Integrated Registration Services (IRES)

Internet Screen Package

Integrated Registration Services (IRES)

OMB Clearance Package OMB# 0960-0626

DRAFT

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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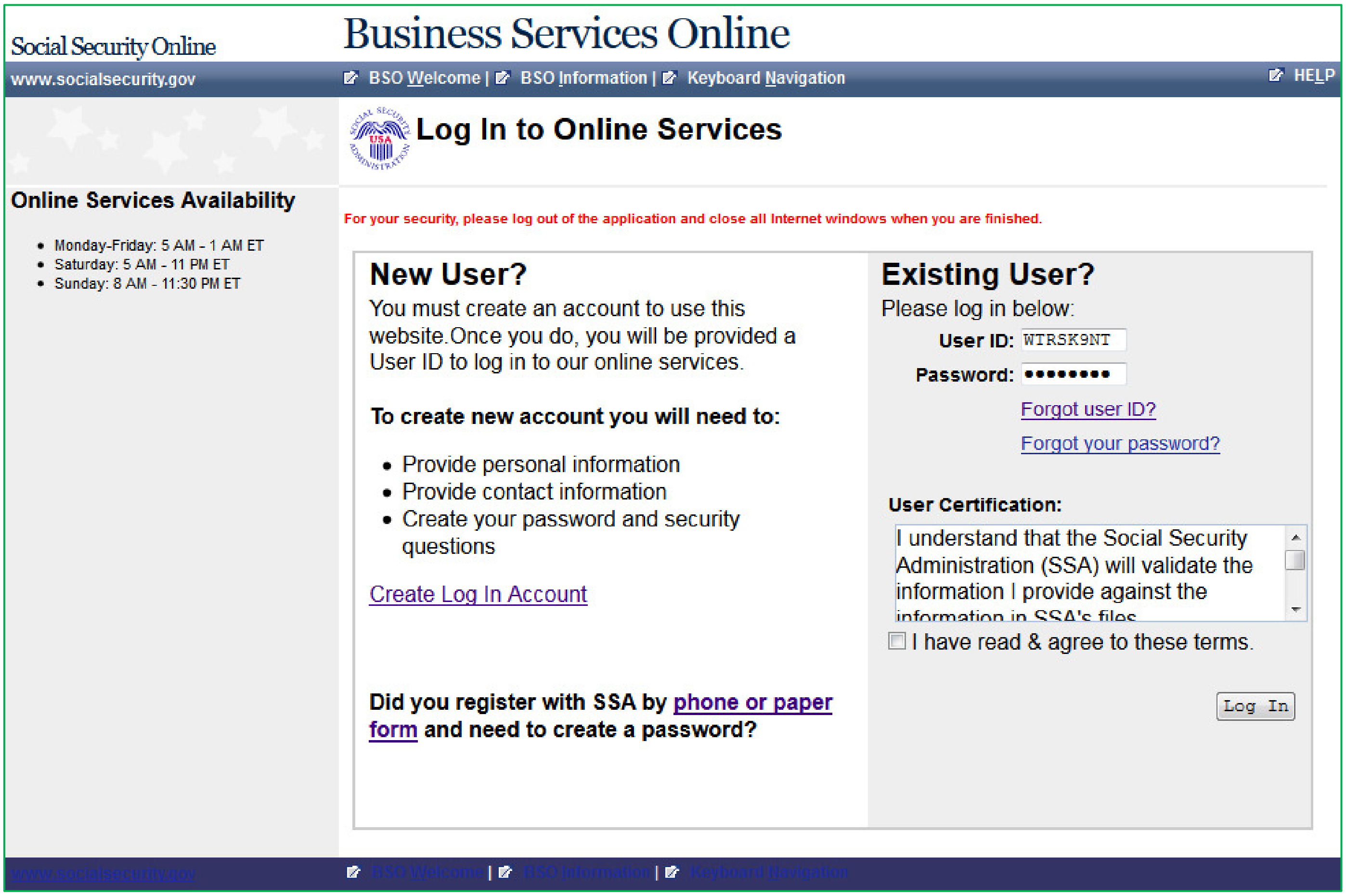
SCREEN REQUIREMENTS

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 April 2018.

1.0 LOG IN TO BSO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Business Services Online
www.socialsecurity.gov
BSO Welcome | BSO Information | Keyboard Navigation
HELP
Log In
www.socialsecurity.gov
BSO Welcome | BSO Information | Keyboard Navigation

Log In to Online Services

Online Services Availability

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

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

New User?

You must create an account to use this website. Once you do, you will be provided a User ID to log in to our online services.

To create new account you will need to:

- Provide personal information
- Provide contact information
- Create your password and security questions

Create Log In Account

Did you register with SSA by phone or paper form and need to create a password?

Existing User?

Please log in below:

User ID: WTRSK9NT

Password: ••••••••

Forgot user ID?

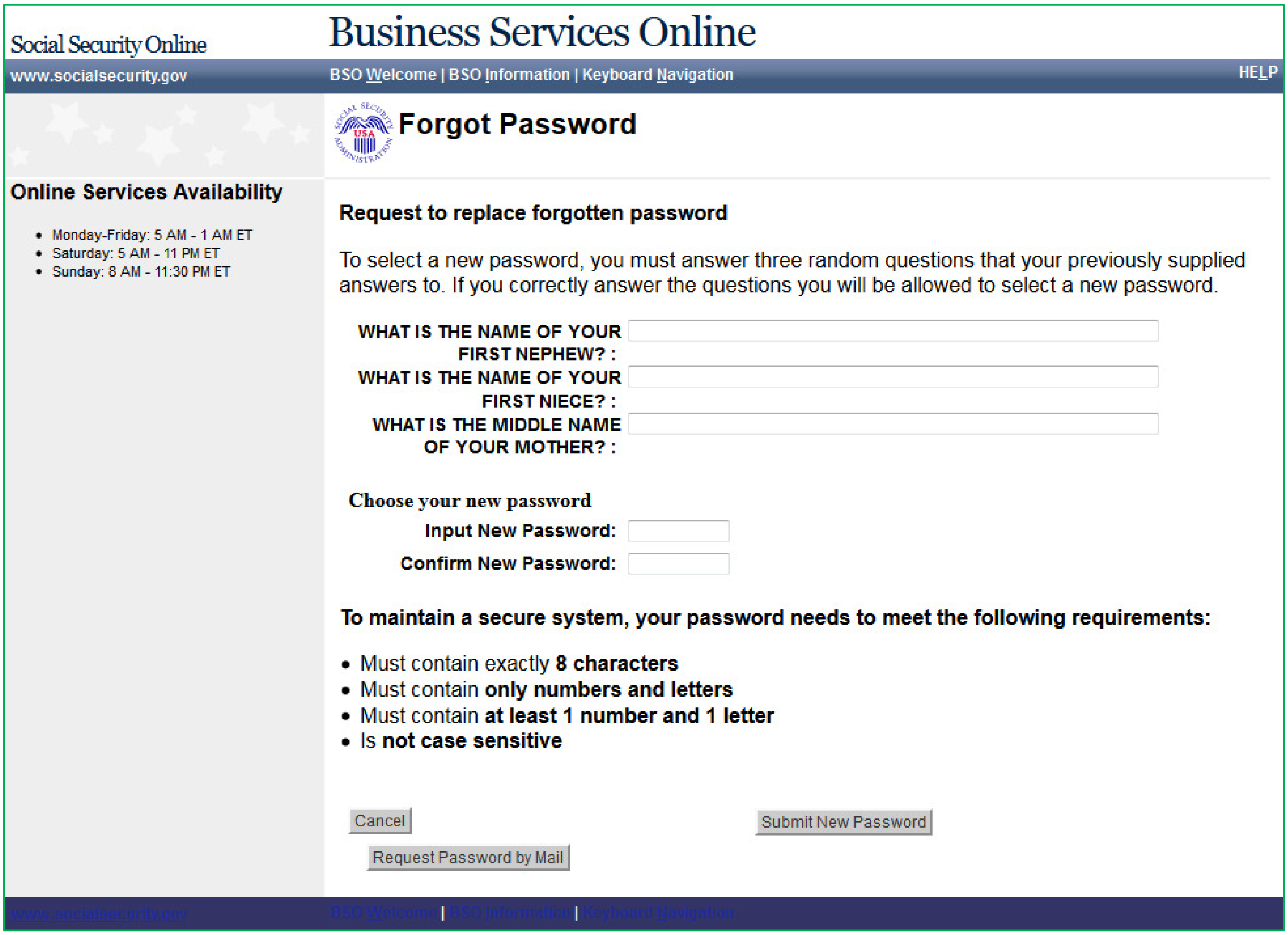
Forgot your password?

User Certification:

I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files

☐ I have read & agree to these terms.

2.0 FORGOT PASSWORD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HELP
Cancel
Submit New Password
Request Password by Mail
www.socialsecurity.gov
BSO Welcome | BSO Information | Keyboard Navigation

Forgot Password

Online Services Availability

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

Request to replace forgotten password

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

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

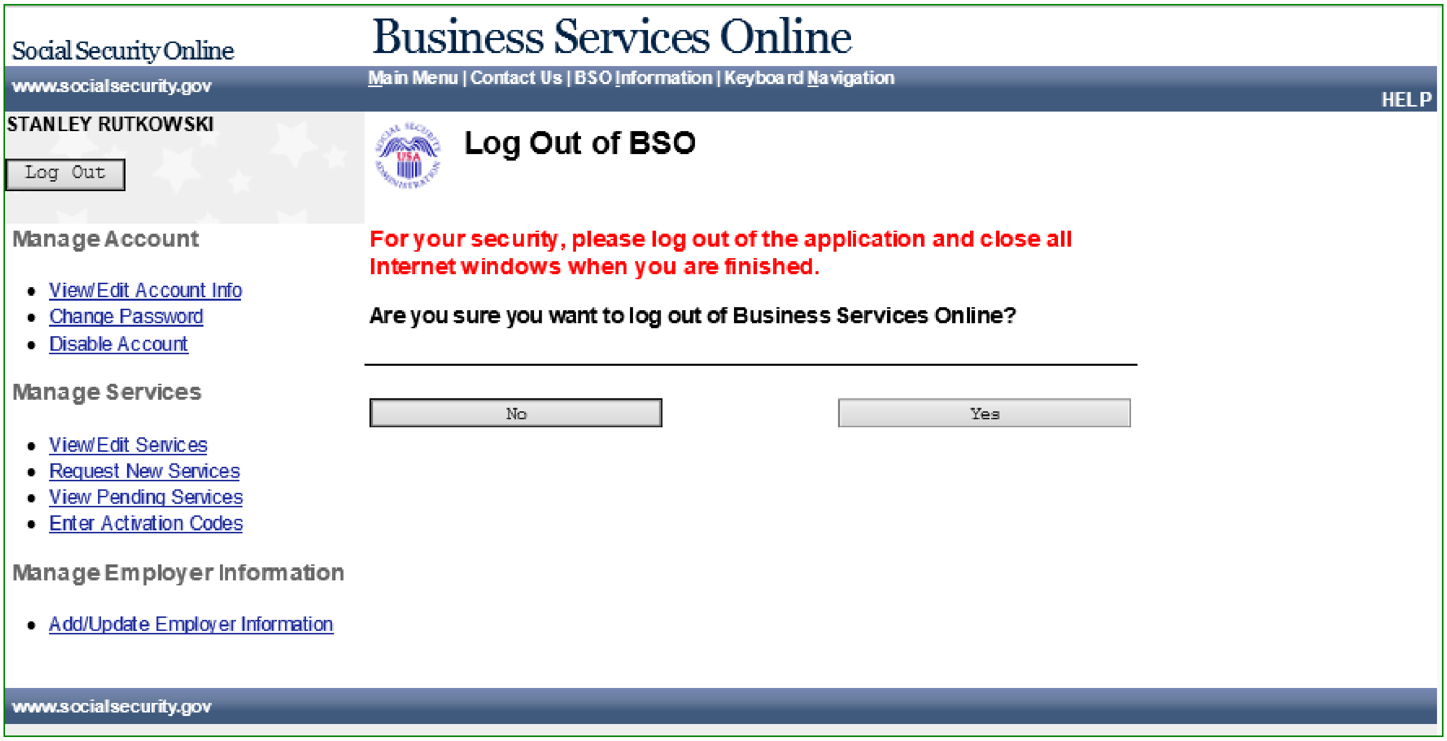
Choose your new password

Input New Password:	
Confirm New Password:	

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

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

3.0 LOG OUT OF BSO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Business Services Online
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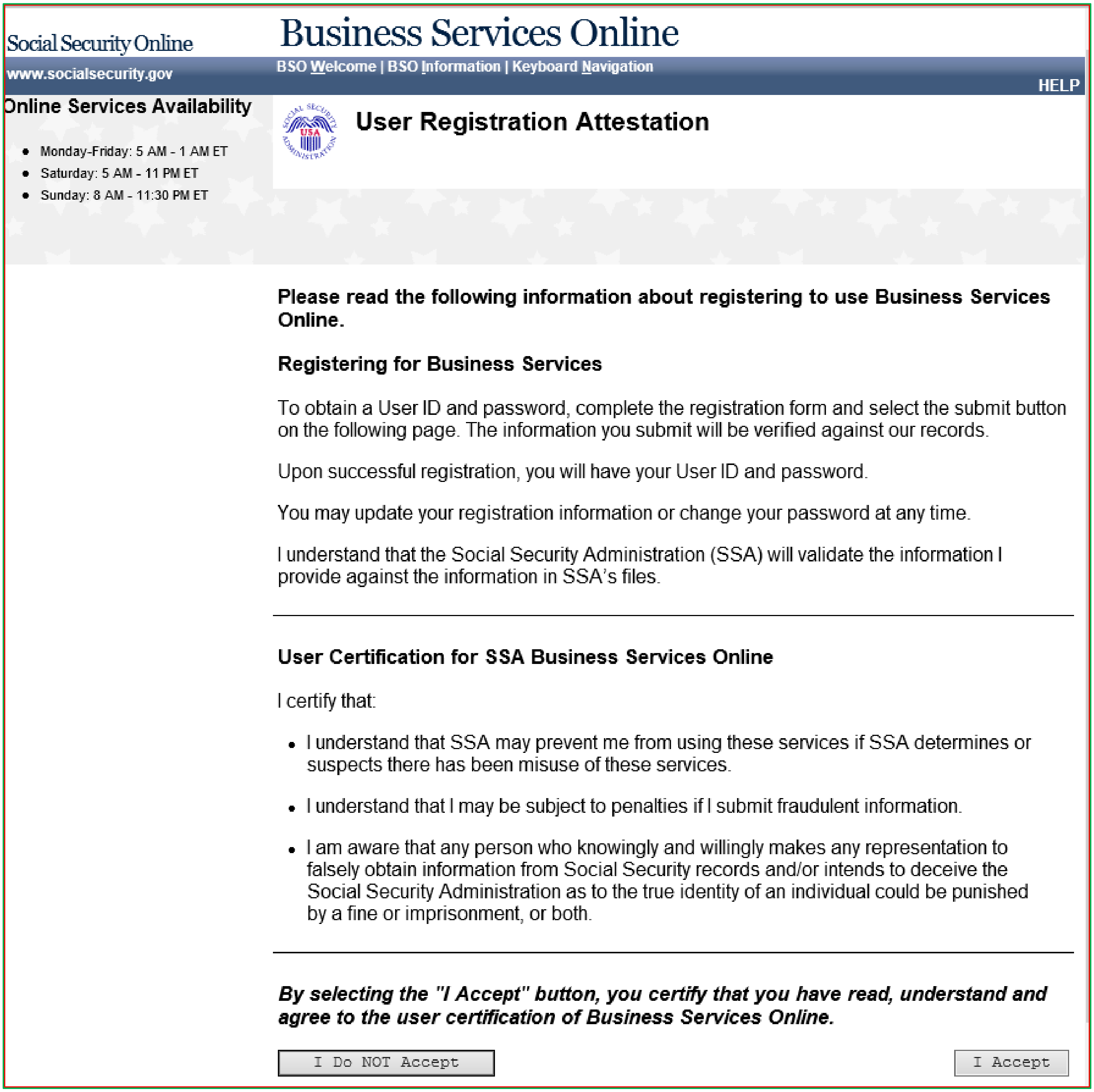
Main Menu | Contact Us | BSO Information | Keyboard Navigation
HELP
STANLEY RUTKOWSKI
Log Out
Manage Account
View/Edit Account Info
Change Password
Disable Account
Manage Services
View/Edit Services
Request New Services
View Pending Services
Enter Activation Codes
Manage Employer Information
Add/Update Employer Information
No
Yes
www.socialsecurity.gov

Log Out of BSO

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

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

4.0 USER REGISTRATION ATTESTATION



Online Services Availability

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

User Registration Attestation

Please read the following information about registering to use Business Services Online.

