Integrated Registration Services (IRES) Internet Screen Package



Integrated Registration Services (IRES)

OMB Clearance Package OMB# 0960-0626

Revision History

Date	Document Version	Release #	Description	Author(s)
04/16/18	1.3		Updated all screens with exception of the ones related to cell phone updates (additional test data required).	Quaid Mehirdel
04/13/18	1.2		Updated Screen to # 70	Quaid Mehirdel
04/11/18	1.1		Updated Screen #'s 4-8	Quaid Mehirdel
04/10/18	1.0		Started to sync screens with current VAL.	Quaid Mehirdel

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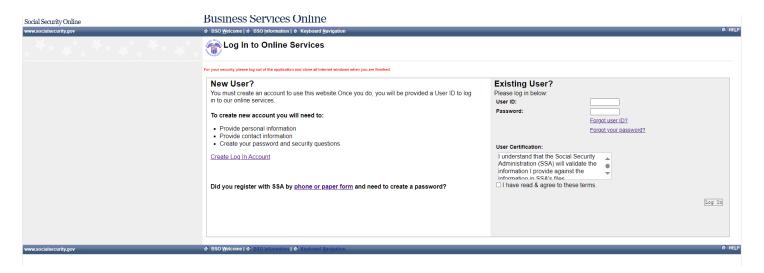
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SCREEN REQUIREMENTS

This document contains the all the screen shots for IRES Internet only. The screen shots are based on what was in the Validation environment as of July 2021.

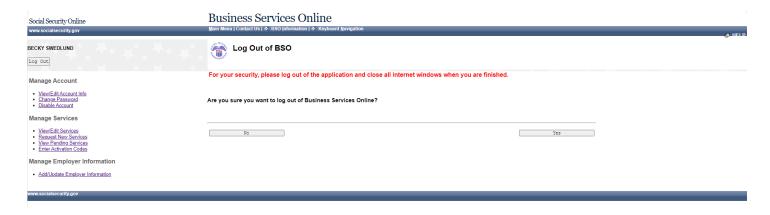
1.0 LOG IN TO BSO (UPDATE)



2.0 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 • 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 suppl answers to. If you correctly answer the questions you will be allowed to select a new password. WHAT IS THE NAME OF YOUR FIRST NIEPHEW?: 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	
	Request Password by Mail	
www.somalisesofilwariv	BSQ Melcone 1800 information Regional Davisation	

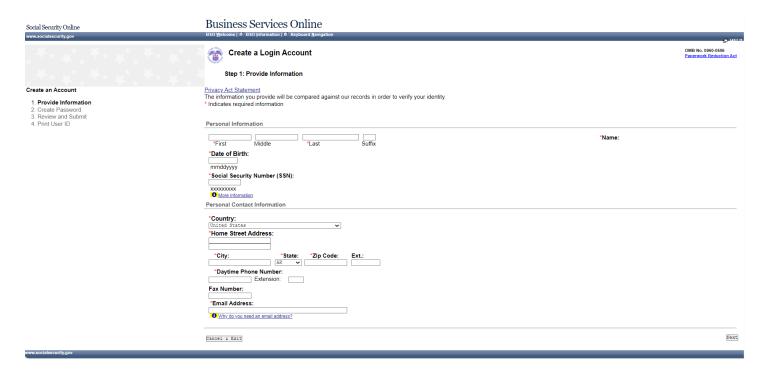
3.0 Log Out of BSO (UPDATE)



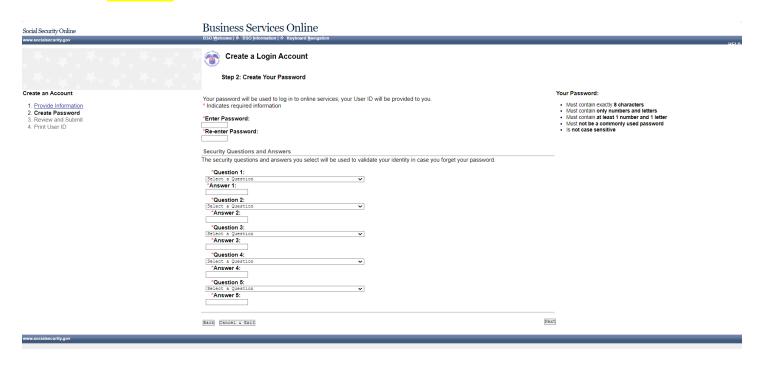
4.0 USER REGISTRATION ATTESTATION (UPDATE)

Business Services Online Social Security Online User Registration Attestation Please read the following information about registering to use Business Services Online. 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 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 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 Accept I Do NOT Accept

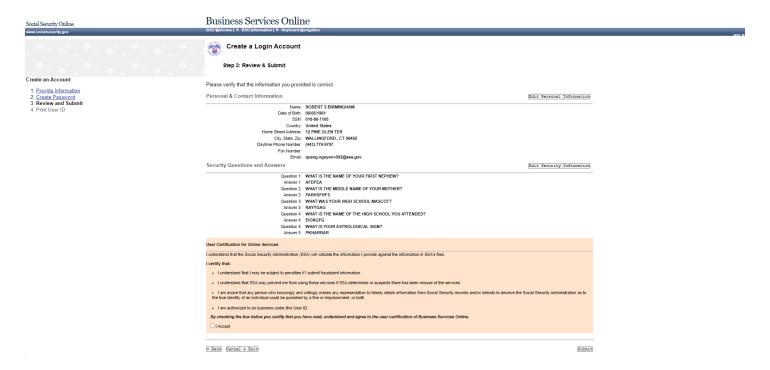
5.0 CREATE A LOGIN ACCOUNT - STEP 1: PROVIDE INFORMATION (UPDATE)



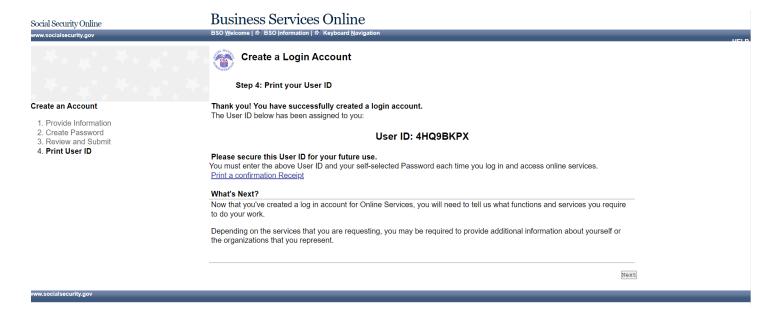
6.0 CREATE A LOGIN ACCOUNT - STEP 2: CREATE YOUR PASSWORD (UPDATE)



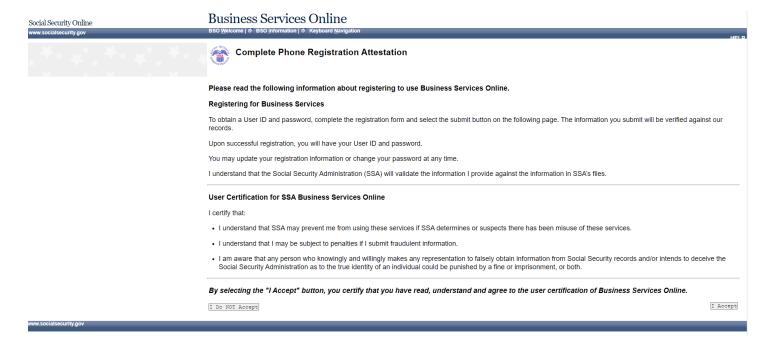
7.0 CREATE A LOGIN ACCOUNT - STEP 3: REVIEW & SUBMIT (UPDATE)



