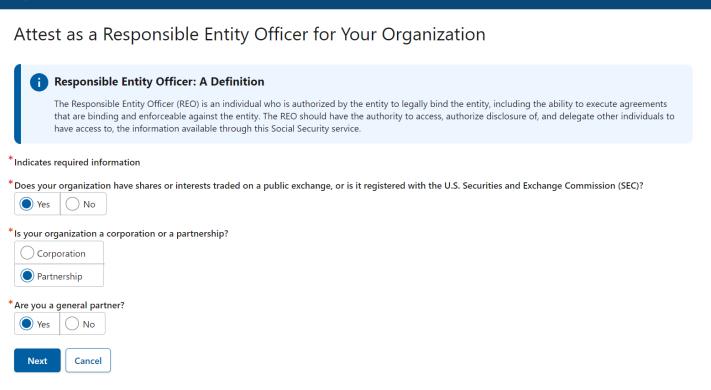


Attest as a Responsible Entity Officer for Your Organization

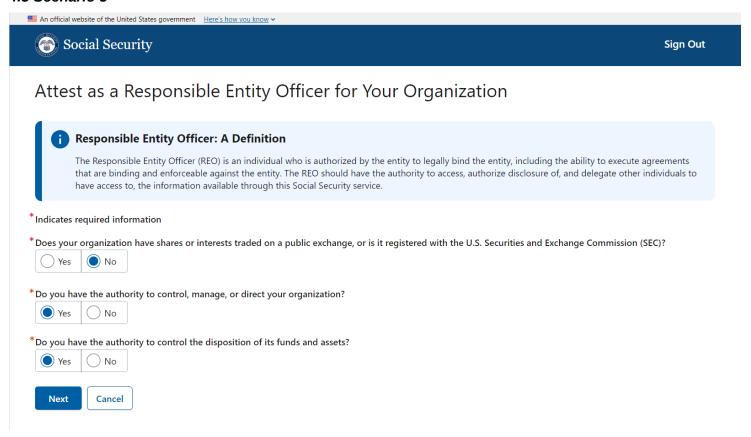


4.2 Scenario 2



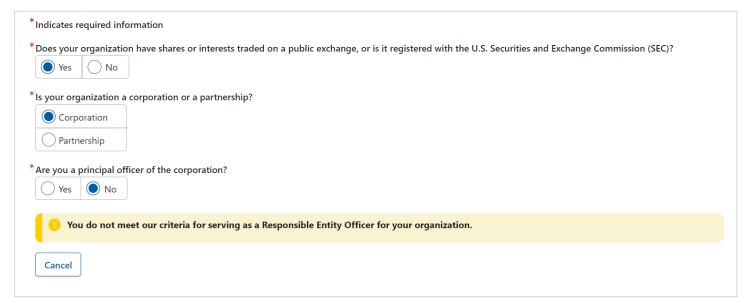


4.3 Scenario 3

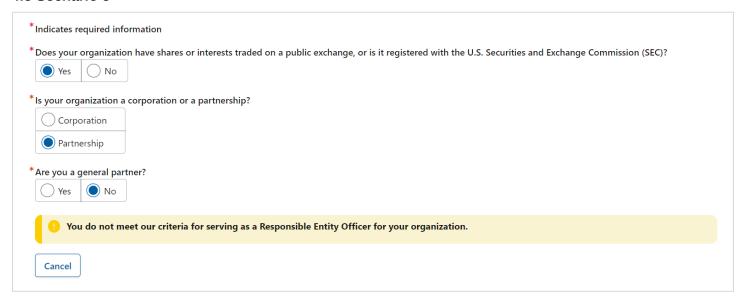


If the user answers "No" to any of the subsequent questions (aside from the first question), they may not proceed with the registration.

4.4 Scenario 4



4.5 Scenario 5



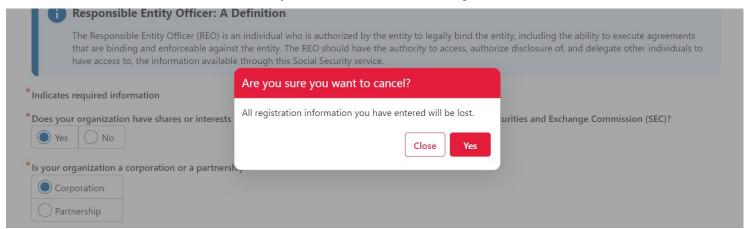
4.6 Scenario 6

*Indicates required information	
*Does your organization have shares or interests traded on a Yes No	public exchange, or is it registered with the U.S. Securities and Exchange Commission (SEC)?
*Do you have the authority to control, manage, or direct your	r organization?
Yes No	
*Do you have the authority to control the disposition of its fu Yes No	inds and assets?
You do not meet our criteria for serving as a Respo	nsible Entity Officer for your organization.
Cancel	