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.

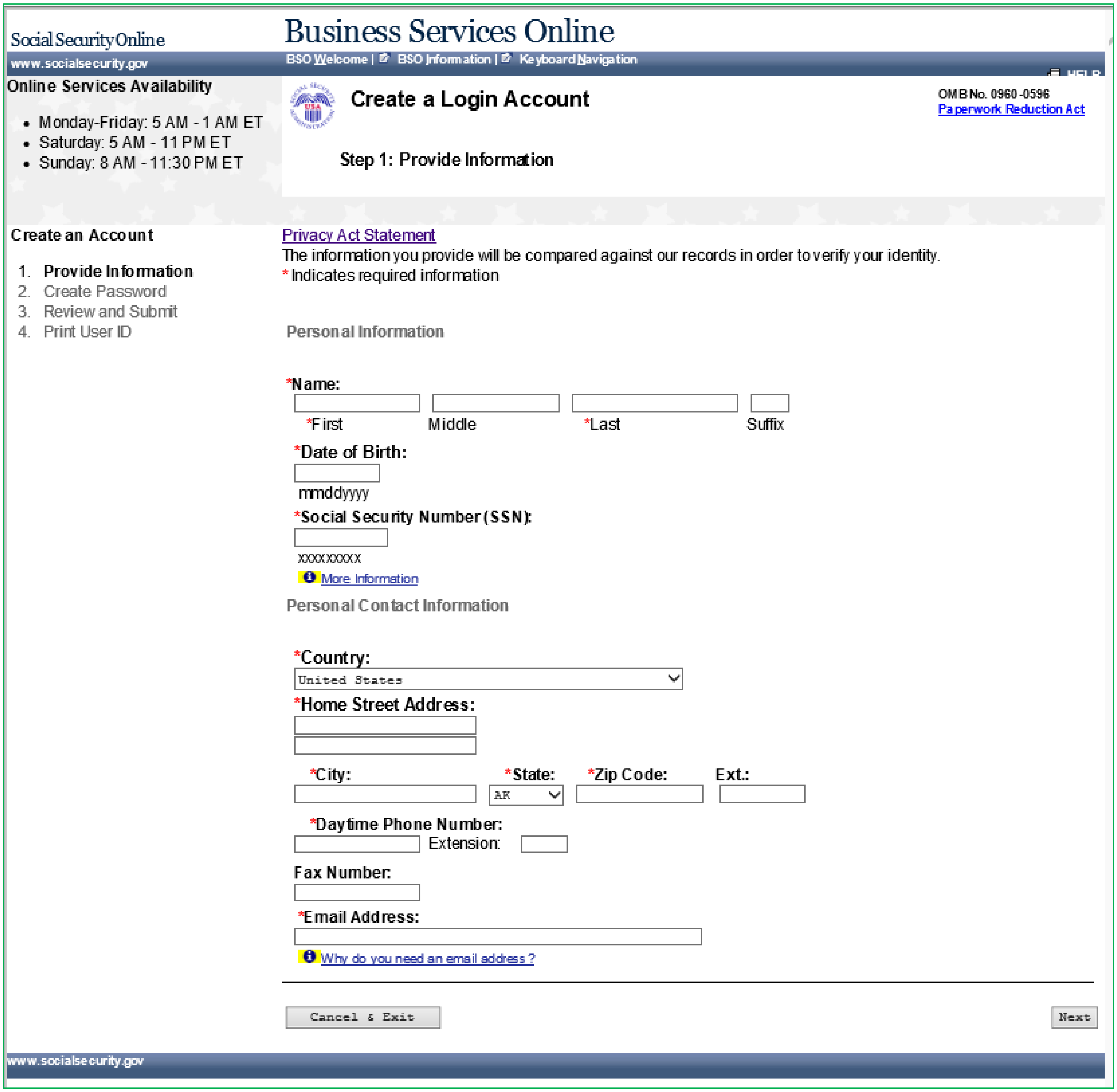
User Certification for SSA Business Services Online

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.

5.0 CREATE A LOGIN ACCOUNT – STEP 1: PROVIDE INFORMATION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Business Services Online
BSO Welcome | BSO Information | Keyboard Navigation
HELP
Cancel & Exit
Next
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

Create a Login Account

OMB No. 0960-0596
Paperwork Reduction Act

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

Personal Information

*Name:
*First Middle *Last Suffix

*Date of Birth:
mmddyyyy

*Social Security Number (SSN):
xxxxxxxxx
More Information

Personal Contact Information

*Country: United States

*Home Street Address:

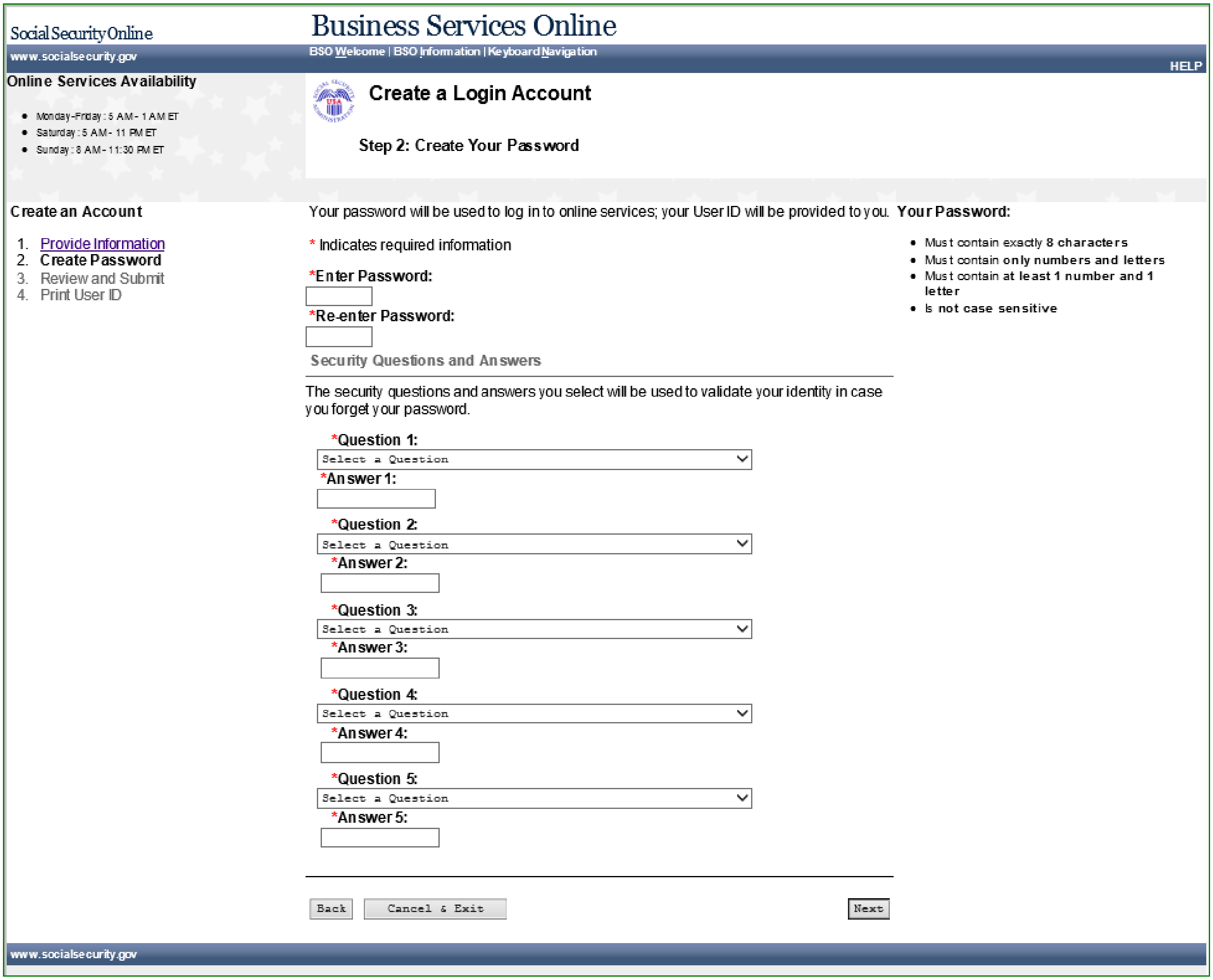
*City: *State: AK *Zip Code: Ext.:

*Daytime Phone Number: Extension:

Fax Number:

*Email Address:
Why do you need an email address?

6.0 CREATE A LOGIN ACCOUNT – STEP 2: CREATE YOUR PASSWORD



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Business Services Online
BSO Welcome | BSO Information | Keyboard Navigation
HELP

Online Services Availability

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

Create a Login Account

Step 2: Create Your Password

Create an Account

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

Your password will be used to log in to online services; your User ID will be provided to you.

* Indicates required information

***Enter Password:**

***Re-enter Password:**

Security Questions and Answers

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

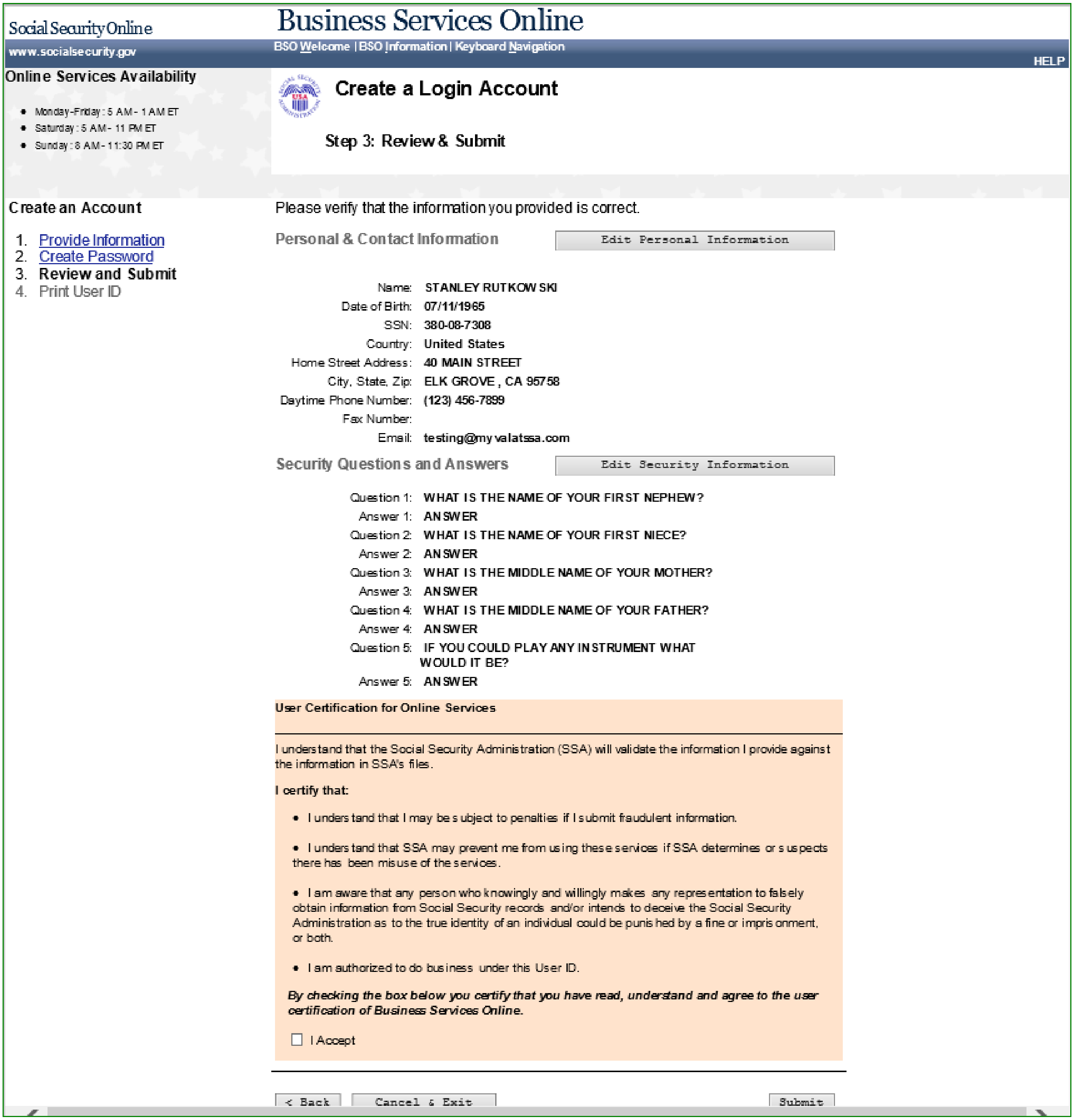
***Question 1:** Select a Question
***Answer 1:**
***Question 2:** Select a Question
***Answer 2:**
***Question 3:** Select a Question
***Answer 3:**
***Question 4:** Select a Question
***Answer 4:**
***Question 5:** Select a Question
***Answer 5:**

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

Back
Cancel & Exit
Next
www.socialsecurity.gov

7.0 CREATE A LOGIN ACCOUNT – STEP 3: REVIEW & SUBMIT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Business Services Online
BSO Welcome | BSO Information | Keyboard Navigation
HELP
Edit Personal Information
Edit Security Information
< Back
Cancel & Exit
Submit

Online Services Availability

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

Create a Login Account

Step 3: Review & Submit

Create an Account

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

Please verify that the information you provided is correct.

Personal & Contact Information

Name:	STANLEY RUTKOWSKI
Date of Birth:	07/11/1965
SSN:	380-08-7308
Country:	United States
Home Street Address:	40 MAIN STREET
City, State, Zip:	ELK GROVE, CA 95758
Daytime Phone Number:	(123) 456-7899
Fax Number:	
Email:	testing@myvalatssa.com

Security Questions and Answers

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

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.