8.0 CREATE A LOGIN ACCOUNT - STEP 4: PRINT YOUR USER ID (UPDATE)



9.0 COMPLETE PHONE REGISTRATION ATTESTATION (UPDATE)



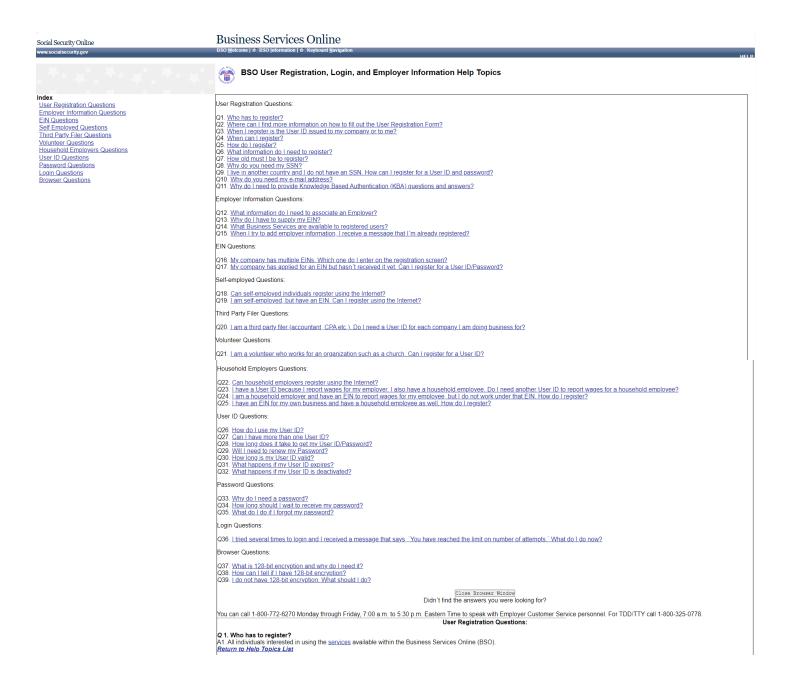
10.0 COMPLETE PHONE REGISTRATION (UPDATE)



11.0 COMPLETE PHONE REGISTRATION - SUCCESSFUL (UPDATE)



12.0BSO USER REGISTRATION, LOGIN, AND EMPLOYER INFORMATION HELP TOPICS (UPDATE)



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 5:30 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

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

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?

45. You can register by choosing one of two methods:

. Online:

Access Business Services Online (BSO) at http://www.socialsecurity.gov/bso/bsowelcome.htm

 SSA Customer Support.
 Call 1-800-772-6270 Monday through Friday, 7:00 a.m. to 5:30 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 F-ax 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 Pele Topics List

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?
AS. 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 9.1 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:

1. Online:
Access Business Services Online (BSO) at http://www.socialsecurity.gov/bso/bsowelcome.htm
2. SSA Customer Support
Call 1-800-772-8270 Monday through Friday, 7:00 a.m. to 5:30 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

211. 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 bassword to be mailed to you.

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)

Business or Organization Name
 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 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 5:30 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 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. Q 19. I am sert-employed, but nave an EIN. Can I register using the internet? A19. Yes, self-employed individuals that have an EIN can register via the Internet. 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 duo business on behalf of another business or organization."

Return to Help Topics List

Q 21.1 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 Einterial Revenue Service's (IRS) web site.

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 LISE.

User ID Questions

Q 26. How do I use my User ID?

(2.2s. Now do 1 use my User IIV.
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

A31. If you deactivated your 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/bsowe/come.htm, or

2. By calling 1.8-80-0.772-6270 Monday through Friday, 7:00 a. m. to 5:30 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 5:30 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

Return to Help Topics List

O 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. Toplics 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.

235. 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.opu/sobsobsowelcome.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 5:30 p.m. Eastern time to speak with 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 1-800-772-8270 Monday through Friday, 7:00 a.m. to 5:30 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

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 browers 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 5:30 pm. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

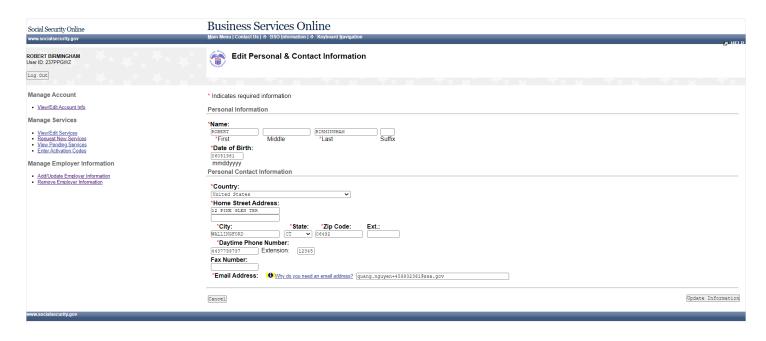
Return to Help Topics List

O 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.

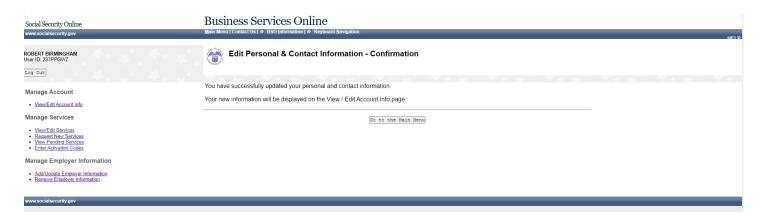
13.0 VIEW/EDIT ACCOUNT INFORMATION (UPDATE)



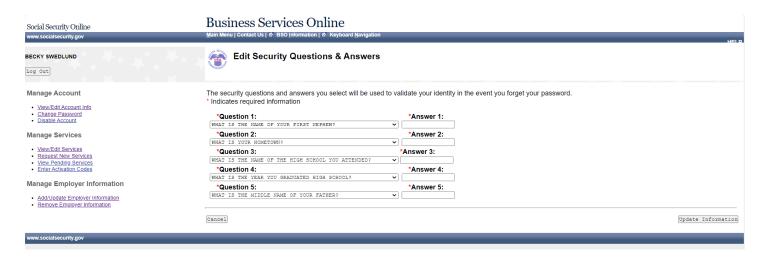
14.0 Edit Personal & Contact Information (update)



15.0 Edit Personal & Contact Information - Confirmation (UPDATE)



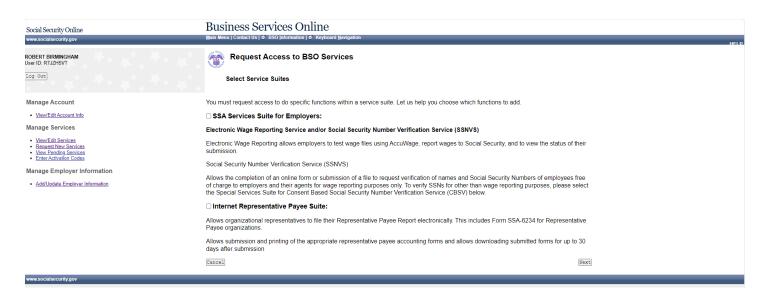
16.0 EDIT SECURITY QUESTIONS & ANSWERS (UPDATE)