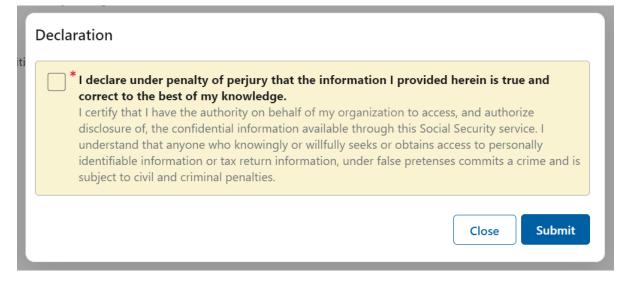
4.7 Scenario 7



If the user does not meet REO criteria, they will have to cancel their registration.

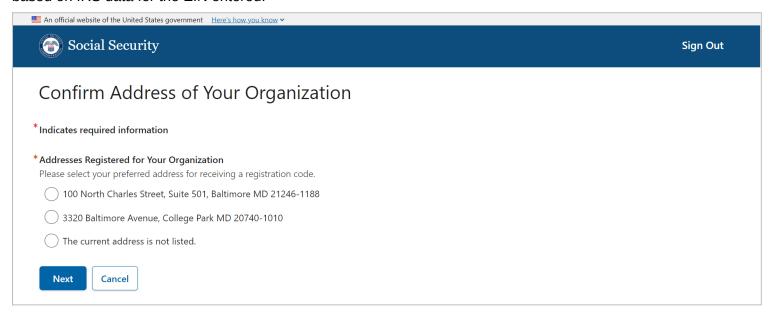


Upon selecting the Next button, the user is provided with the Statement of Perjury statement they must accept.

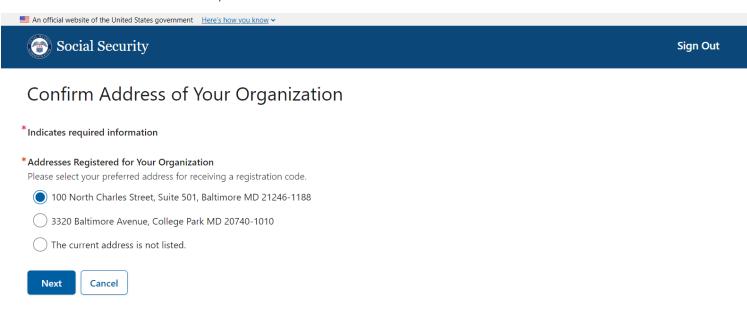


5. Confirm Address of Your Organization

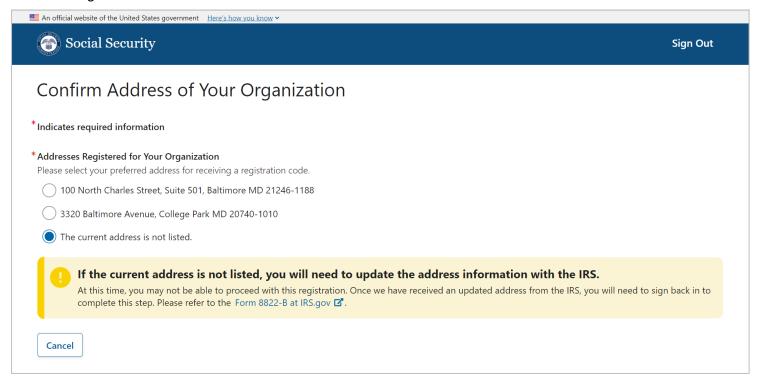
The user must confirm the address where SSA can send the registration code. The addresses presented are based on IRS data for the EIN entered.



Once the address is selected, the user can continue.