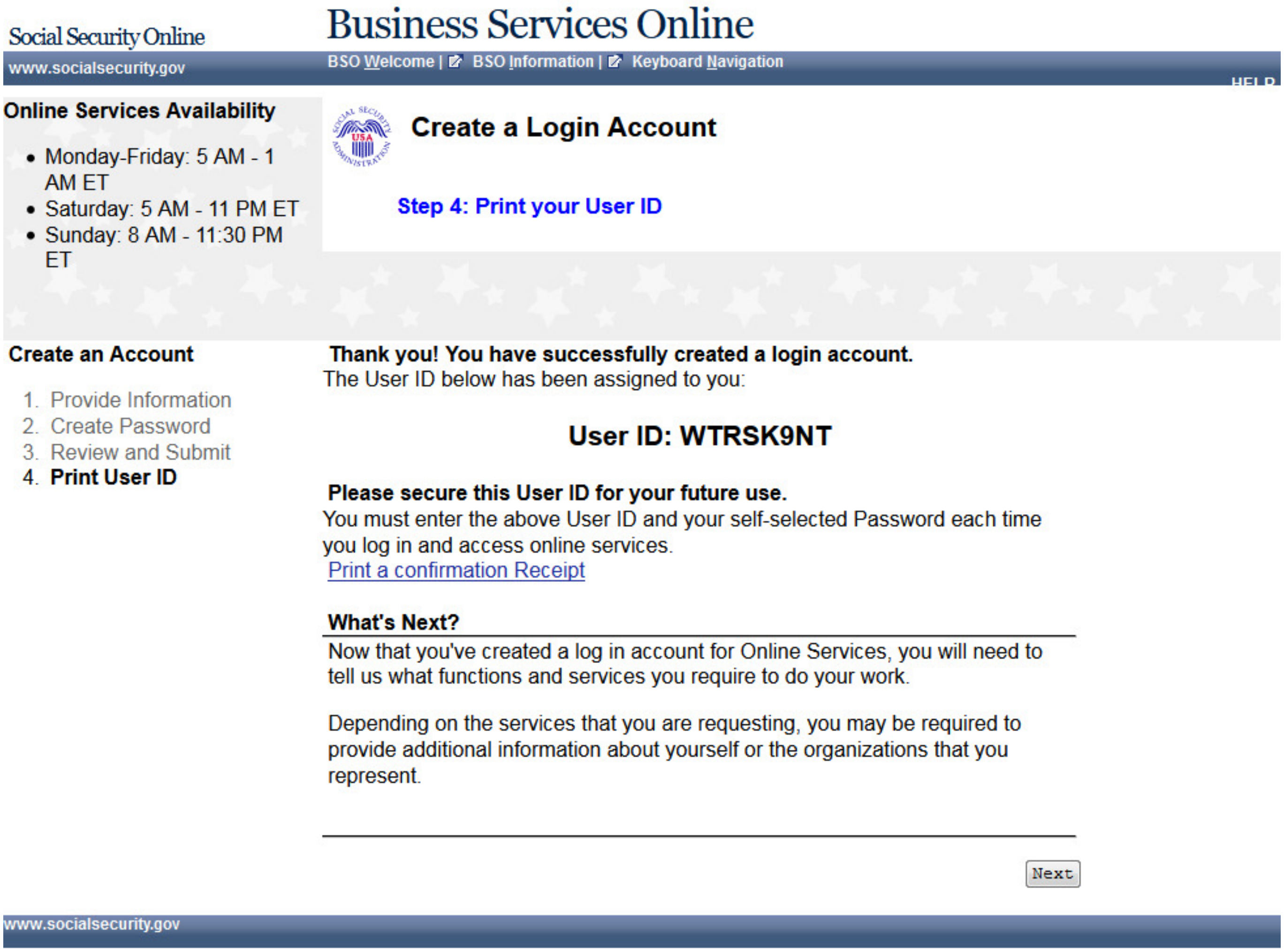
I certify that:

- 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

8.0 CREATE A LOGIN ACCOUNT – STEP 4: PRINT YOUR USER ID



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HELP

Online Services Availability

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

Create a Login Account

Step 4: Print your User ID

Create an Account

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

Thank you! You have successfully created a login account.
The User ID below has been assigned to you:

User ID: WTRSK9NT

Please secure this User ID for your future use.
You must enter the above User ID and your self-selected Password each time you log in and access online services.
Print a confirmation Receipt

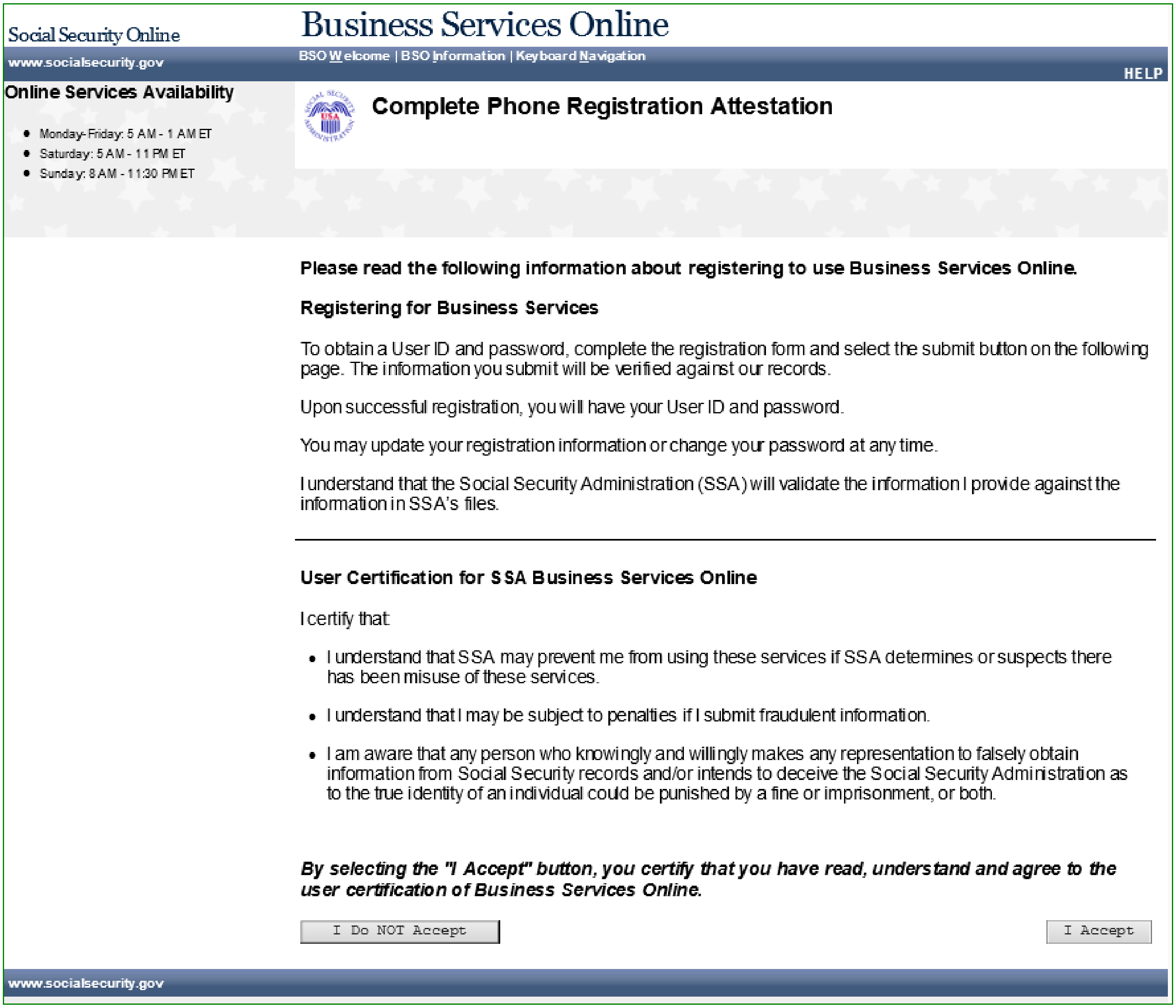
What's Next?

Now that you've created a log in account for Online Services, you will need to tell us what functions and services you require to do your work.

Depending on the services that you are requesting, you may be required to provide additional information about yourself or the organizations that you represent.

Next
www.socialsecurity.gov

9.0 COMPLETE PHONE REGISTRATION ATTESTATION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Business Services Online
BSO Welcome | BSO Information | Keyboard Navigation
HELP
I Do NOT Accept
I Accept
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 Attestation

Please read the following information about registering to use Business Services Online.

Registering for Business Services

To obtain a User ID and password, complete the registration form and select the submit button on the following page. The information you submit will be verified against our records.

Upon successful registration, you will have your User ID and password.

You may update your registration information or change your password at any time.

I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files.

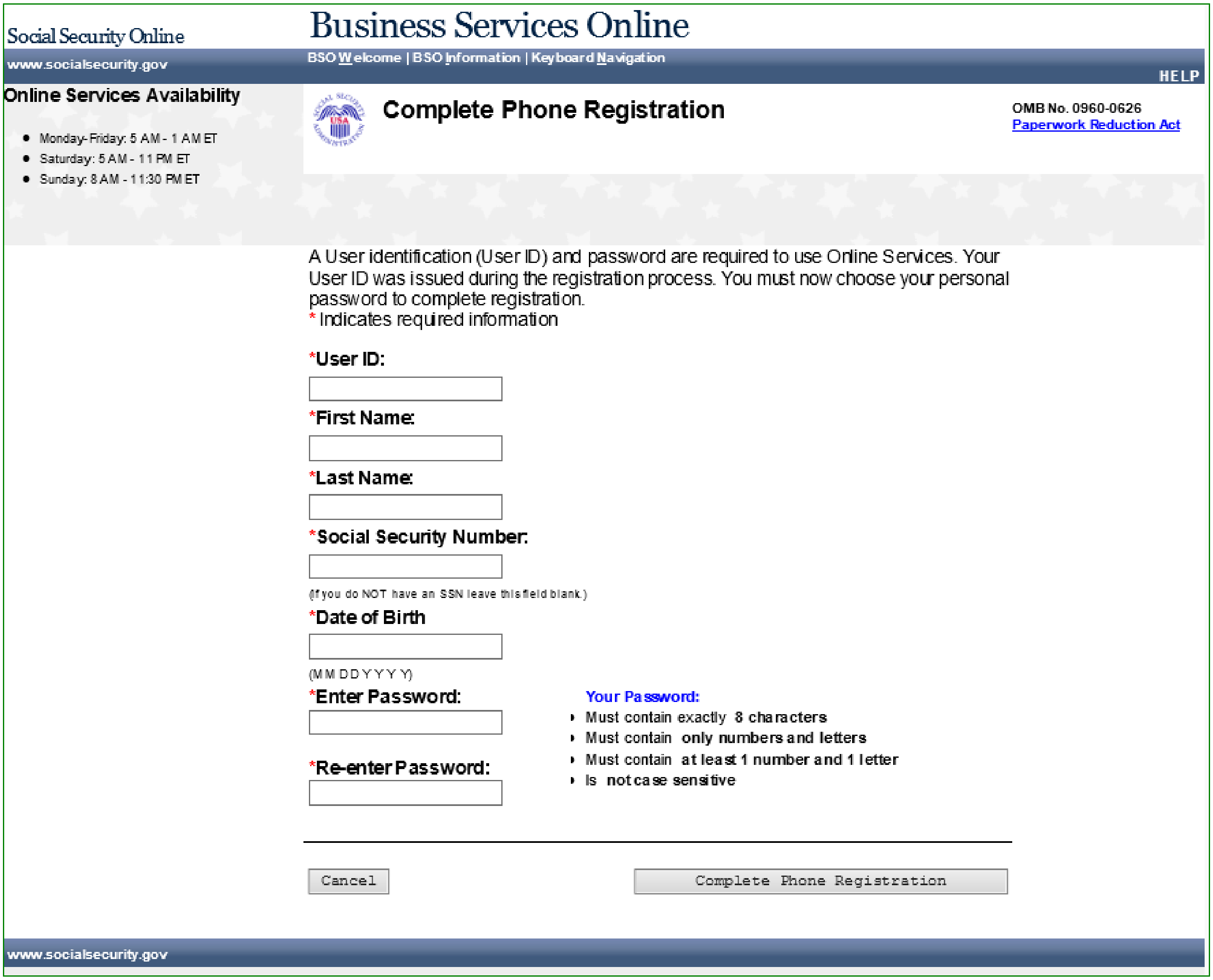
User Certification for SSA Business Services Online

I certify that:

- I understand that SSA may prevent me from using these services if SSA determines or suspects there has been misuse of these services.
- I understand that I may be subject to penalties if I submit fraudulent information.
- I am aware that any person who knowingly and willingly makes any representation to falsely obtain information from Social Security records and/or intends to deceive the Social Security Administration as to the true identity of an individual could be punished by a fine or imprisonment, or both.

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

10.0 COMPLETE PHONE REGISTRATION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Business Services Online
BSO Welcome | BSO Information | Keyboard Navigation
HELP

Online Services Availability

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

Complete Phone Registration

OMB No. 0960-0626
Paperwork Reduction Act

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:

*First Name:

*Last Name:

*Social Security Number:

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

*Date of Birth

(MMDDYYYY)

*Enter Password:

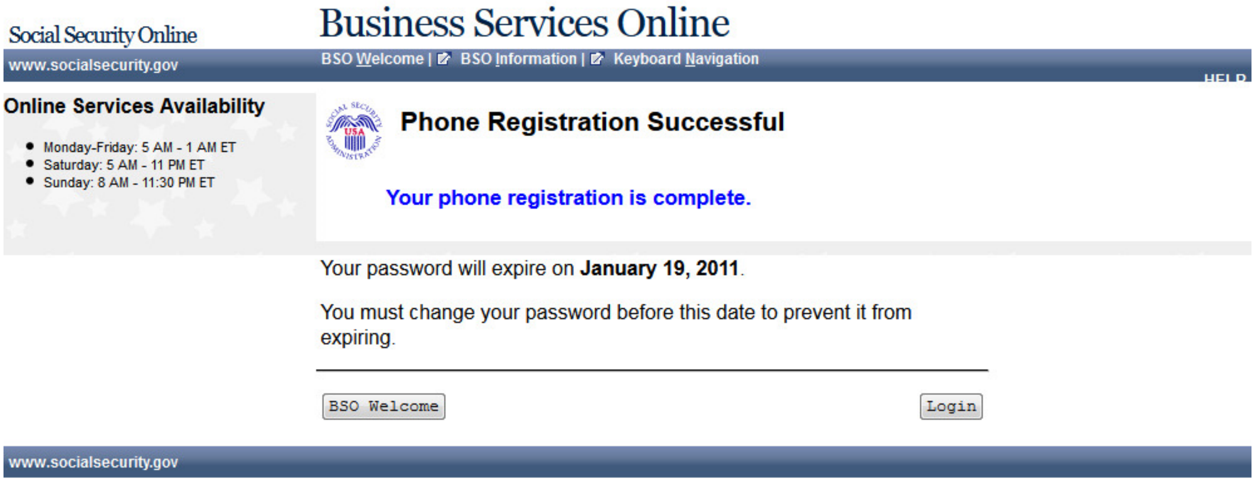
*Re-enter Password:

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
www.socialsecurity.gov

11.0 COMPLETE PHONE REGISTRATION - SUCCESSFUL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- Monday-Friday: 5 AM - 1 AM ET
- Saturday: 5 AM - 11 PM ET
- Sunday: 8 AM - 11:30 PM ET