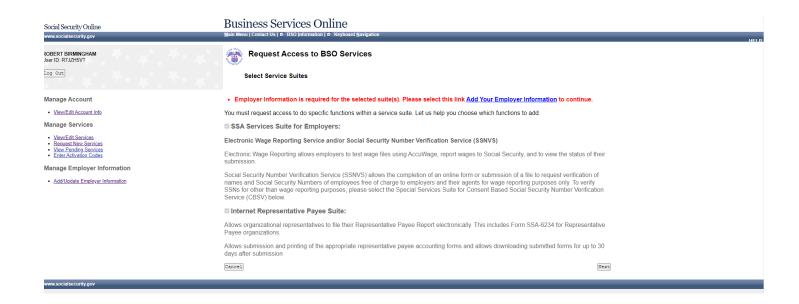
17.0 EDIT SECURITY QUESTIONS & ANSWERS - CONFIRMATION (UPDATE)



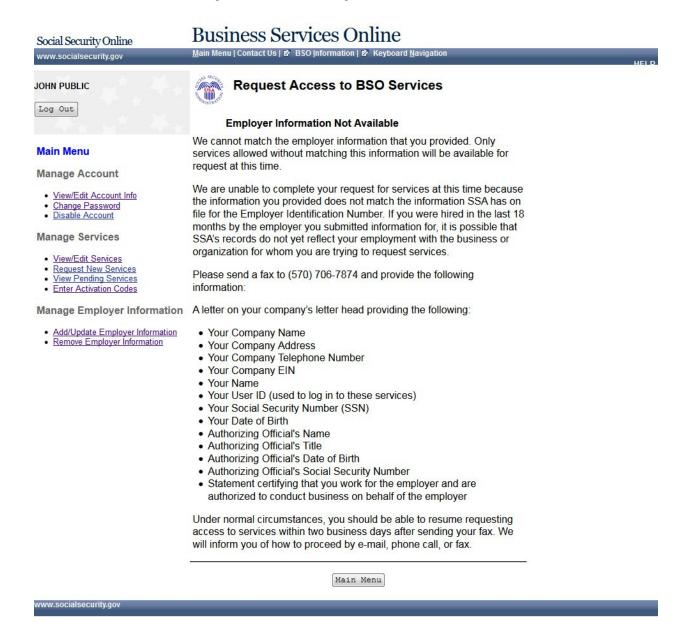
18.0 Request Access to BSO Services - Select Suite of Services (UPDATE)



19.0 REQUIEST ACCESS TO BSO SERVICES - EMPLOYER INFORMATION IS REQUIRED (UPDATE)

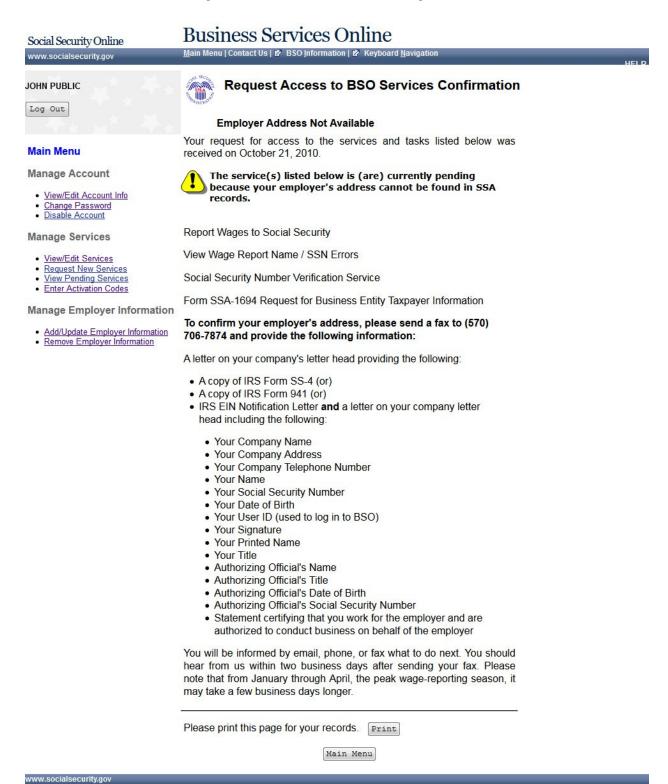


20.0 REQUEST ACCESS TO BSO SERVICES - EMPLOYER INFORMATION NOT AVAILABLE (MEF FAILURE)



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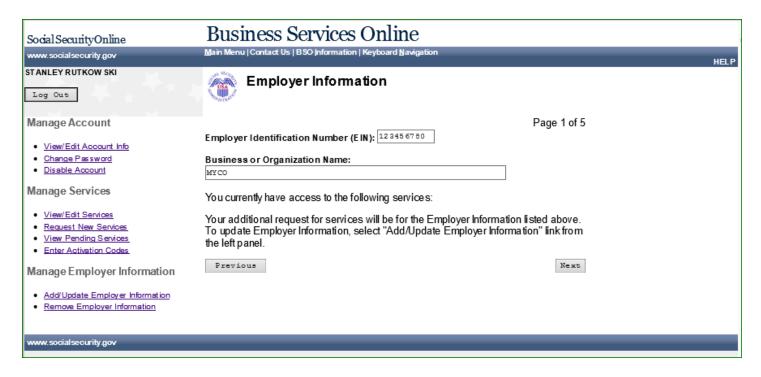
21.0 REQUEST ACCESS TO BSO SERVICES - EMPLOYER ADDRESS NOT AVAILABLE (PENDING EIN ADDRESS)



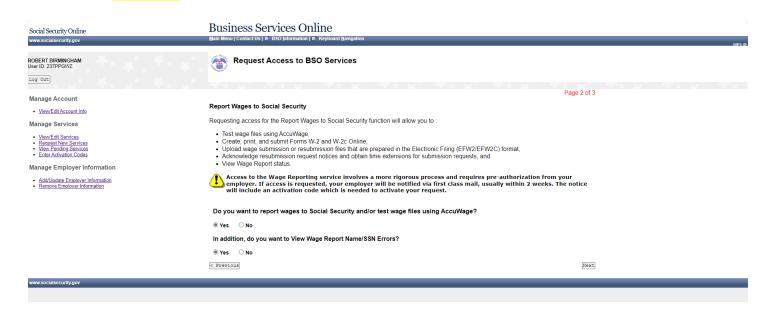
22.0 REQUEST ACCESS TO BSO SERVICES - AGE RESTRICTION



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



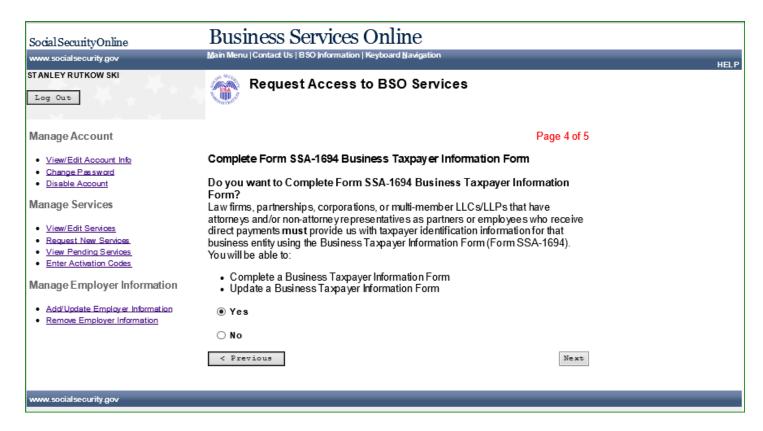
24.0 REQUEST ACCESS TO BSO SERVICES - REPORT WAGES TO SOCIAL SECURITY/VIEW WAGE REPORT NAME/SSN ERRORS (PAGE 2 OF 3) (UPDATE)