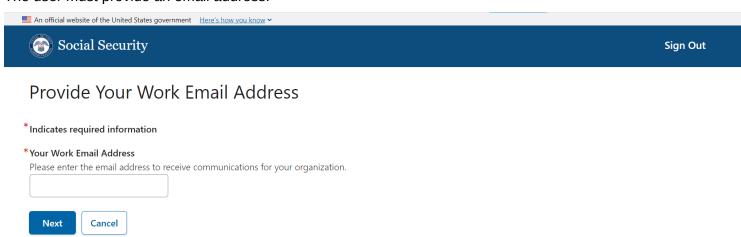


If the address is not listed, the user can select "The current address is not listed." and review an alert advising them to complete the Change of Address for Businesses 8822-B Form at IRS.gov. The user cannot continue with their registration.



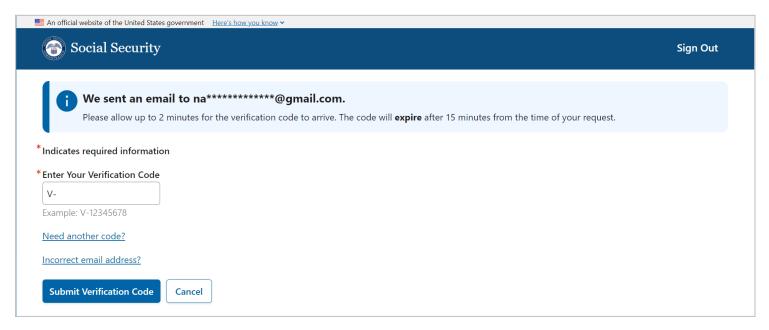
6. Provide and Verify Work Email Address

The user must provide an email address.

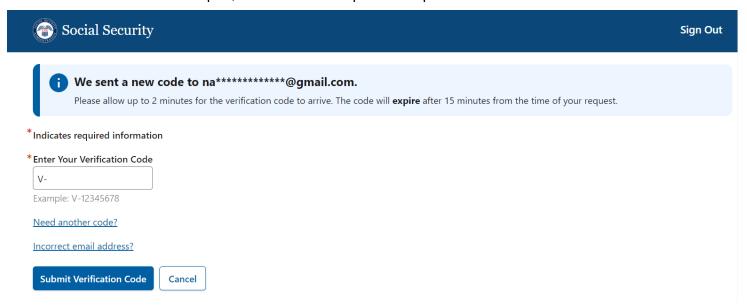


The system will verify the email address by sending a one-time verification code to the user.

MAAGIC Screen Package: Responsible Entity Officer Registration

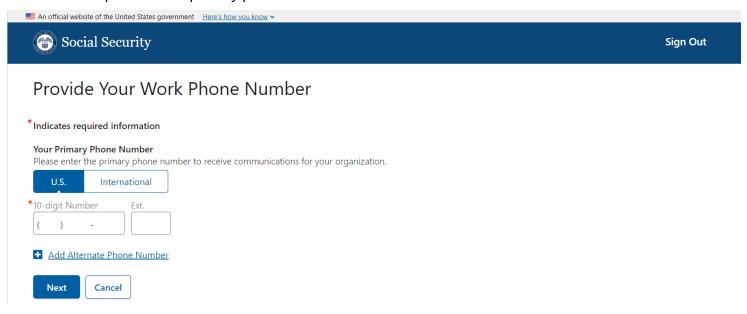


Should the verification code expire, the user has an option to request a new code.

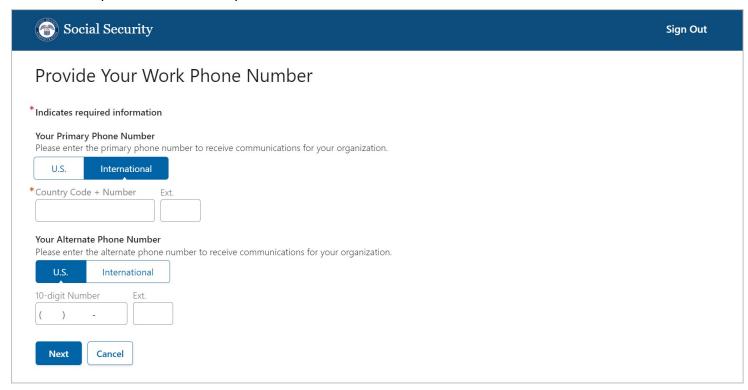


7. Provide Work Phone Number

The user must provide their primary phone number.