Phone Registration Successful

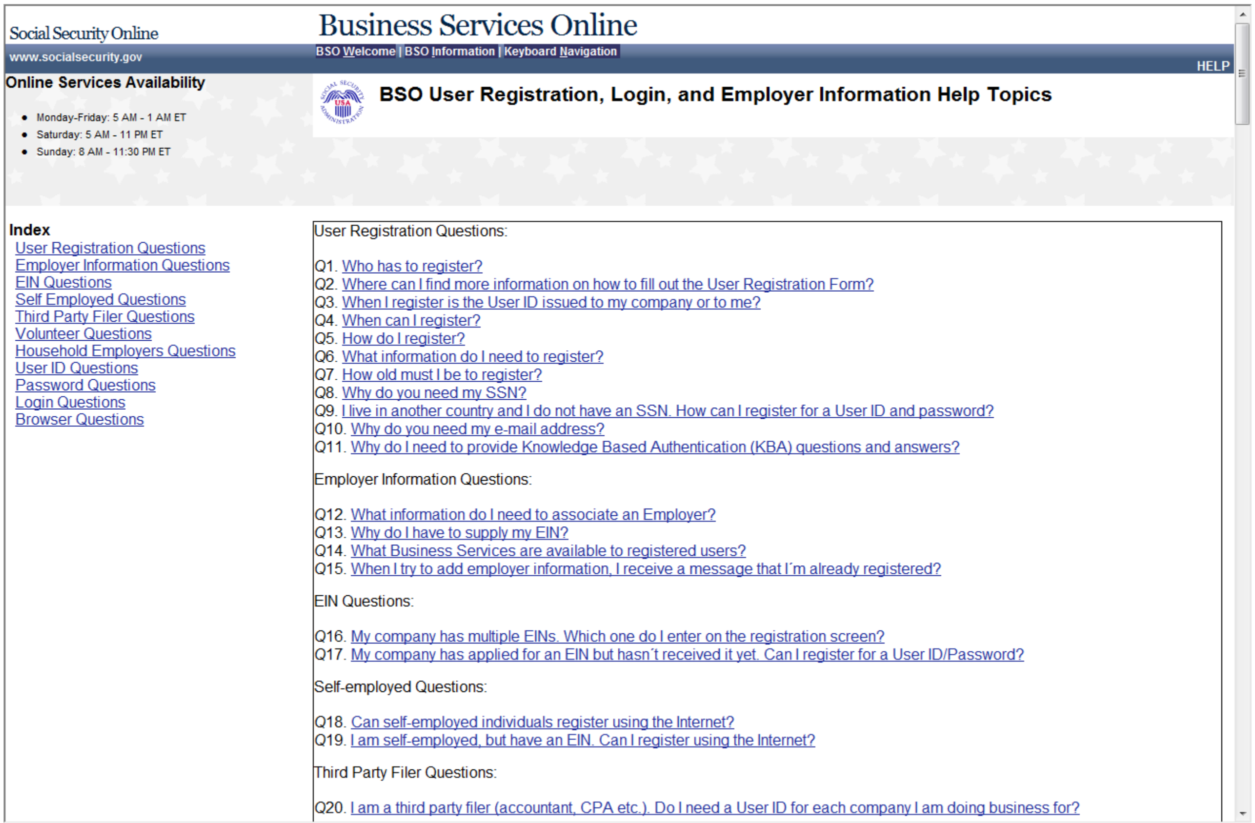
Your phone registration is complete.

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

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

BSO Welcome
Login
www.socialsecurity.gov

12.0 BSO USER REGISTRATION, LOGIN, AND EMPLOYER INFORMATION HELP TOPICS



Online Services Availability

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

BSO User Registration, Login, and Employer Information Help Topics

Index

User Registration Questions
Employer Information Questions
EIN Questions
Self Employed Questions
Third Party Filer Questions
Volunteer Questions
Household Employers Questions
User ID Questions
Password Questions
Login Questions
Browser Questions

User Registration Questions:

Q1. Who has to register?
Q2. Where can I find more information on how to fill out the User Registration Form?
Q3. When I register is the User ID issued to my company or to me?
Q4. When can I register?
Q5. How do I register?
Q6. What information do I need to register?
Q7. How old must I be to register?
Q8. Why do you need my SSN?
Q9. I live in another country and I do not have an SSN. How can I register for a User ID and password?
Q10. Why do you need my e-mail address?
Q11. Why do I need to provide Knowledge Based Authentication (KBA) questions and answers?

Employer Information Questions:

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

EIN Questions:

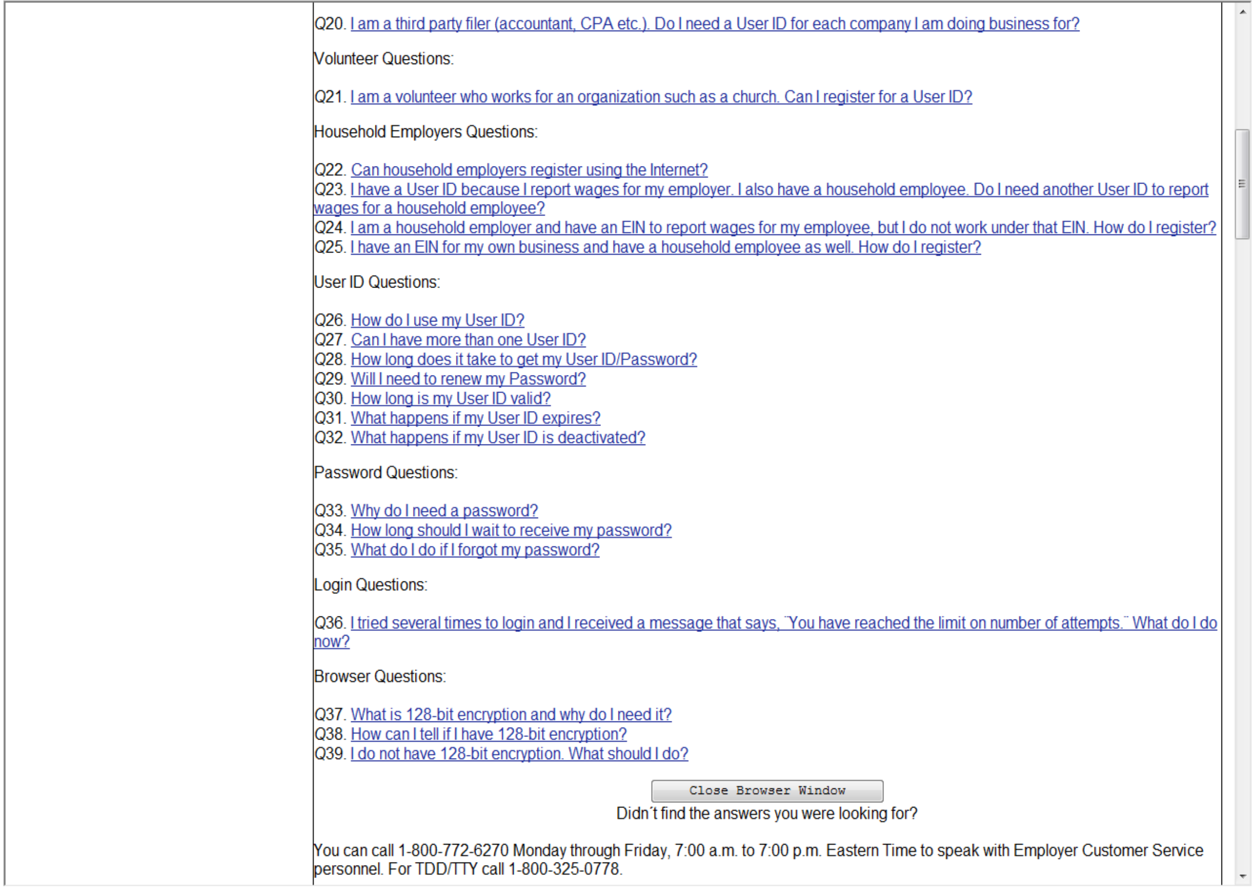
Q16. My company has multiple EINs. Which one do I enter on the registration screen?
Q17. My company has applied for an EIN but hasn´t received it yet. Can I register for a User ID/Password?

Self-employed Questions:

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

Third Party Filer Questions:

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



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

Volunteer Questions:

Q21. I am a volunteer who works for an organization such as a church. Can I register for a User ID?

Household Employers Questions:

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

User ID Questions:

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

Password Questions:

Q33. Why do I need a password?
Q34. How long should I wait to receive my password?
Q35. What do I do if I forgot my password?

Login Questions:

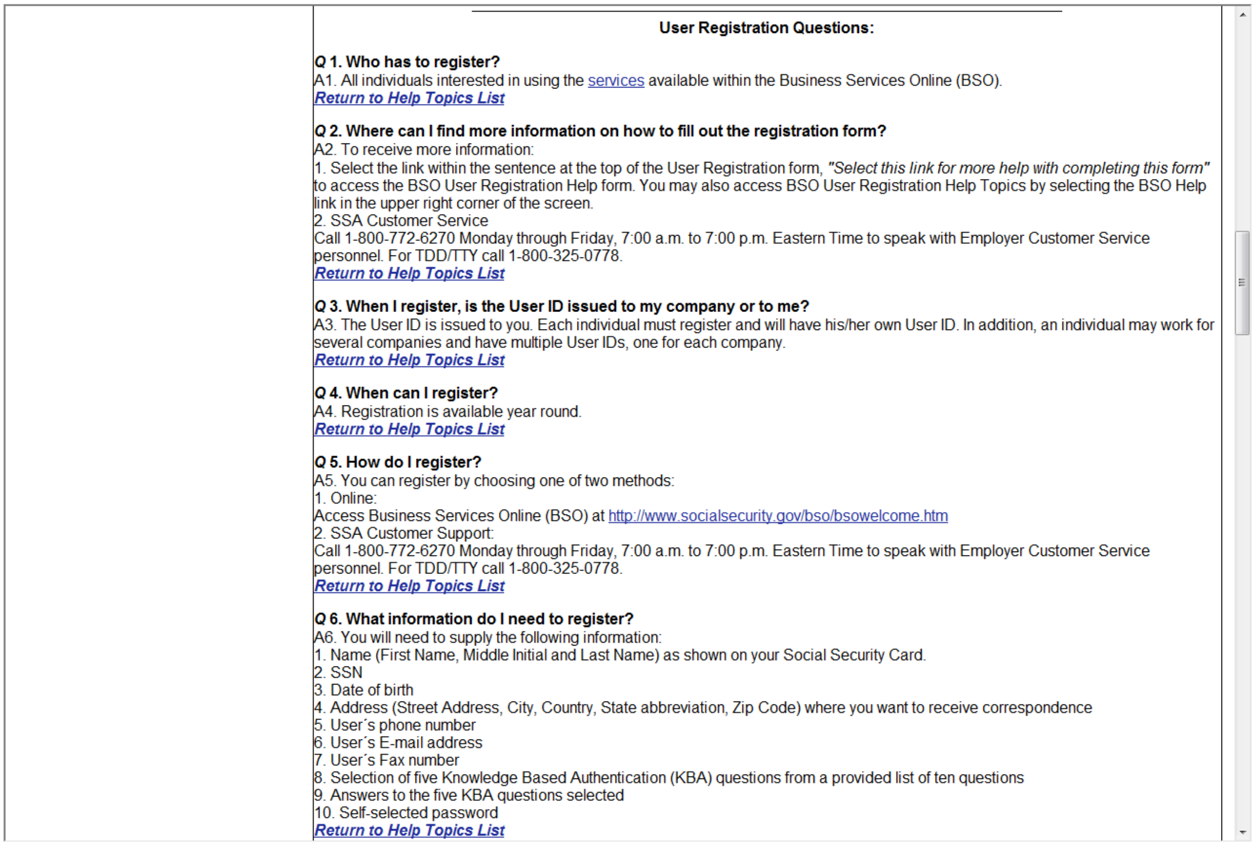
Q36. I tried several times to login and I received a message that says, ¨You have reached the limit on number of attempts.¨ What do I do now?

Browser Questions:

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

Didn´t find the answers you were looking for?

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



User Registration Questions:

Q 1. Who has to register?
A1. All individuals interested in using the services available within the Business Services Online (BSO).
Return to Help Topics List

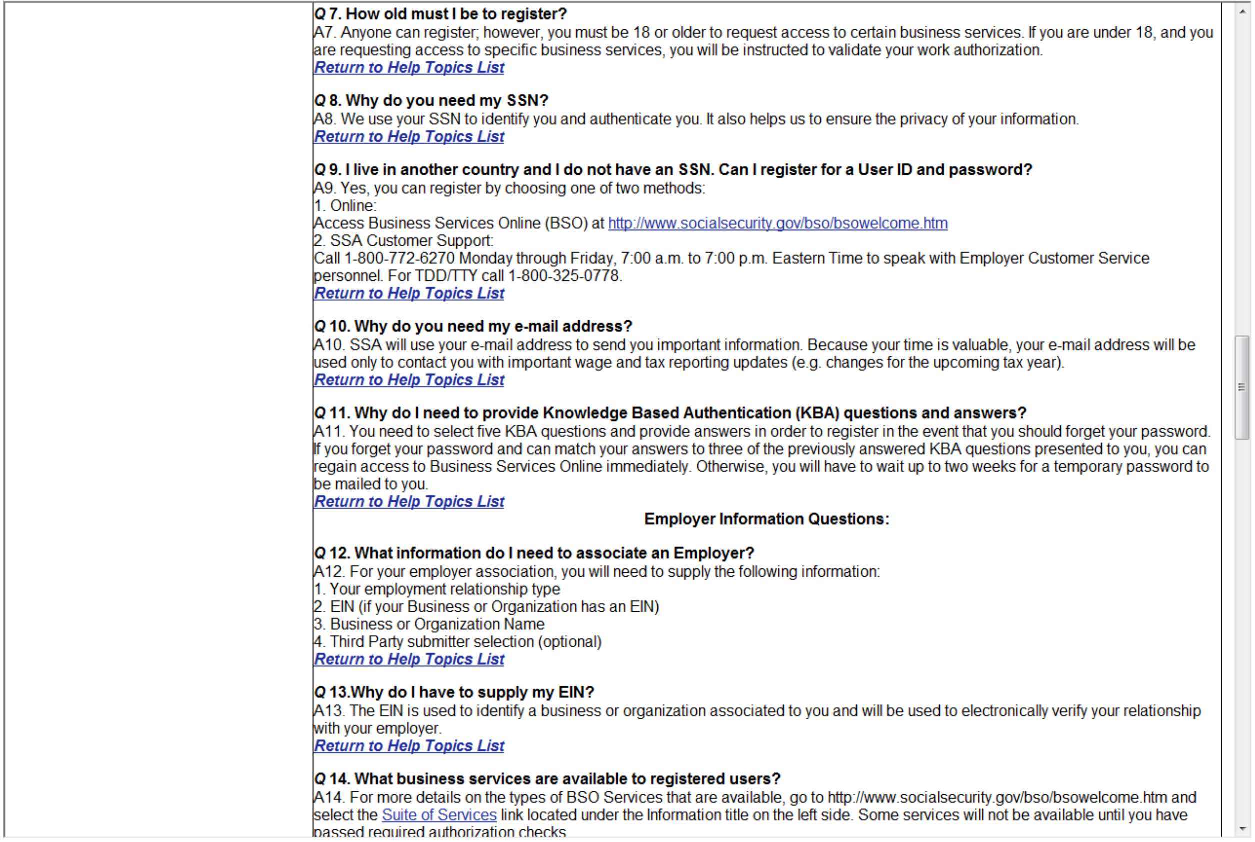
Q 2. Where can I find more information on how to fill out the registration form?
A2. To receive more information:
1. Select the link within the sentence at the top of the User Registration form, *"Select this link for more help with completing this form"* to access the BSO User Registration Help form.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

Q 3. When I register, is the User ID issued to my company or to me?
A3. The User ID is issued to you. Each individual must register and will have his/her own User ID. In addition, an individual may work for several companies and have multiple User IDs, one for each company.
Return to Help Topics List

Q 4. When can I register?
A4. Registration is available year round.
Return to Help Topics List