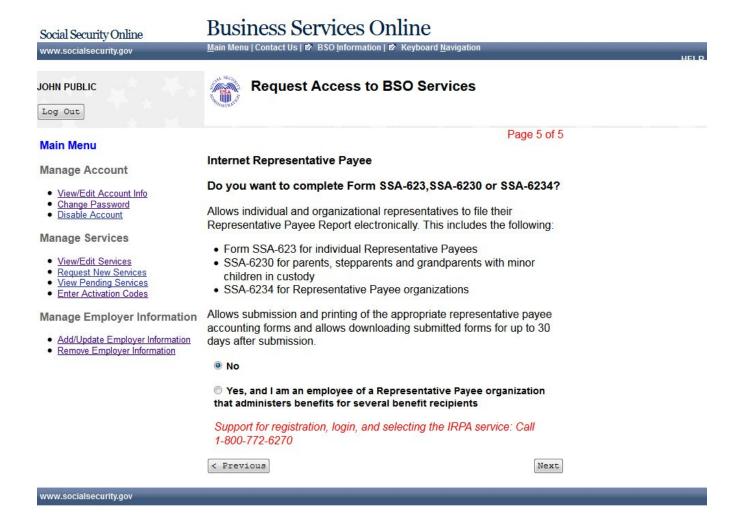
25.025. Request Access to BSO Services - Social Security Number Verification Service (SSNVS) (Page 3 of 3) (update)



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



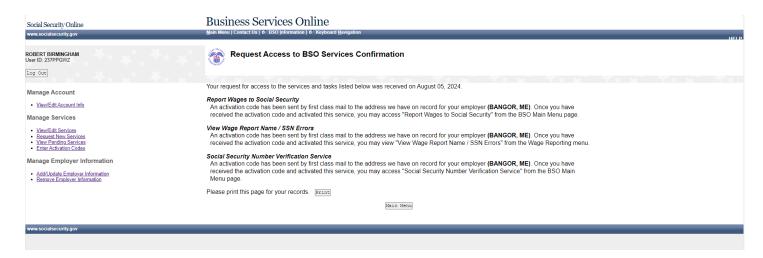
27.0 REQUEST ACCESS TO BSO SERVICES - INTERNET REPRESENTATIVE PAYEE (PAGE 5 OF 5)



28.0 REQUEST ACCESS TO BSO SERVICES - REQUEST SUMMARY (UPDATE)



29.0 REQUEST ACCESS TO BSO SERVICES CONFIRMATION (UPDATE)



30.0 MAIN MENU-WITHOUT SERVICES (UPDATE)



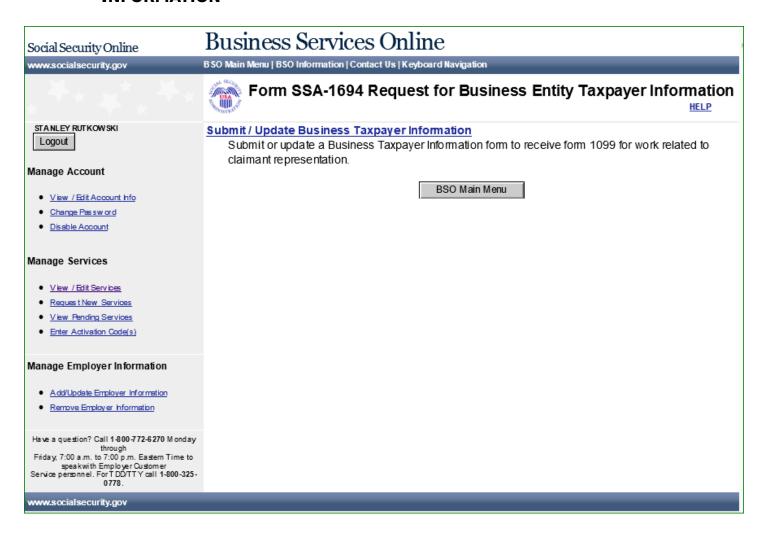
31.0 MAIN MENU-WITH SERVICES

Social Security Online	Business Services Online
www.socialsecurity.gov	BSO Main Menu BSO Information Contact Us Keyboard Navigation
* * * * * *	Main Menu HELP
Logout Manage Account	Welcome, STANLEY RUTKOWSKI Your password expires on July 09, 2018
View / Edit Account Info Change Password Disable Account	Report Wages To Social Security Test wage files using AccuWage Submit, download and print W-2s and W-2cs View submission status, errors and error notices for wage reports submitted by or for your company
Manage Services	Request an extension to resubmit a wage file
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
Manage 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
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	

32.0 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
STANLEY RUTKOWSKI Logout Manage Account	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.
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.
Manage Services	View Status and Retrieval Information View the current status of a submission.
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 speakwith Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.	
www.socialsecurity.gov	

33.0 FORM SSA-1694 REQUEST FOR BUSINESS ENTITY TAXPAYER INFORMATION



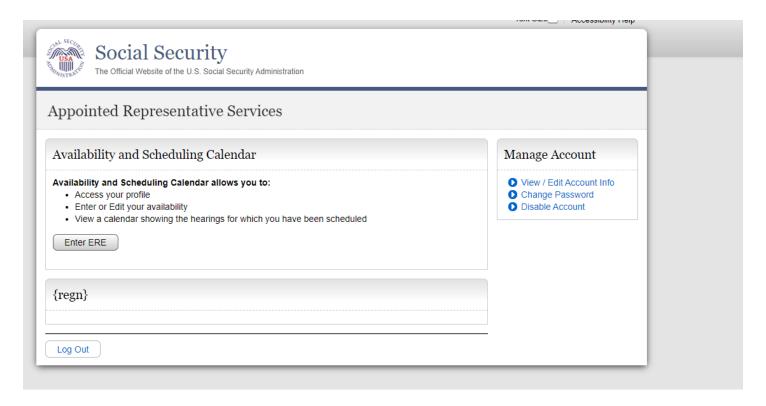
34.0 Internet Representative Payee Accounting (UPDATE)



35.0 ENTER ACTIVATION CODE(S) FOR THE APPOINTED REPRESENTATIVE

Social Security Online	Business Services Online
www.socialsecurity.gov	<u>M</u> ain Menu Contact Us BSO <u>I</u> nformation Keyboard <u>N</u> avigation
DAVID LEIGHTON Rep ID: HFK8XCCQ7B Log Out	Enter Activation Code(s)
Manage Account • View/Edit Account Info • Change Password • Disable Account	Enter the activation code for any service(s) for which you have requested access and have received an activation code. Enter Activation Code: Activate Service(s)
www.socialsecurity.gov	