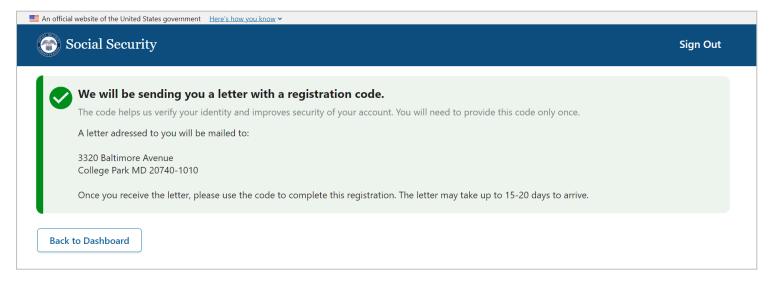


The user can provide an alternate phone number.



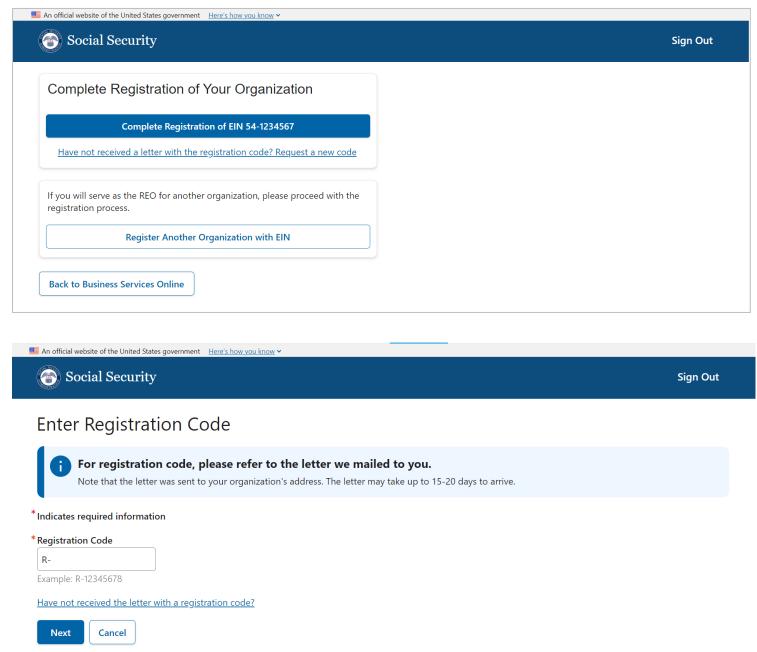
8. Confirmation: Registration Code to be Mailed

A confirmation page is displayed with details explaining that the registration code will be mailed to the address previously selected. NOTE future release: only the REO will have to go through this authorization process (i.e., mailing of registration code). In a future release, other users will be added and assigned roles by the REO and/or other administrators. Electronic confirmations will be sent.

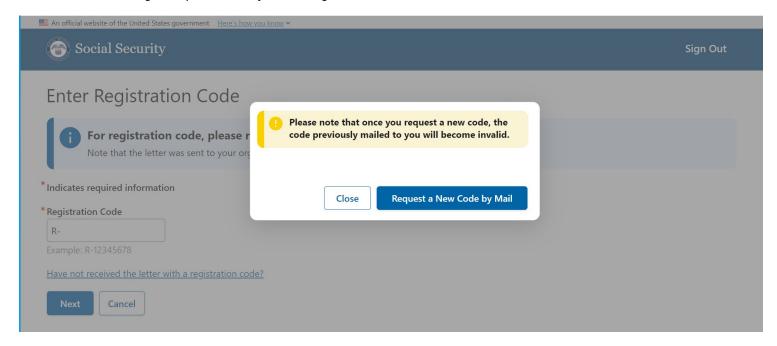


9. Complete Registration of Organization

Once the user receives a letter with the registration code, they will need to complete the registration process for their organization.

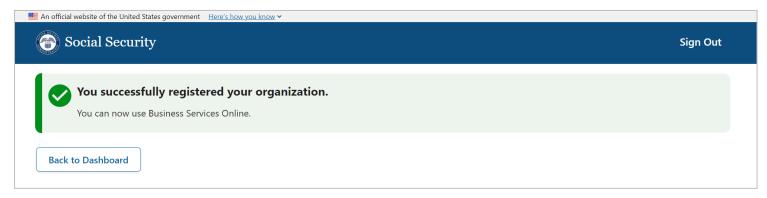


In the event, the user did not receive the registration code they can request a new code after 20 days since the original code was issued. The user will have to confirm the address to ensure there are no changes.