Q 5. How do I register?
A5. You can register by choosing one of two methods:
1. Online:
Access Business Services Online (BSO) at http://www.socialsecurity.gov/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:
1. Name (First Name, Middle Initial and Last Name) as shown on your Social Security Card.
2. SSN
3. Date of birth
4. Address (Street Address, City, Country, State abbreviation, Zip Code) where you want to receive correspondence
5. User´s phone number
6. User´s E-mail address
7. User´s Fax number
8. Selection of five Knowledge Based Authentication (KBA) questions from a provided list of ten questions
9. Answers to the five KBA questions selected
10. Self-selected password
Return to Help Topics List



Q 7. How old must I be to register?
A7. Anyone can register; however, you must be 18 or older to request access to certain business services. If you are under 18, and you are requesting access to specific business services, you will be instructed to validate your work authorization.
Return to Help Topics List

Q 8. Why do you need my SSN?
A8. We use your SSN to identify you and authenticate you. It also helps us to ensure the privacy of your information.
Return to Help Topics List

Q 9. I live in another country and I do not have an SSN. Can I register for a User ID and password?
A9. Yes, you can register by choosing one of two methods:
1. Online:
Access Business Services Online (BSO) at http://www.socialsecurity.gov/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

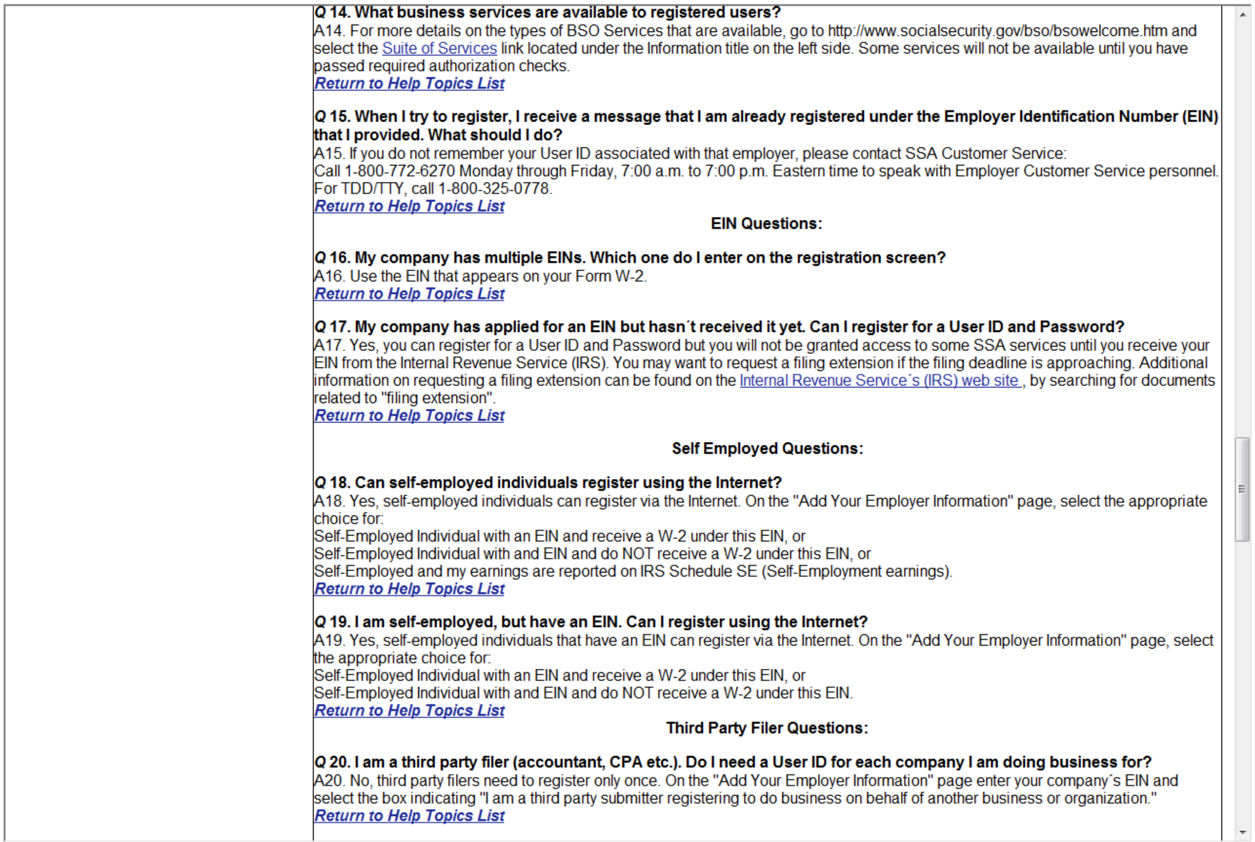
Q 11. Why do I need to provide Knowledge Based Authentication (KBA) questions and answers?
A11. You need to select five KBA questions and provide answers in order to register in the event that you should forget your password. If you forget your password and can match your answers to three of the previously answered KBA questions presented to you, you can regain access to Business Services Online immediately. Otherwise, you will have to wait up to two weeks for a temporary password to be mailed to you.
Return to Help Topics List

Employer Information Questions:

Q 12. What information do I need to associate an Employer?
A12. For your employer association, you will need to supply the following information:
1. Your employment relationship type
2. EIN (if your Business or Organization has an EIN)
3. Business or Organization Name
4. Third Party submitter selection (optional)
Return to Help Topics List

Q 13.Why do I have to supply my EIN?
A13. The EIN is used to identify a business or organization associated to you and will be used to electronically verify your relationship with your employer.
Return to Help Topics List

Q 14. What business services are available to registered users?
A14. For more details on the types of BSO Services that are available, go to http://www.socialsecurity.gov/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



Q 14. What business services are available to registered users?
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Return to Help Topics List

Q 15. When I try to register, I receive a message that I am already registered under the Employer Identification Number (EIN) that I provided. What should I do?
A15. If you do not remember your User ID associated with that employer, please contact SSA Customer Service:
Call 1-800-772-6270 Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern time to speak with Employer Customer Service personnel. For TDD/TTY, call 1-800-325-0778.
Return to Help Topics List

EIN Questions:

Q 16. My company has multiple EINs. Which one do I enter on the registration screen?
A16. Use the EIN that appears on your Form W-2.
Return to Help Topics List

Q 17. My company has applied for an EIN but hasn´t received it yet. Can I register for a User ID and Password?
A17. Yes, you can register for a User ID and Password but you will not be granted access to some SSA services until you receive your EIN from the Internal Revenue Service (IRS). You may want to request a filing extension if the filing deadline is approaching. Additional information on requesting a filing extension can be found on the Internal Revenue Service´s (IRS) web site , by searching for documents related to "filing extension".
Return to Help Topics List

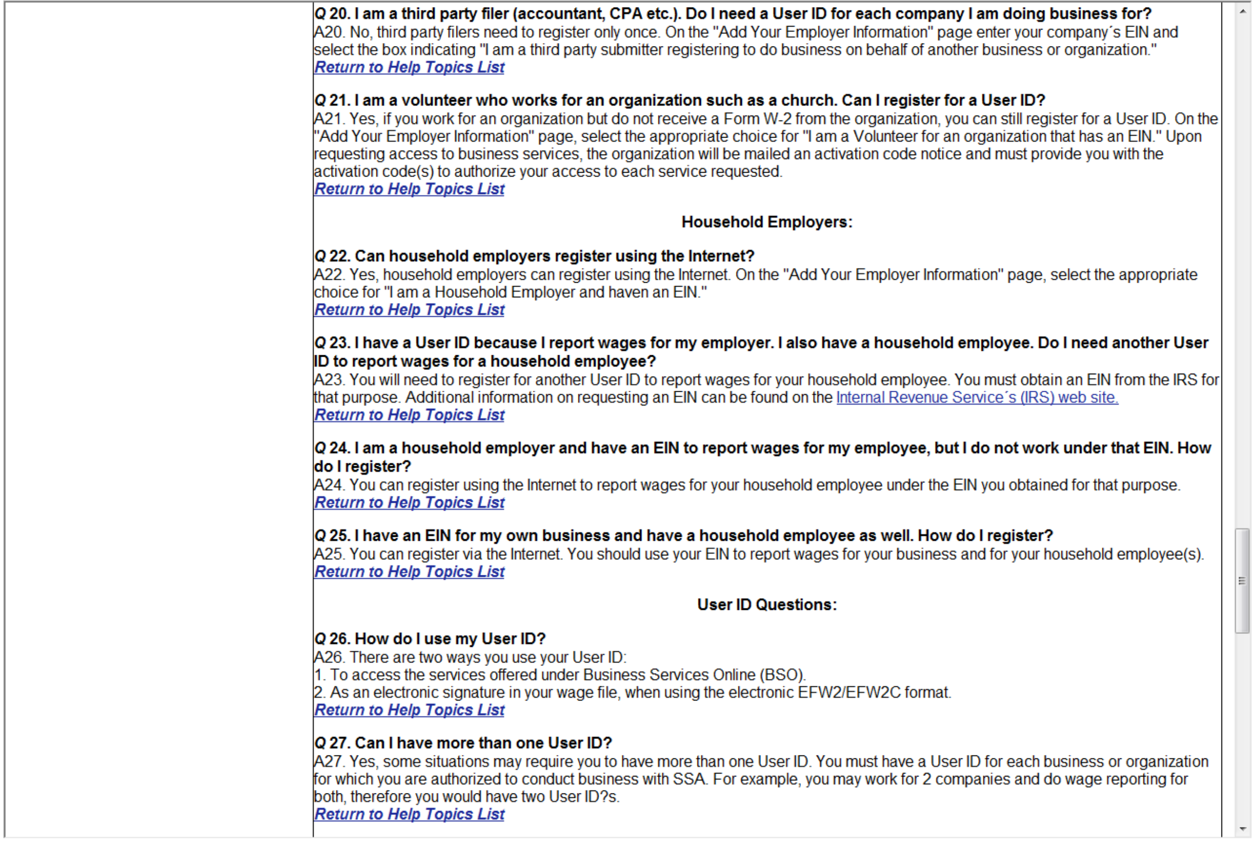
Self Employed Questions:

Q 18. Can self-employed individuals register using the Internet?
A18. Yes, self-employed individuals can register via the Internet. On the "Add Your Employer Information" page, select the appropriate choice for:
Self-Employed Individual with an EIN and receive a W-2 under this EIN, or
Self-Employed Individual with and EIN and do NOT receive a W-2 under this EIN, or
Self-Employed and my earnings are reported on IRS Schedule SE (Self-Employment earnings).
Return to Help Topics List

Q 19. I am self-employed, but have an EIN. Can I register using the Internet?
A19. Yes, self-employed individuals that have an EIN can register via the Internet. On the "Add Your Employer Information" page, select the appropriate choice for:
Self-Employed Individual with an EIN and receive a W-2 under this EIN, or
Self-Employed Individual with and EIN and do NOT receive a W-2 under this EIN.
Return to Help Topics List

Third Party Filer Questions:

Q 20. I am a third party filer (accountant, CPA etc.). Do I need a User ID for each company I am doing business for?
A20. No, third party filers need to register only once. On the "Add Your Employer Information" page enter your company´s EIN and select the box indicating "I am a third party submitter registering to do business on behalf of another business or organization."
Return to Help Topics List



Q 20. I am a third party filer (accountant, CPA etc.). Do I need a User ID for each company I am doing business for?
A20. No, third party filers need to register only once. On the "Add Your Employer Information" page enter your company´s EIN and select the box indicating "I am a third party submitter registering to do business on behalf of another business or organization."
Return to Help Topics List

Q 21. I am a volunteer who works for an organization such as a church. Can I register for a User ID?
A21. Yes, if you work for an organization but do not receive a Form W-2 from the organization, you can still register for a User ID. On the "Add Your Employer Information" page, select the appropriate choice for "I am a Volunteer for an organization that has an EIN." Upon requesting access to business services, the organization will be mailed an activation code notice and must provide you with the activation code(s) to authorize your access to each service requested.
Return to Help Topics List

Household Employers:

Q 22. Can household employers register using the Internet?
A22. Yes, household employers can register using the Internet. On the "Add Your Employer Information" page, select the appropriate choice for "I am a Household Employer and haven an EIN."
Return to Help Topics List

Q 23. I have a User ID because I report wages for my employer. I also have a household employee. Do I need another User ID to report wages for a household employee?
A23. You will need to register for another User ID to report wages for your household employee. You must obtain an EIN from the IRS for that purpose. Additional information on requesting an EIN can be found on the Internal Revenue Service´s (IRS) web site.
Return to Help Topics List

Q 24. I am a household employer and have an EIN to report wages for my employee, but I do not work under that EIN. How do I register?
A24. You can register using the Internet to report wages for your household employee under the EIN you obtained for that purpose.
Return to Help Topics List

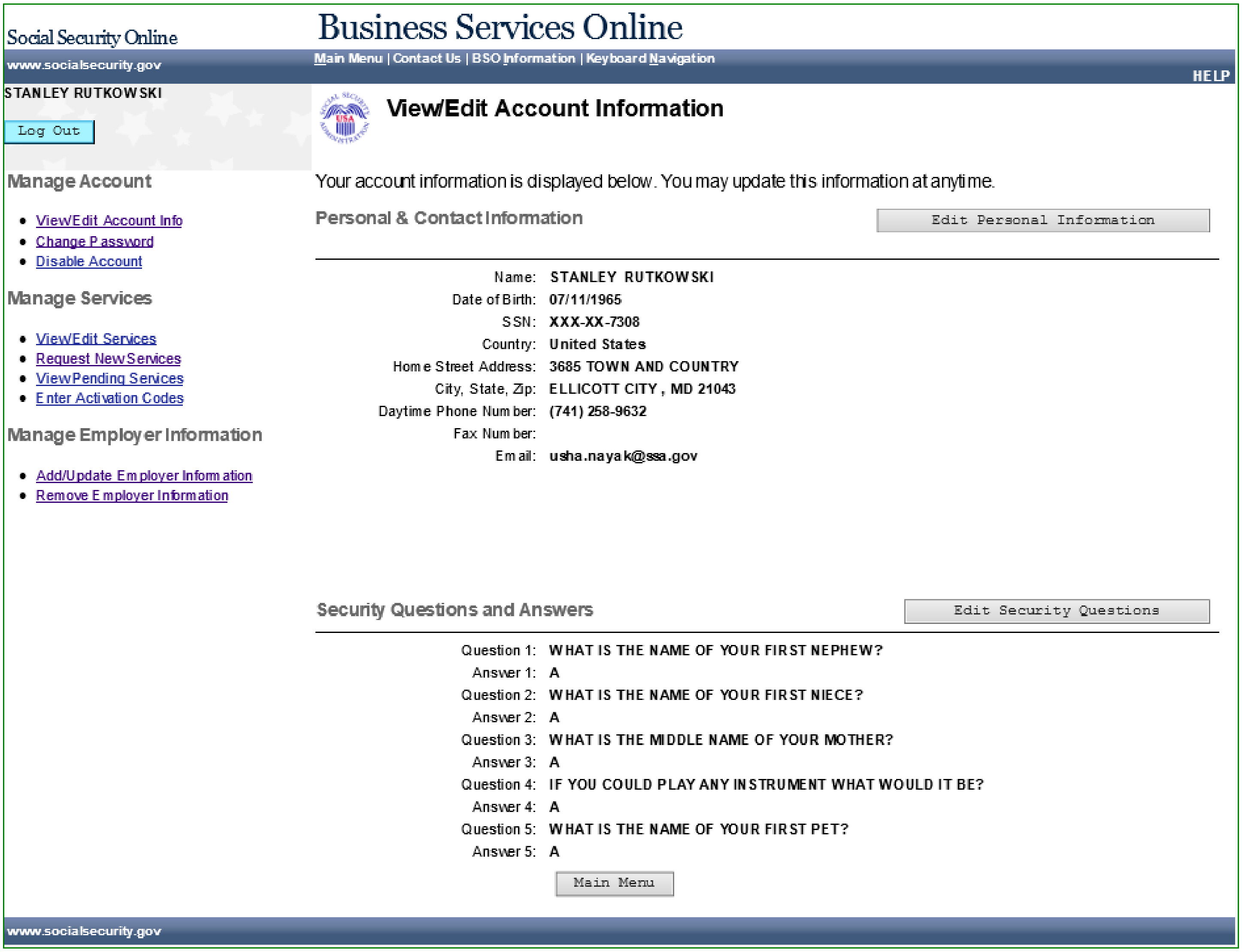
Q 25. I have an EIN for my own business and have a household employee as well. How do I register?
A25. You can register via the Internet. You should use your EIN to report wages for your business and for your household employee(s).
Return to Help Topics List