36.0 APPOINTED REPRESENTATIVE SERVICES - MAIN MENU (UPDATE)



37.0 VIEW / EDIT SERVICES - NO SERVICES AVAILABLE (UPDATE)



IRES INTERNET SCREEN DOCUMENT

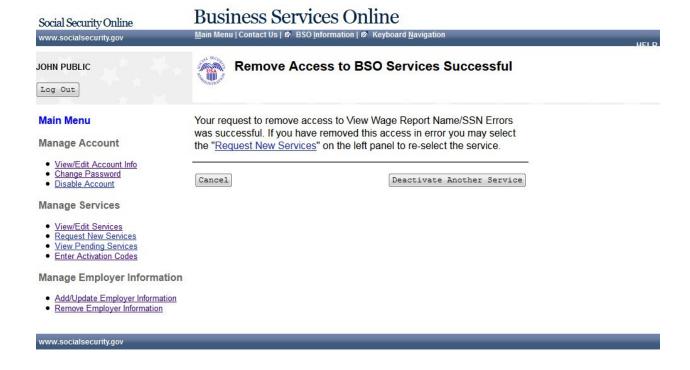
38.0 REQUEST NEW SERVICES (UPDATE)



39.0 REMOVE ACCESS TO BSO SERVICES

Social Security Online	Business Services Online
www.socialsecurity.gov	Main Menu Contact Us BSO Information Keyboard Navigation
STANLEY RUTKOWSKI Log Out	Remove Access to BSO Services
* * * * * * * *	To remove access from BSO Services please select the services(s) that you would like to remove.
Manage Account	☐ Report Wages to Social Security
View/Edit Account Info Change Password Disable Account Manage Services	 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 resubmission requests, and View Wage Report Name / SSN Errors
View/Edit Services Request New Services View Pending Services Enter Activation Codes	If access to Report Wages to Social Security is removed, View Wage Report Name / SSN Errors will also be removed.
Manage Employer Information	☐ View Wage Reports Name / SSN Errors
Add/Update Employer Information Remove Employer Information	 View the submission status, errors and error notices for wage files and/or wage reports with Name/SSN Errors submitted by you or on your behalf.
- Italian Employ of marmaran	☐ Social Security Number Verification Service (SSNVS)
	 Complete an online form or 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.
	☐ Form SSA-1694 Request for Business Entity Taxpayer Information
	Law firms, partnerships, corporations, and multi-member LLCs/ LLPs that have attorneys and /or non-attorney representatives as partners or employees who receive direct payment must provide us with taxpayer identification information for that business entity using the Business Taxpayer Information Form. You will be able to:
	 Complete a Business Taxpayer Information Form Update a Business Taxpayer Information Form
	Cancel
www.socialsecurity.gov	

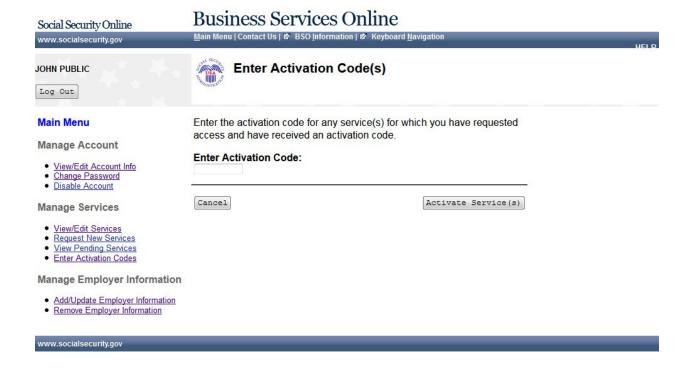
40.0 REMOVE ACCESS TO BSO SERVICES SUCCESSFUL



41.0 ACTIVATE ACCESS TO BSO SERVICES - NO SERVICES AVAILABLE



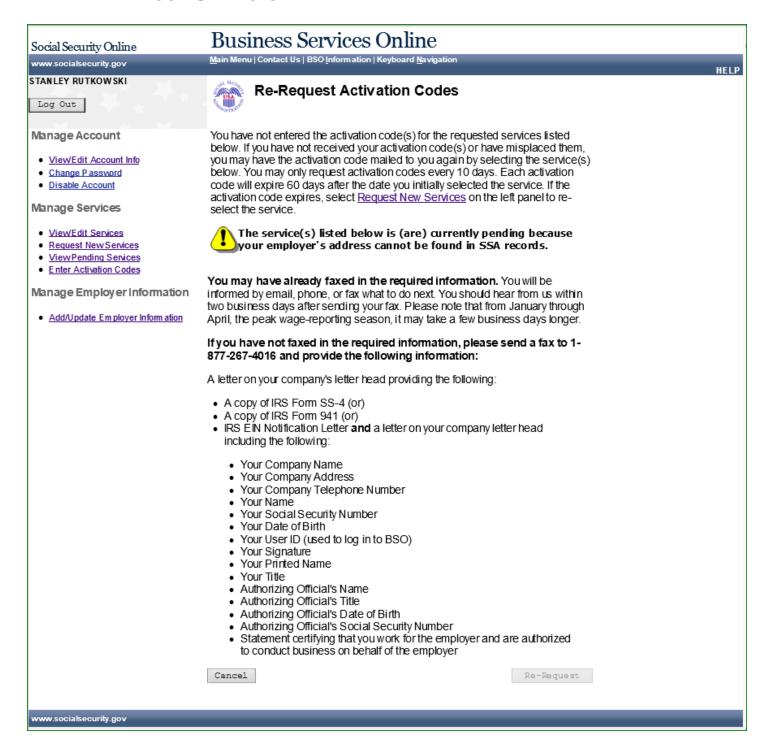
42.0 ACTIVATE ACCESS TO BSO SERVICES



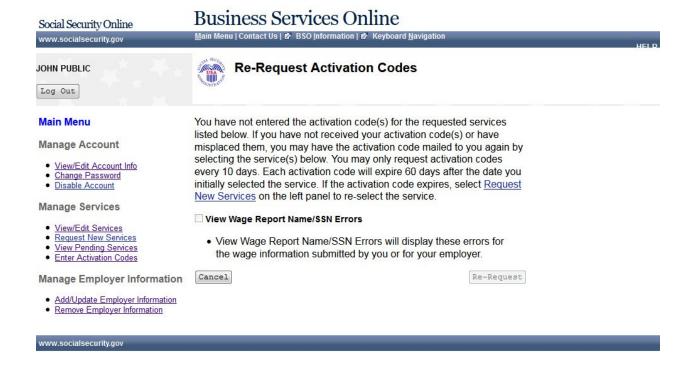
43.0 ACTIVATE ACCESS TO BSO SERVICES SUCCESSFUL



44.0 VIEW PENDING SERVICES - RE-REQUEST ACTIVATION CODE - WITHOUT SERVICES



45.0 VIEW PENDING SERVICES - RE-REQUEST ACTIVATION CODE - WITH SERVICES



46.0 VIEW PENDING SERVICES - CONFIRMATION OF ACTIVATION CODE NOTICE RE-REQUEST



47.0 Enter Text-Enabled Cell Phone



IRES INTERNET SCREEN DOCUMENT

Social Security Online

Business Services Online

www.socialsecurity.gov

<u>M</u>ain Menu | Contact Us | BSO <u>I</u>nformation | Keyboard <u>N</u>avigation

DAVID LEIGHTON

Rep ID: HFK8XCCQ7B



Enter Text-Enabled Cell Phone Number

Manage Account

- View/Edit Account Info
- Change Password
- Disable Account

*Indicates Required Information

The following services you are activating require an increased level of security due to information they may contain:

· Access Claimant's Electronic Folder

Provide a Cell Phone Number

A text-enabled cell phone number must be provided so that SSA can send a one-time passwormssage whenever you access specific services. This text-enabled cell phone number will also you request in the future.