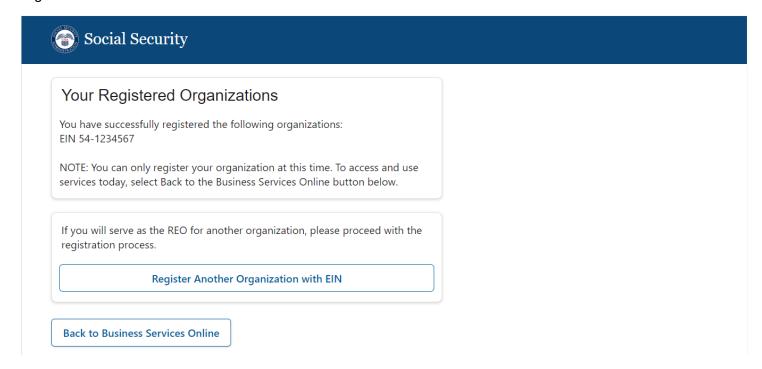
10. Registration Confirmation

Once the registration code is entered correctly, the system will confirm a successful registration. The user can return to the dashboard.



11. Registered Organizations

The user can view details of the organization they just registered. At this time, they can register another organization if needed.



The REO can return to Business Services Online to Business Services Online (ssa.gov).

An official website of the United States government Here's how you know



Benefits ~

Medicare ~

Card & record ~



Español | Account



Beginning March 25, 2023, employers will use the log in link below to report wages and other related actions. Learn more about the updated registration process.

Business Services Online (BSO)

The Suite of Services allows organizations, businesses, people, employers, attorneys, non-attorneys representing Social Security claimants, and third-parties to exchange information with Social Security securely via the Internet. You must register and create your own password to access BSO.

Información para el Empleador en Español

BSO hours

Monday-Friday: 5 a.m.-1 a.m. ET Saturday: 5 a.m. - 11 p.m. ET Sunday: 8 a.m. - 11:30 p.m. ET

Ouestions or comments?

Phone: 1-800-772-6270 (TTY 1-800-325-0778)

Monday-Friday: 7 a.m. - 7 p.m. ET

Employers

For employers to:

- · Report wages
- · View submission and report status
- · Act on resubmission notices
- Verify Social Security numbers

Log in

Create account

Employer information

Customer support for wage reporting

For questions: employerinfo@ssa.gov

Representative Payees

For people and organization representatives to file their Representative Payee Report electronically.

Log in

Register

Complete phone registration

Information about being a payee

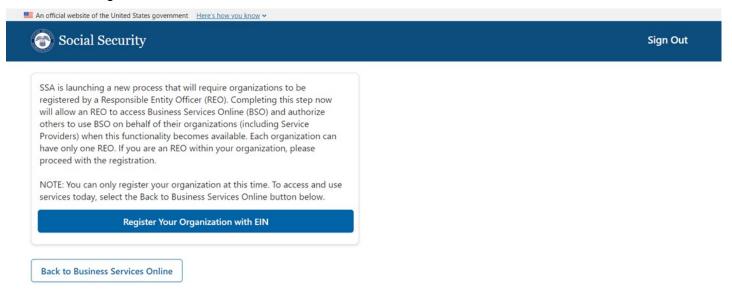
Appointed Representatives

Consent Based Verification (CBSV)

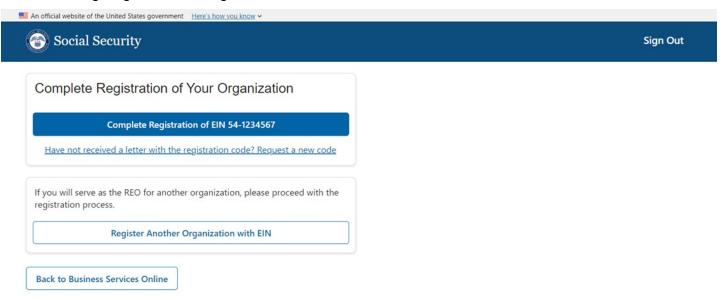
12. Dashboard Versions

Depending on where the user is in their process or how many organizations they may have to register, there are several versions of the Dashboard.