User ID Questions:

Q 26. How do I use my User ID?
A26. There are two ways you use your User ID:
1. To access the services offered under Business Services Online (BSO).
2. As an electronic signature in your wage file, when using the electronic EFW2/EFW2C format.
Return to Help Topics List

Q 27. Can I have more than one User ID?
A27. Yes, some situations may require you to have more than one User ID. You must have a User ID for each business or organization for which you are authorized to conduct business with SSA. For example, you may work for 2 companies and do wage reporting for both, therefore you would have two User ID?s.
Return to Help Topics List

13.0 VIEW/EDIT ACCOUNT INFORMATION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Add/Update Employer Information
Remove Employer Information
Edit Personal Information
Edit Security Questions
Main Menu
www.socialsecurity.gov

View/Edit Account Information

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

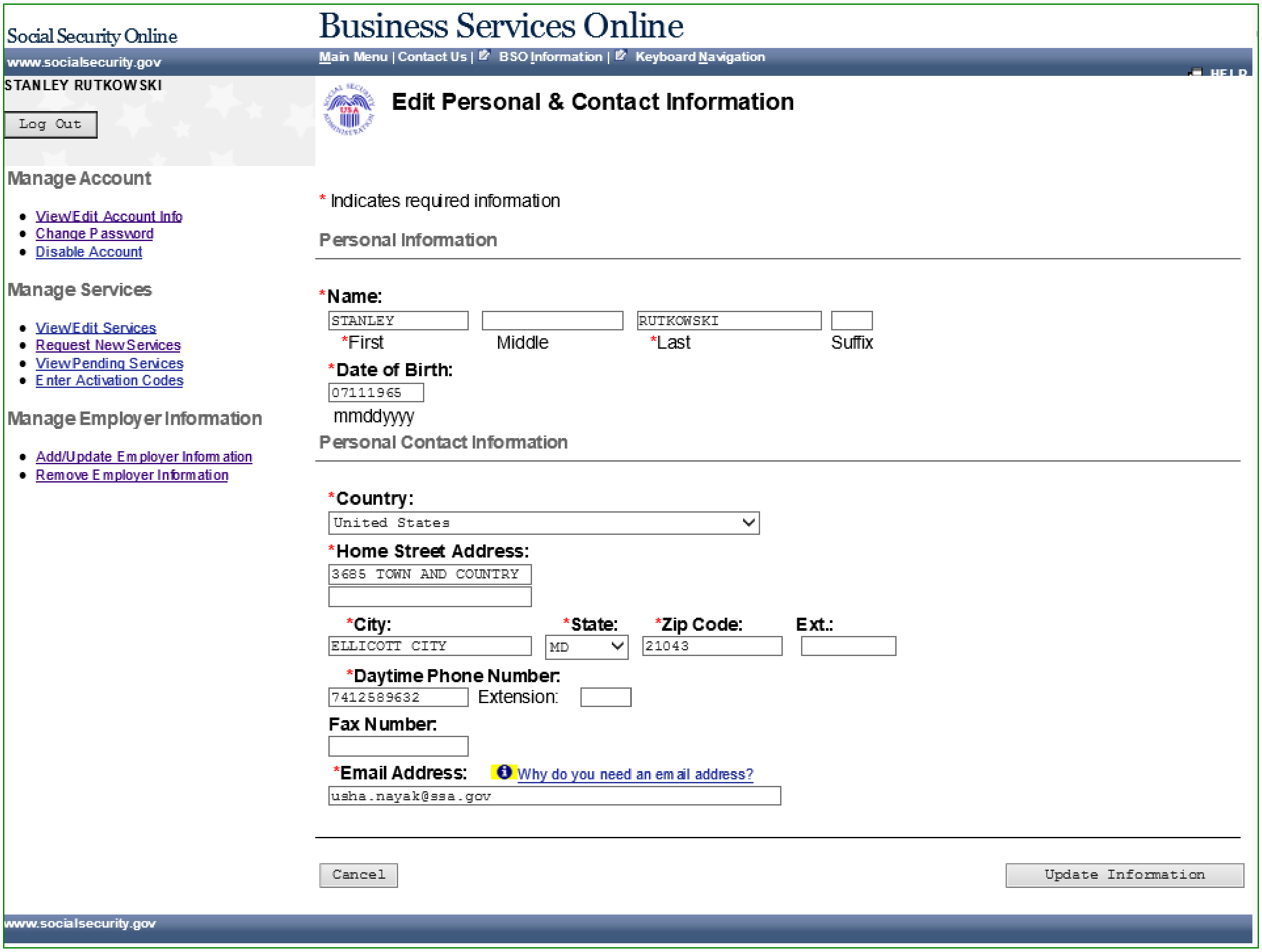
Personal & Contact Information

Name: STANLEY RUTKOWSKI
Date of Birth: 07/11/1965
SSN: XXX-XX-7308
Country: United States
Home Street Address: 3685 TOWN AND COUNTRY
City, State, Zip: ELLICOTT CITY , MD 21043
Daytime Phone Number: (741) 258-9632
Fax Number:
Email: usha.nayak@ssa.gov

Security Questions and Answers

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

14.0 EDIT PERSONAL & CONTACT INFORMATION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View Pending Services
Enter Activation Codes
Manage Employer Information
Add/Update Employer Information
Remove Employer Information
Why do you need an email address?
Cancel
Update Information
www.socialsecurity.gov

Edit Personal & Contact Information

* Indicates required information

Personal Information

*Name: STANLEY (*First) (Middle) RUTKOWSKI (*Last) (Suffix)

*Date of Birth: 07111965 mmddyyyy

Personal Contact Information

*Country: United States

*Home Street Address: 3685 TOWN AND COUNTRY

*City: ELLICOTT CITY

*State: MD

*Zip Code: 21043

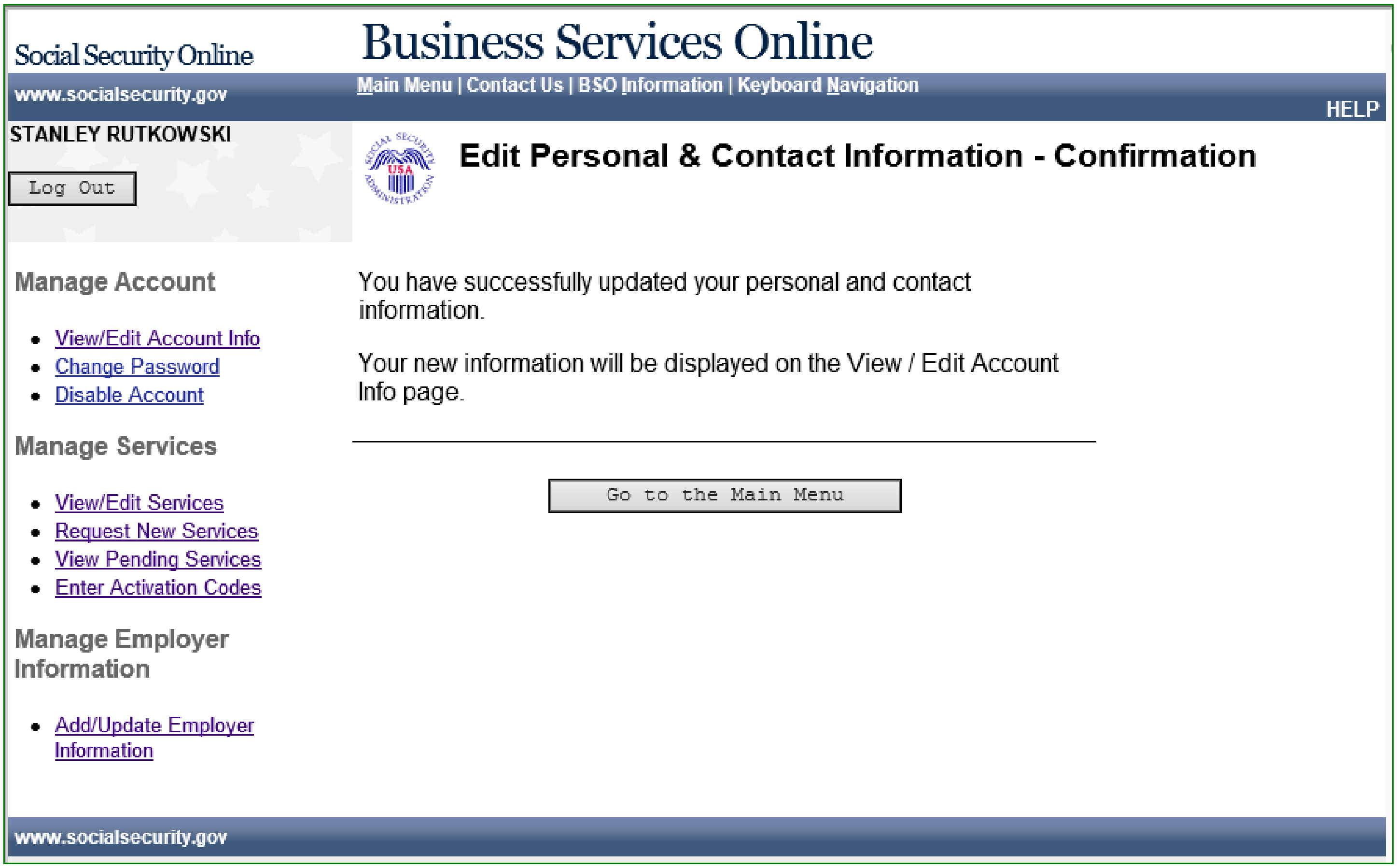
Ext.:

*Daytime Phone Number: 7412589632 Extension:

Fax Number:

*Email Address: usha.nayak@ssa.gov

15.0 EDIT PERSONAL & CONTACT INFORMATION – CONFIRMATION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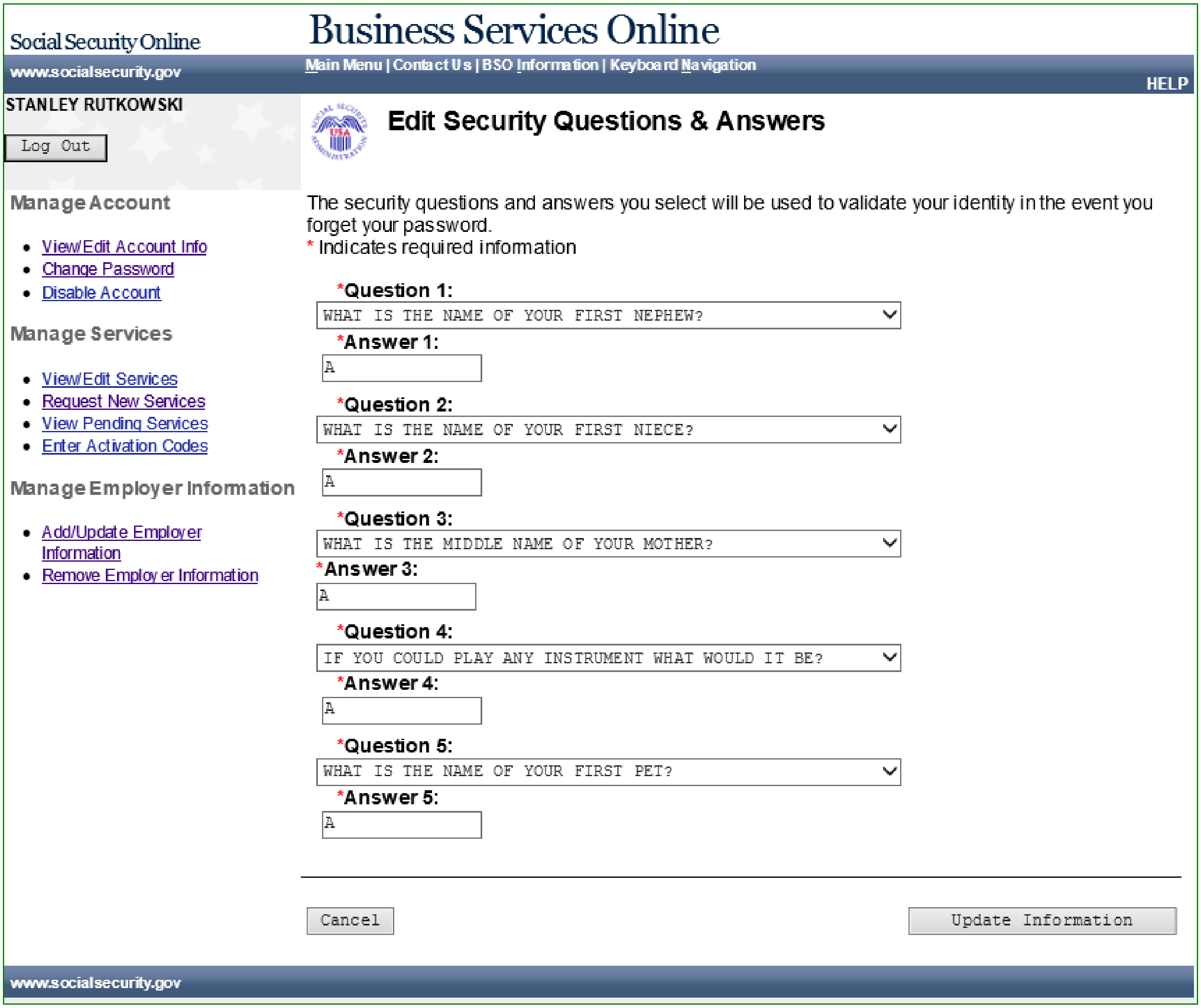
Edit Personal & Contact Information - Confirmation

You have successfully updated your personal and contact information.