*Text-enabled Cell Phone Number:

• Why do I need a text-enabled cell phone?

9161231234



Make sure your cell phone number is available before you continue!

Please allow up to two minutes for the text message to arrive. The one-time passwo total of 10 minutes from the time of your request.

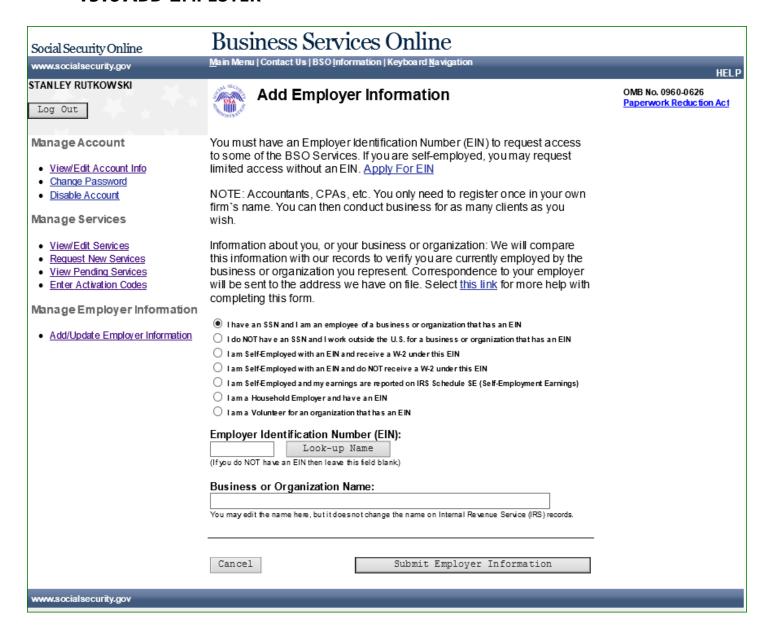
< Back Cancel

www.socialsecurity.gov

48.0 EMPLOYER INFORMATION ATTESTATION (UPDATE)

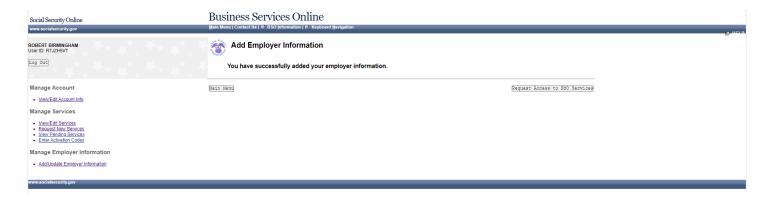


49.0 ADD EMPLOYER

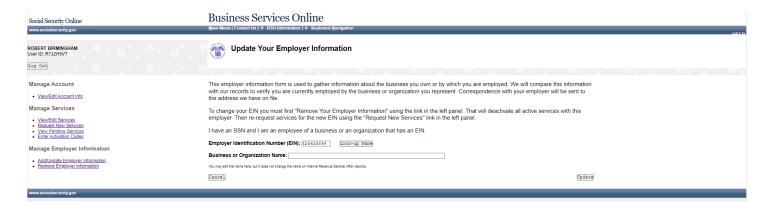


IRES INTERNET SCREEN DOCUMENT

50.0 ADD EMPLOYER INFORMATION SUCCESSFUL (UPDATE)



51.0 UPDATE YOUR EMPLOYER INFORMATION (UPDATE)



52.0 UPDATE YOUR EMPLOYER INFORMATION (UPDATE)



53.0 REMOVE YOUR EMPLOYER INFORMATION (UPDATE)



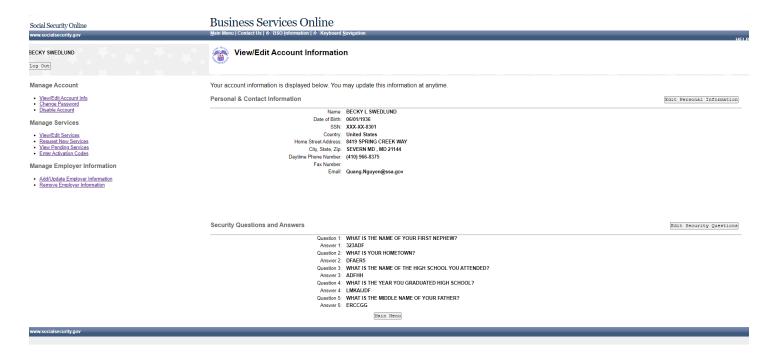
IRES INTERNET SCREEN DOCUMENT

54.0 Remove Your Employer Information Successful (UPDATE)

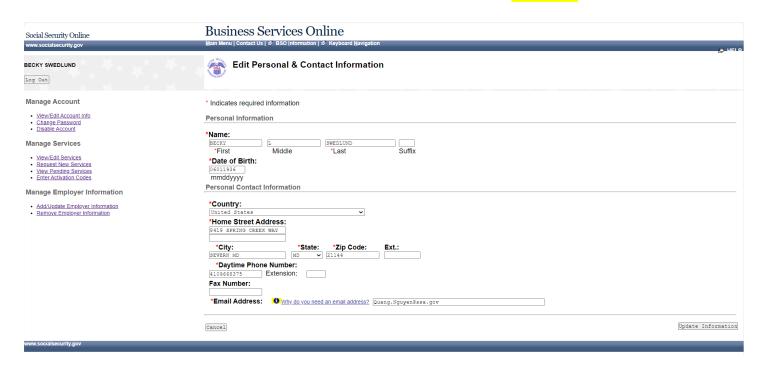


IRES INTERNET SCREEN DOCUMENT

55.0 VIEW/EDIT ACCOUNT (UPDATE)



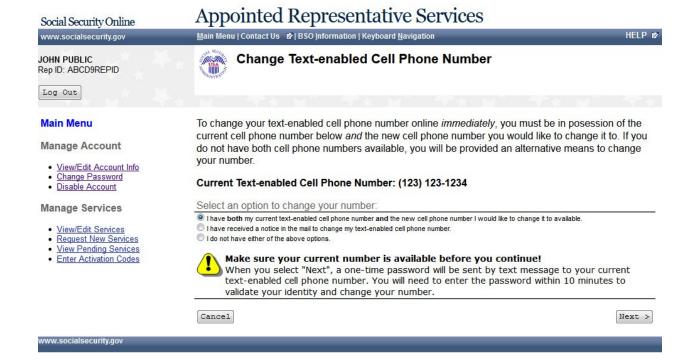
56.0 Edit Personal & Contact Information (UPDATE)