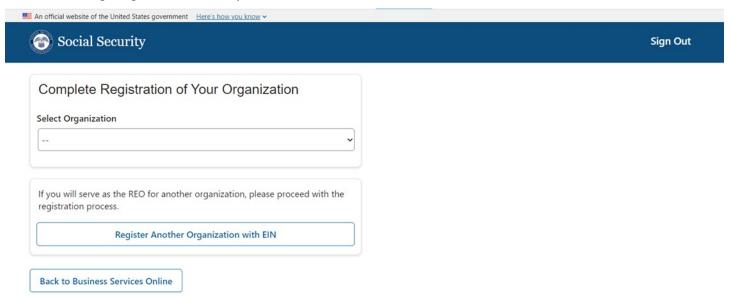
1. New Registration



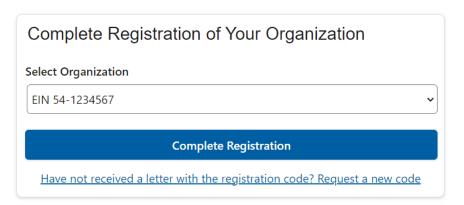
2. Pending Registration - Single EIN



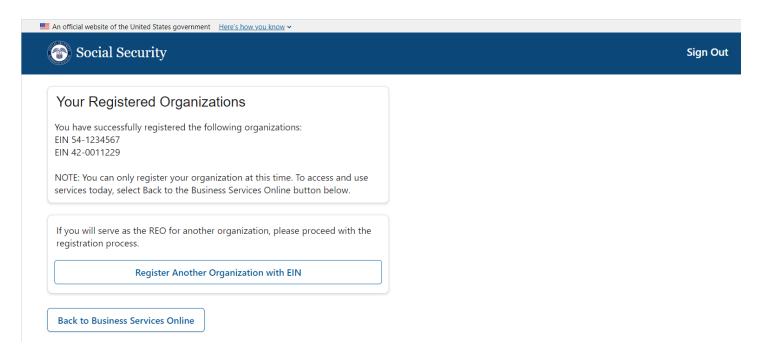
3. Pending Registration – Multiple EINs



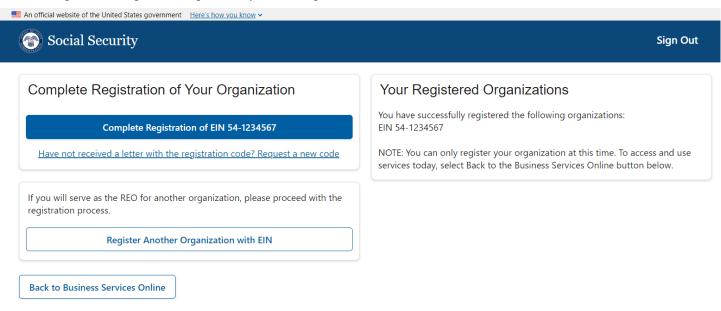
A user can select an EIN and continue to complete their registration.



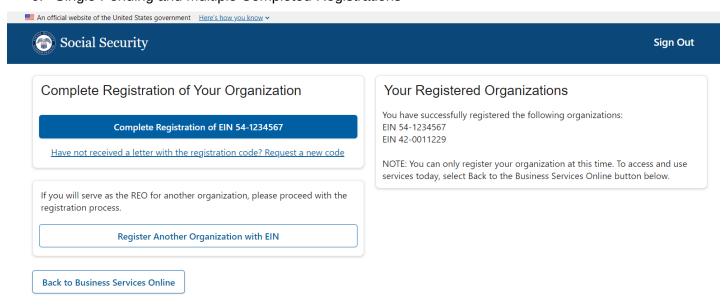
4. Completed Registrations - Multiple EINs



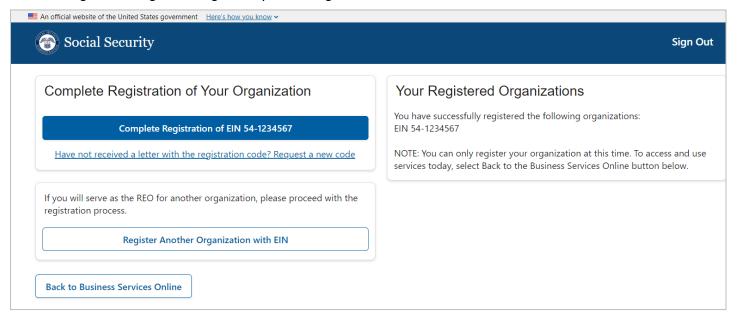
5. Single Pending and Single Completed Registrations



6. Single Pending and Multiple Completed Registrations



7. Single Pending and Single completed Registration.



8. Multiple pending and Multiple completed Registration