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

16.0 EDIT SECURITY QUESTIONS & ANSWERS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www.socialsecurity.gov

Edit Security Questions & Answers

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

* Indicates required information

***Question 1:** WHAT IS THE NAME OF YOUR FIRST NEPHEW?

***Answer 1:** A

***Question 2:** WHAT IS THE NAME OF YOUR FIRST NIECE?

***Answer 2:** A

***Question 3:** WHAT IS THE MIDDLE NAME OF YOUR MOTHER?

***Answer 3:** A

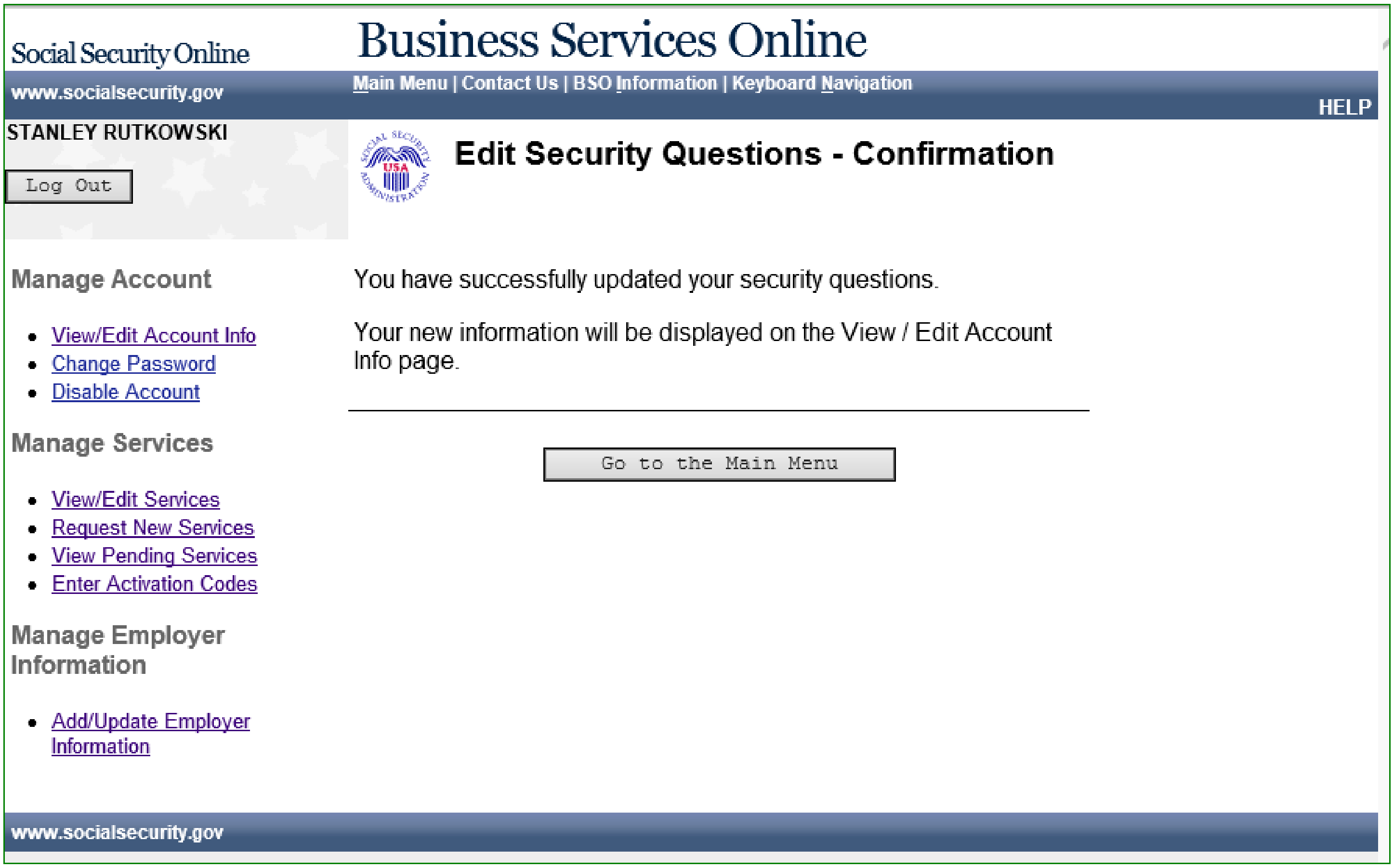
***Question 4:** IF YOU COULD PLAY ANY INSTRUMENT WHAT WOULD IT BE?

***Answer 4:** A

***Question 5:** WHAT IS THE NAME OF YOUR FIRST PET?

***Answer 5:** A

17.0 EDIT SECURITY QUESTIONS & ANSWERS – CONFIRMATION



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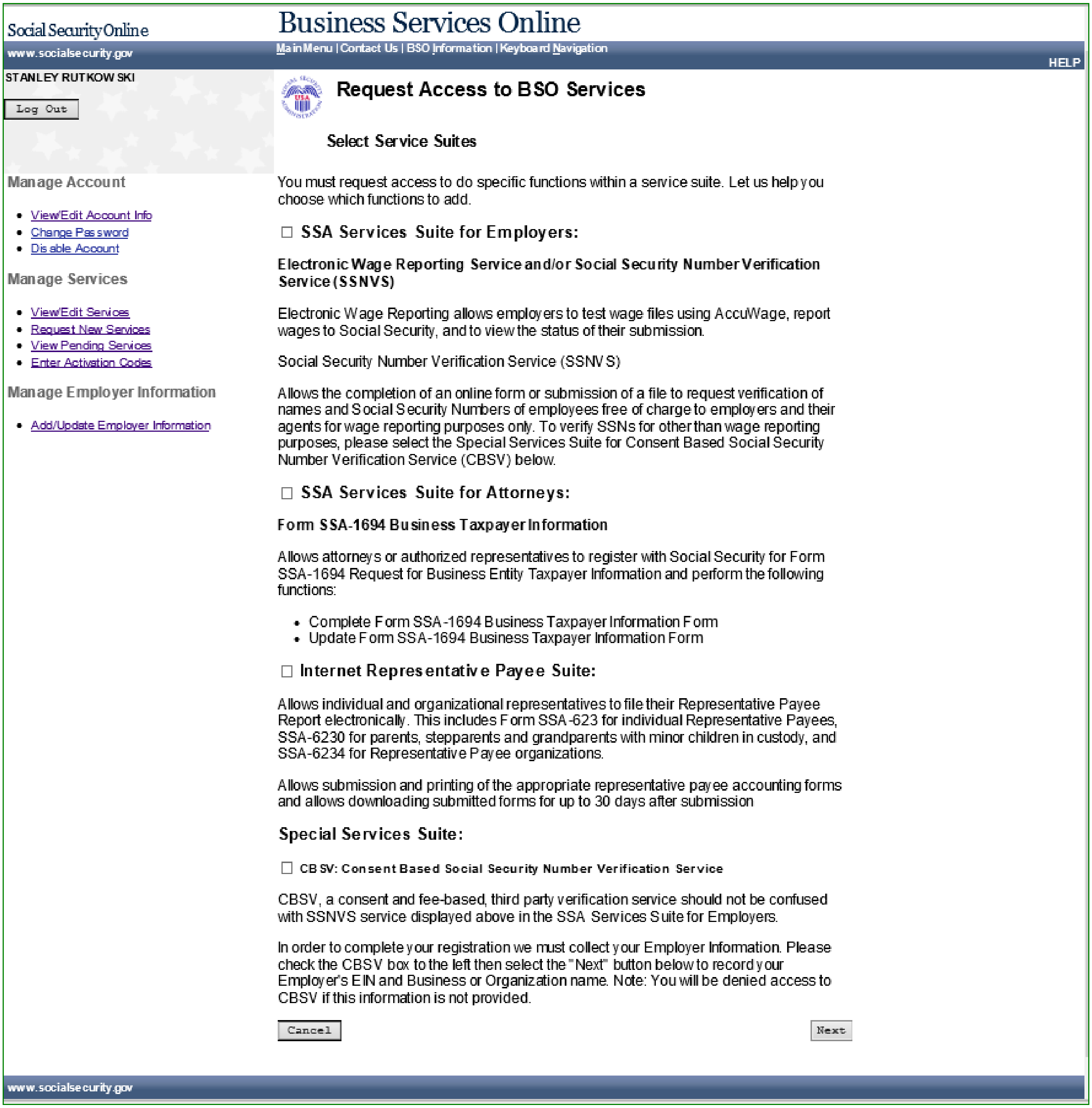
Enter Activation Codes
Manage Employer Information
Add/Update Employer Information
Go to the Main Menu
www.socialsecurity.gov

Edit Security Questions - Confirmation

You have successfully updated your security questions.

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

18.0 REQUEST ACCESS TO BSO SERVICES – SELECT SUITE OF SERVICES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Enter Activation Codes
Manage Employer Information
Add/Update Employer Information
Cancel
Next
www.socialsecurity.gov

Request Access to BSO Services

Select Service Suites

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 test wage files using AccuWage, 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

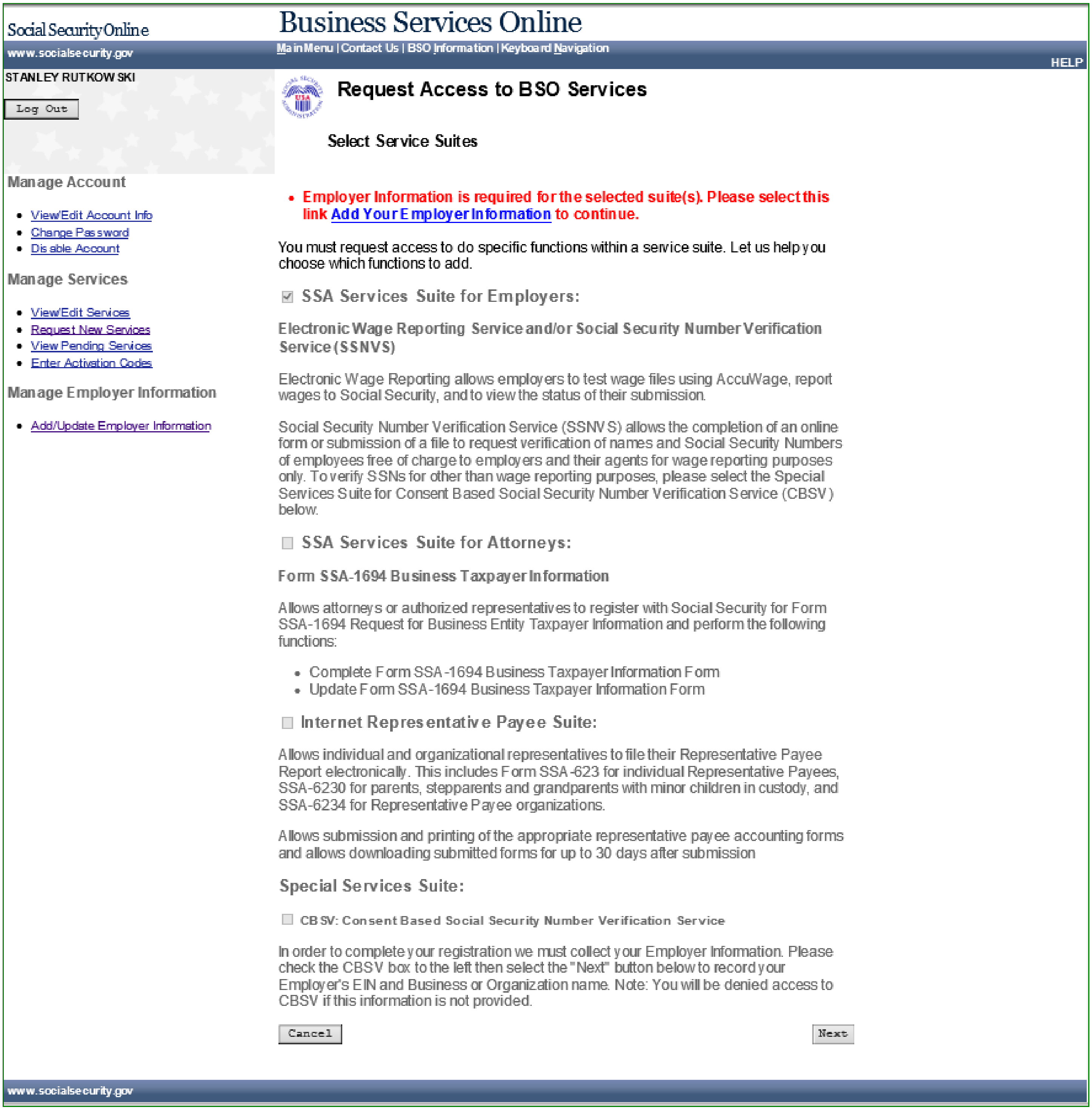
Special Services Suite:

☐ **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.

19.0 REQUEST ACCESS TO BSO SERVICES – EMPLOYER INFORMATION IS REQUIRED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www.socialsecurity.gov

Request Access to BSO Services

Select Service Suites

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

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

☑ **SSA Services Suite for Employers:**

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

Electronic Wage Reporting allows employers to test wage files using AccuWage, report wages to Social Security, and to view the status of their submission.

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

☐ **SSA Services Suite for Attorneys:**

Form SSA-1694 Business Taxpayer Information

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

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

☐ **Internet Representative Payee Suite:**

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

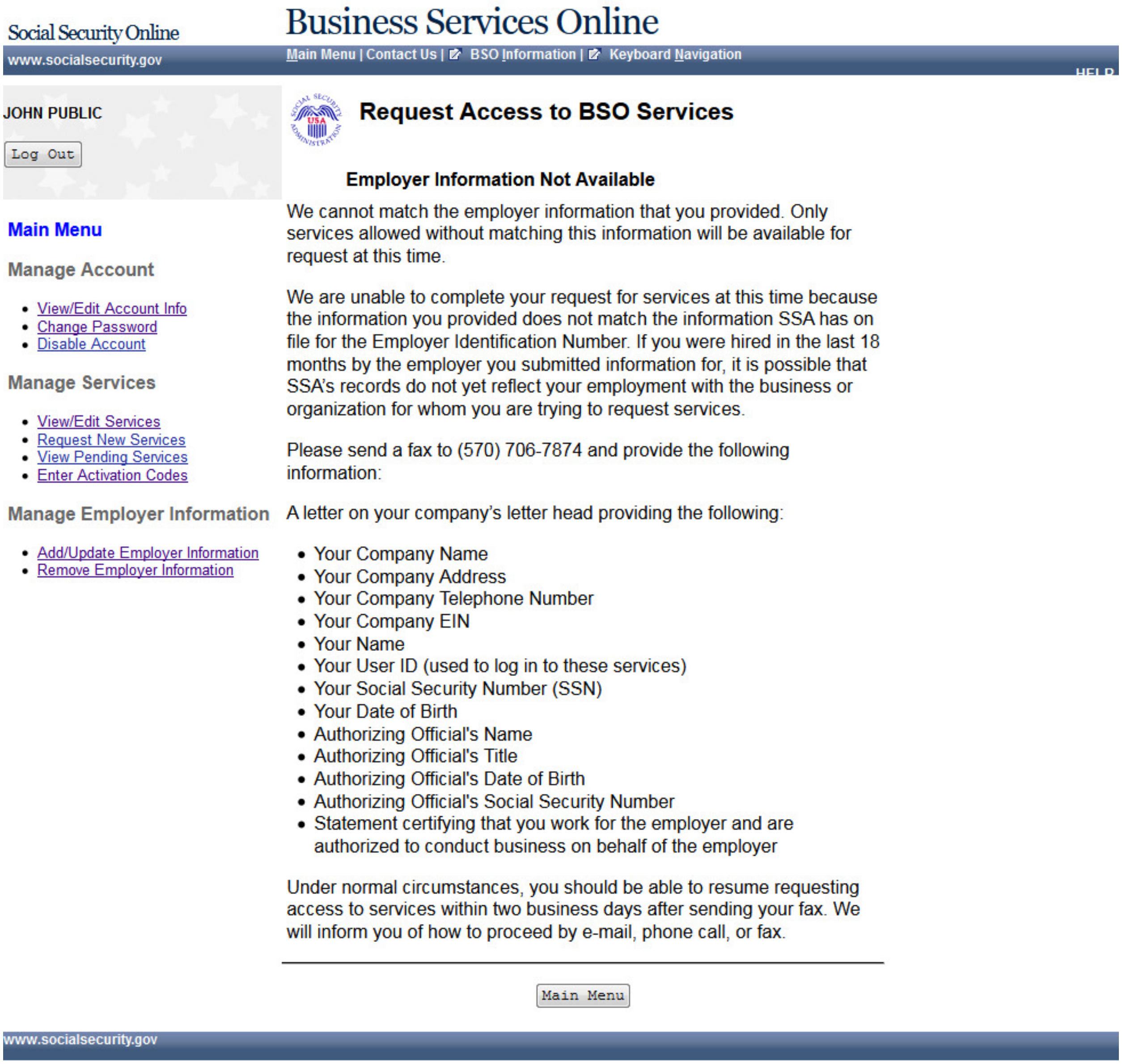
Allows submission and printing of the appropriate representative payee accounting forms and allows downloading submitted forms for up to 30 days after submission