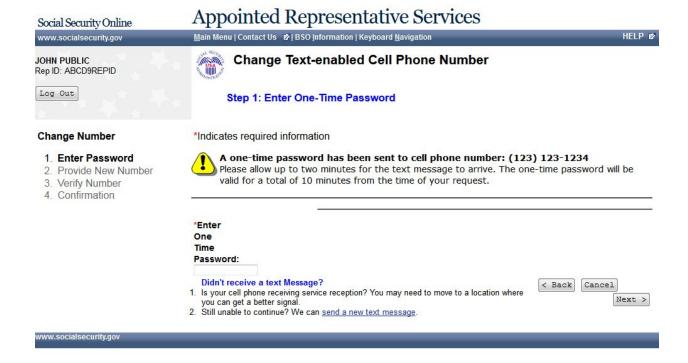
57.0 EDIT PERSONAL & CONTACT INFORMATION - CONFIRMATION (UPDATE)



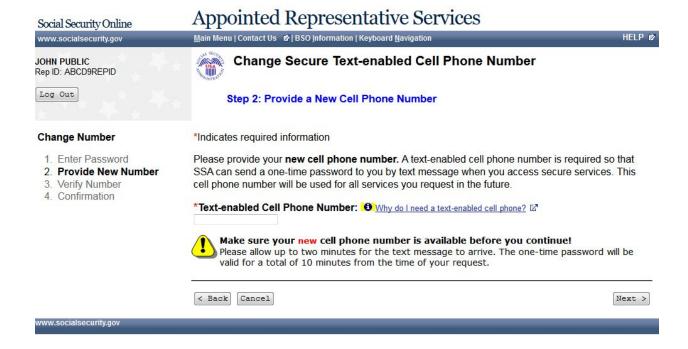
58.0 CHANGE TEXT-ENABLED CELL PHONE NUMBER - OPTION 1 SELECTED



59.0 CHANGE TEXT-ENABLED CELL PHONE NUMBER - STEP 1: ENTER ONE-TIME PASSWORD



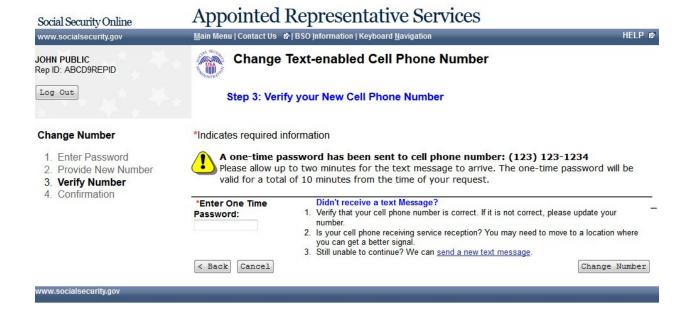
60.0 CHANGE TEXT-ENABLED CELL PHONE NUMBER - STEP 2: PROVIDE A NEW CELL PHONE NUMBER



61.0 CHANGE TEXT-ENABLED CELL PHONE NUMBER - STEP 2: PROVIDE A NEW CELL PHONE NUMBER - FAIL



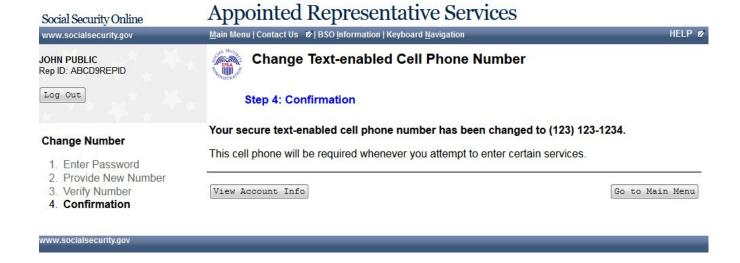
62.0 CHANGE TEXT-ENABLED CELL PHONE NUMBER - STEP 3: VERIFY YOUR NEW CELL PHONE NUMBER



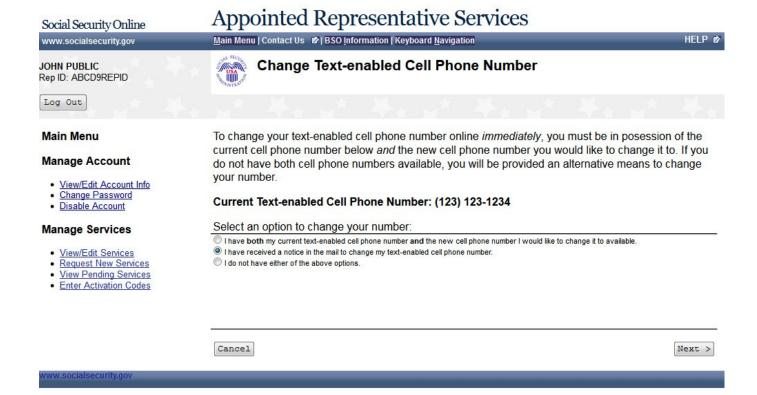
63.0 CHANGE TEXT-ENABLED CELL PHONE NUMBER - STEP 3: VERIFY YOUR NEW CELL PHONE NUMBER - FAIL



64.0 CHANGE TEXT-ENABLED CELL PHONE NUMBER - STEP 4: CONFIRMATION



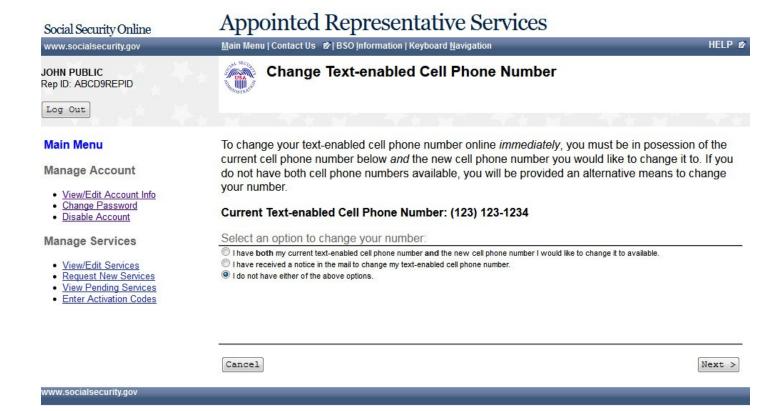
65.0 CHANGE TEXT-ENABLED CELL PHONE NUMBER - OPTION 2 SELECTED



66.0 CHANGE TEXT-ENABLED CELL PHONE NUMBER - STEP 1: ENTER ONE-TIME PASSWORD



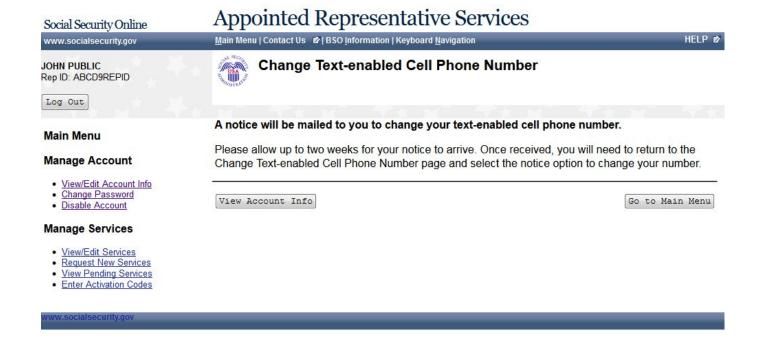
67.0 CHANGE TEXT-ENABLED CELL PHONE NUMBER - OPTION 3 SELECTED



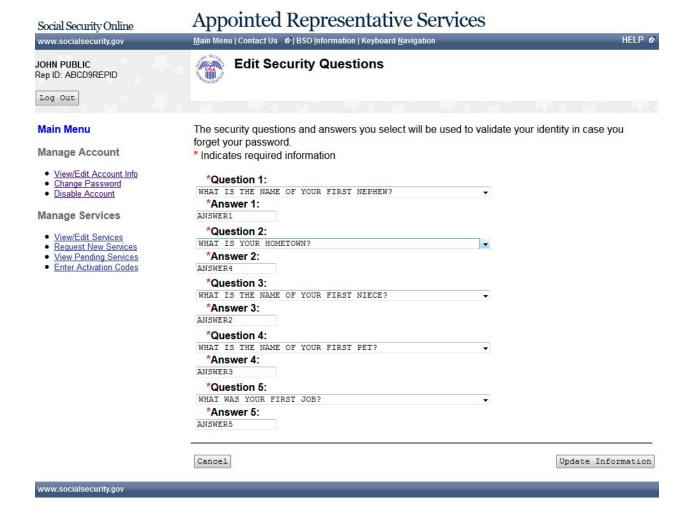
68.0 CHANGE TEXT-ENABLED CELL PHONE NUMBER - REQUEST A NOTICE TO CHANGE YOUR CELL PHONE NUMBER



69.0 CHANGE TEXT-ENABLED CELL PHONE NUMBER - A NOTICE WILL BE MAILED TO YOU TO CHANGE YOUR TEXT-ENABLED CELL PHONE NUMBER



70.0 Edit Security Questions



71.0 EDIT SECURITY QUESTIONS - CONFIRMATION



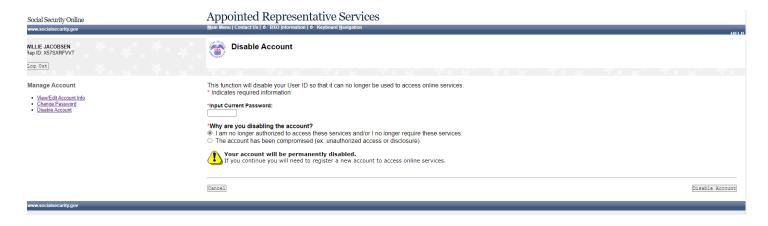
72.0 CHANGE PASSWORD- (UPDATE)



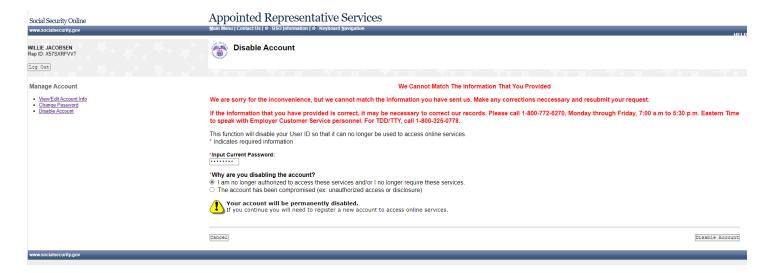
73.0 Password Change Successful (UPDATE)



74.0 DISABLE ACCOUNT (UPDATE)



75.0 DISABLE ACCOUNT - ERROR (UPDATE)



76.0 DISABLE ACCOUNT - CONFIRMATION



77.0 USER IDENTIFICATION DEACTIVATED (UPDATE)



78.0 FORGOT PASSWORD UPDATE SUCCESSFUL



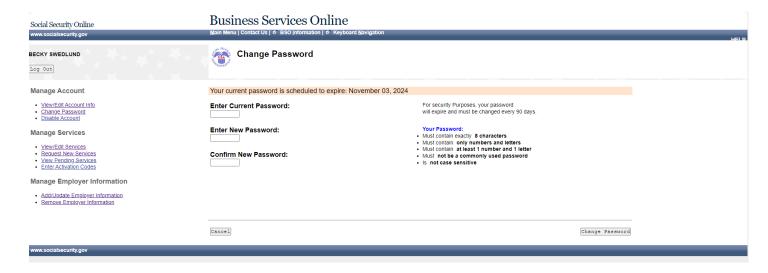
79.0 REQUEST PASSWORD BY MAIL (UPDATE)



80.0 Password by Mail Success (UPDATE)



81.0 CHANGE PASSWORD (UPDATE)



82.0 Password Change Successful (UPDATE)



83.0 REACHED LIMIT OF ATTEMPTS (UPDATE)



84.0 ALREADY REGISTERED (UPDATE)



85.0 SYSTEM FAILURE (UPDATE)



86.0 Paperwork Reduction Act Statement - Online Registration (UPDATE)

Paperwork Reduction Act: Knowledge-Based Authentication via Access Control

Last reviewed or modified 05/09/2022



PRA-AC

This information collection meets the requirements of 44 <u>U.S.C.</u> 3507, as amended by section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget (OMB) control number.

The OMB control number for this form is 0960-0596. The expiration date is November 30, 2024.

We estimate it will take about 5 minutes to read the instructions, gather the facts and answer the questions.

You may send comments on our time estimate to:

Social Security Administration 6401 Security Blvd. Baltimore, MD 21235-0001

Send only comments on our time estimate to this address, nothing else.



87.0 Paperwork Reduction Act Statement - Phone Registration (UPDATE)



88.0 PRIVACY ACT STATEMENT

Business Services Online Social Security Online BSO Welcome | BSO Information | Keyboard Navigation www.socialsecurity.gov Online Services Availability Privacy Act Statement Monday-Friday: 5 AM - 1 AM ET Saturday: 5 AM - 11 PM ET Sunday: 8 AM - 11:30 PM ET PRIVACY ACT STATEMENT Collection and Use of Personal Information Sections 205(a) and 1106 of the Social Security Act, as amended, authorize us to collect this information to allow you access to our online applications. We will use the information you provide to verify your identity and register you, your company, or authorized employee(s) to use our Business Services Online (BSO). Providing us this information is voluntary. However, failing to provide us with all or part of the information could prevent us from offering you access to our BSO. We rarely use the information you supply for any purpose other than for registration and granting access to our BSO suite of services. However, we may use the information for the administration of our programs including sharing information: 1. To comply with Federal laws requiring the release of information from our records (e.g., to the Government Accountability Office and Department of Veterans Affairs); and, To facilitate statistical research, audit, or investigative activities necessary to ensure the integrity and improvement of our programs (e.g., to the Bureau of the Census and to private entities under contract A list of when we may share your information with others, called routine uses, is available in our System of Records Notice entitled, Master Files of Social Security Number (SSN) Holders and SSN Applications (60-0058). Additional information about our BSO suite of services, routine uses of information, programs, and systems is available online at www.socialsecurity.gov or at your local Social Security office. We may share the information you provide to other agencies through computer matching programs. Matching programs compare our records with records kept by other Federal, State, or local government agencies. We can use the information from these matching programs to establish or verify a person's eligibility for federally funded or administered benefit programs and for repayment of payments or delinquent debts under these programs. Close Browser Window ww.socialsecurity.gov