Special Services Suite:

☐ **CBSV: Consent Based Social Security Number Verification Service**

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

20.0 REQUEST ACCESS TO BSO SERVICES – EMPLOYER INFORMATION NOT AVAILABLE (MEF FAILURE)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Request Access to BSO Services

Employer Information Not Available

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

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

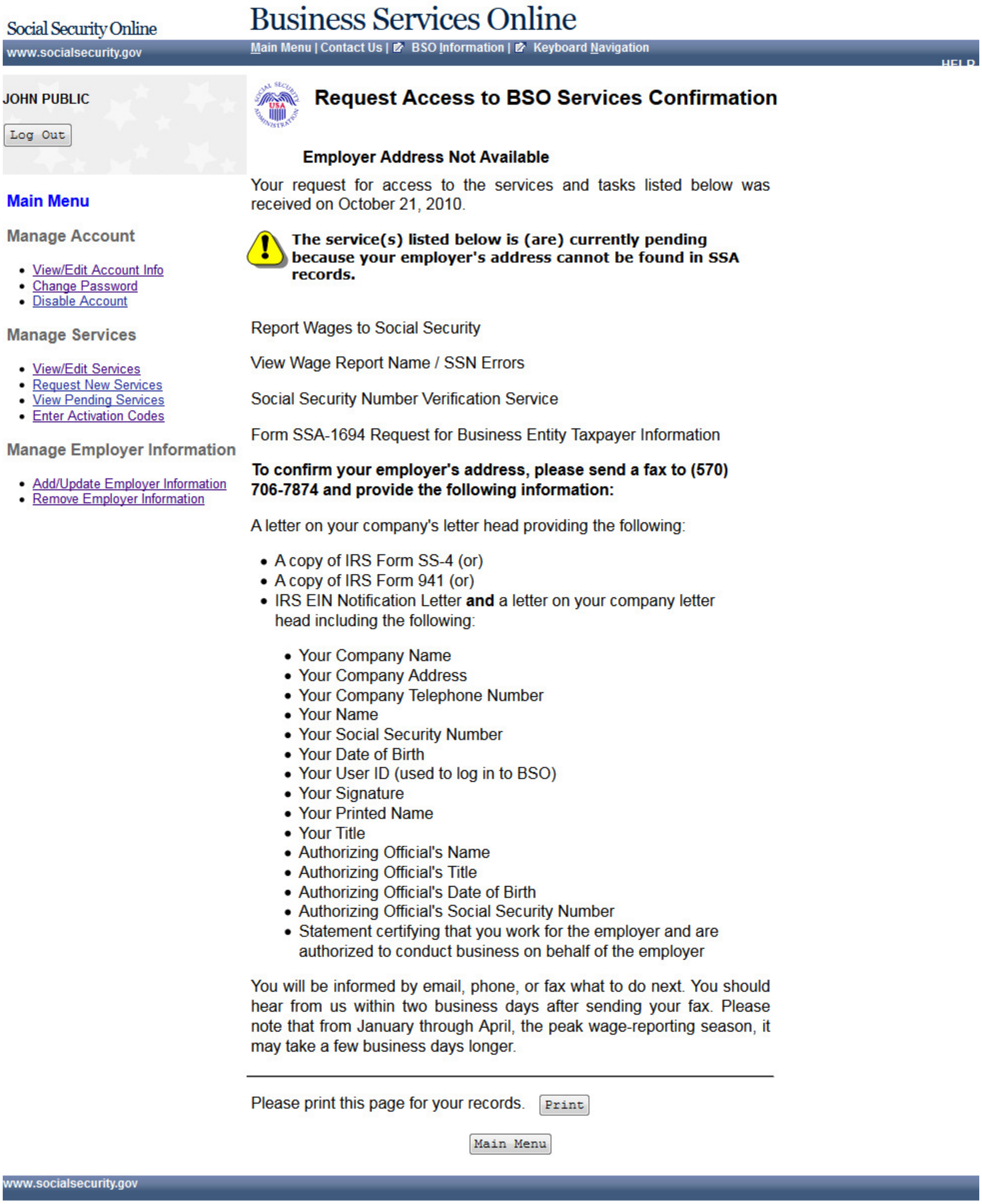
Please send a fax to (570) 706-7874 and provide the following information:

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

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

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

21.0 REQUEST ACCESS TO BSO SERVICES - EMPLOYER ADDRESS NOT AVAILABLE (PENDING EIN ADDRESS)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Add/Update Employer Information
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Request Access to BSO Services Confirmation

Employer Address Not Available

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

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

Report Wages to Social Security

View Wage Report Name / SSN Errors

Social Security Number Verification Service

Form SSA-1694 Request for Business Entity Taxpayer Information

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

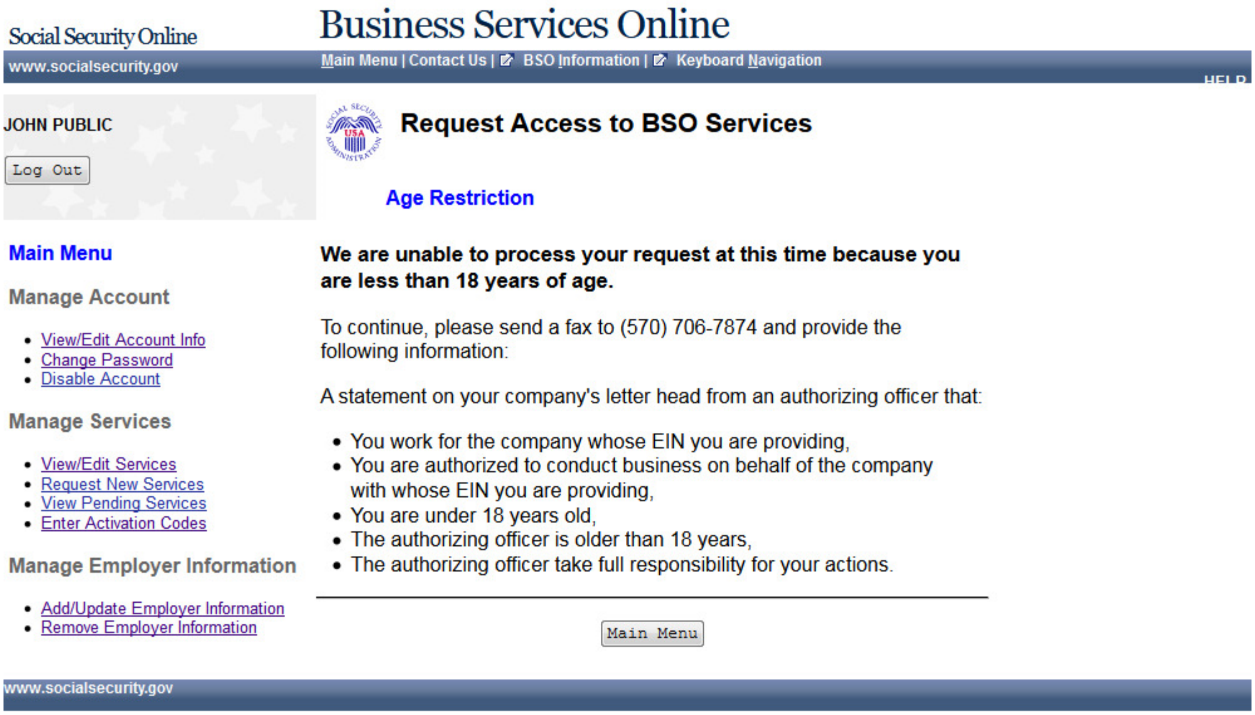
A letter on your company's letter head providing the following:

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

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

Please print this page for your records.

22.0 REQUEST ACCESS TO BSO SERVICES - AGE RESTRICTION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Request Access to BSO Services

Age Restriction

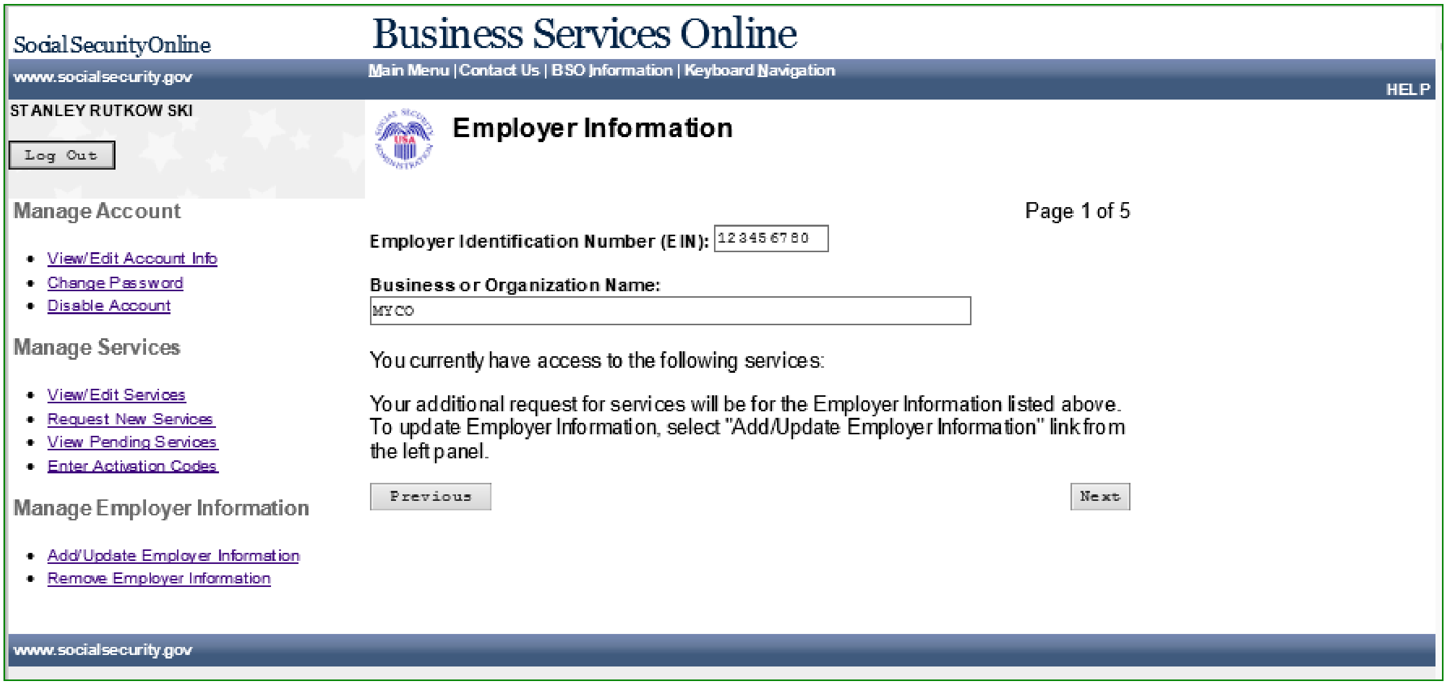
We are unable to process your request at this time because you are less than 18 years of age.

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.

23.0 REQUEST ACCESS TO BSO SERVICES - EMPLOYER INFORMATION (PAGE 1 OF 3)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Employer Information

Page 1 of 5

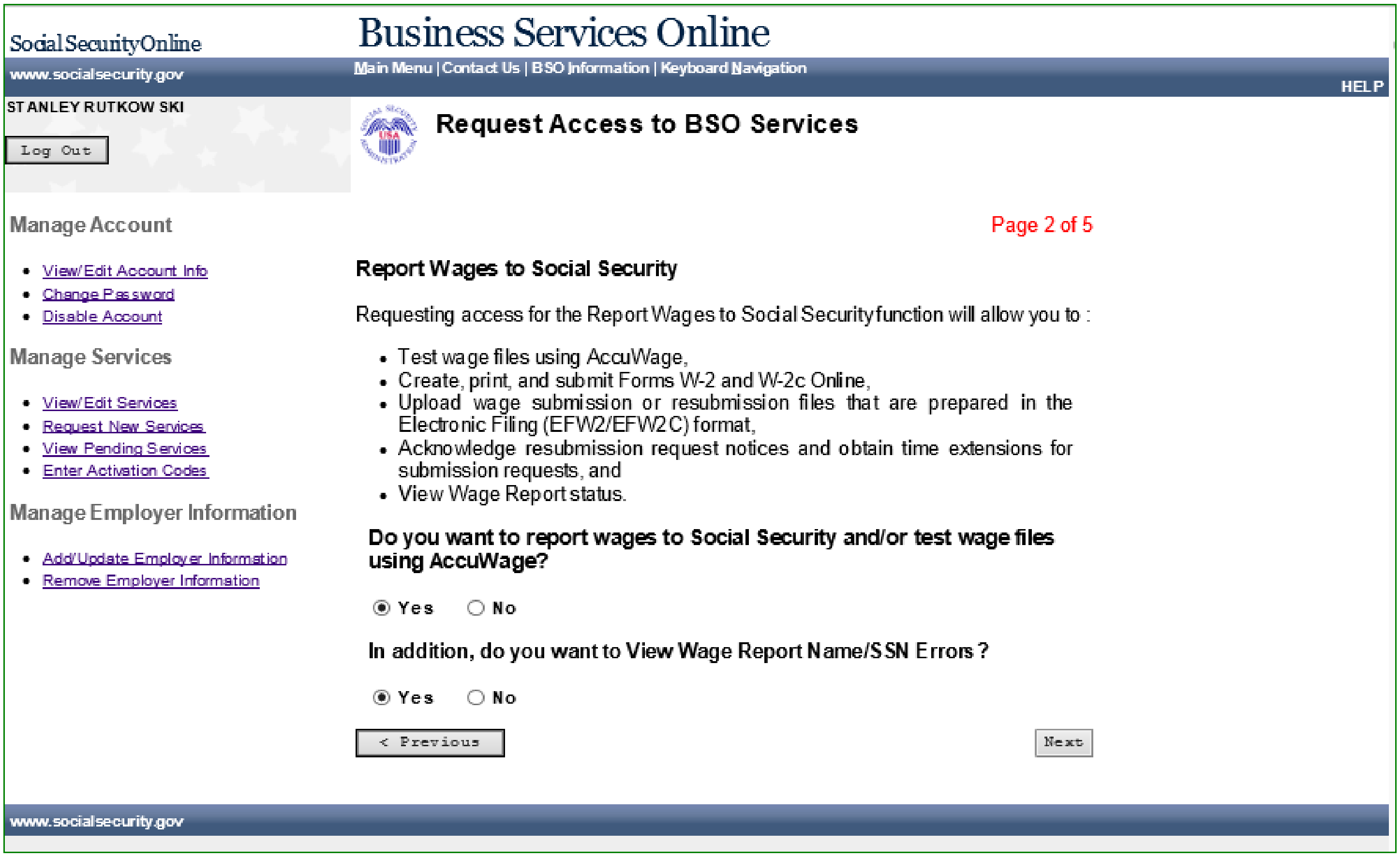
Employer Identification Number (EIN): 123456780

Business or Organization Name: MYCO

You currently have access to the following services:

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

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

Page 2 of 5

Report Wages to Social Security

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

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

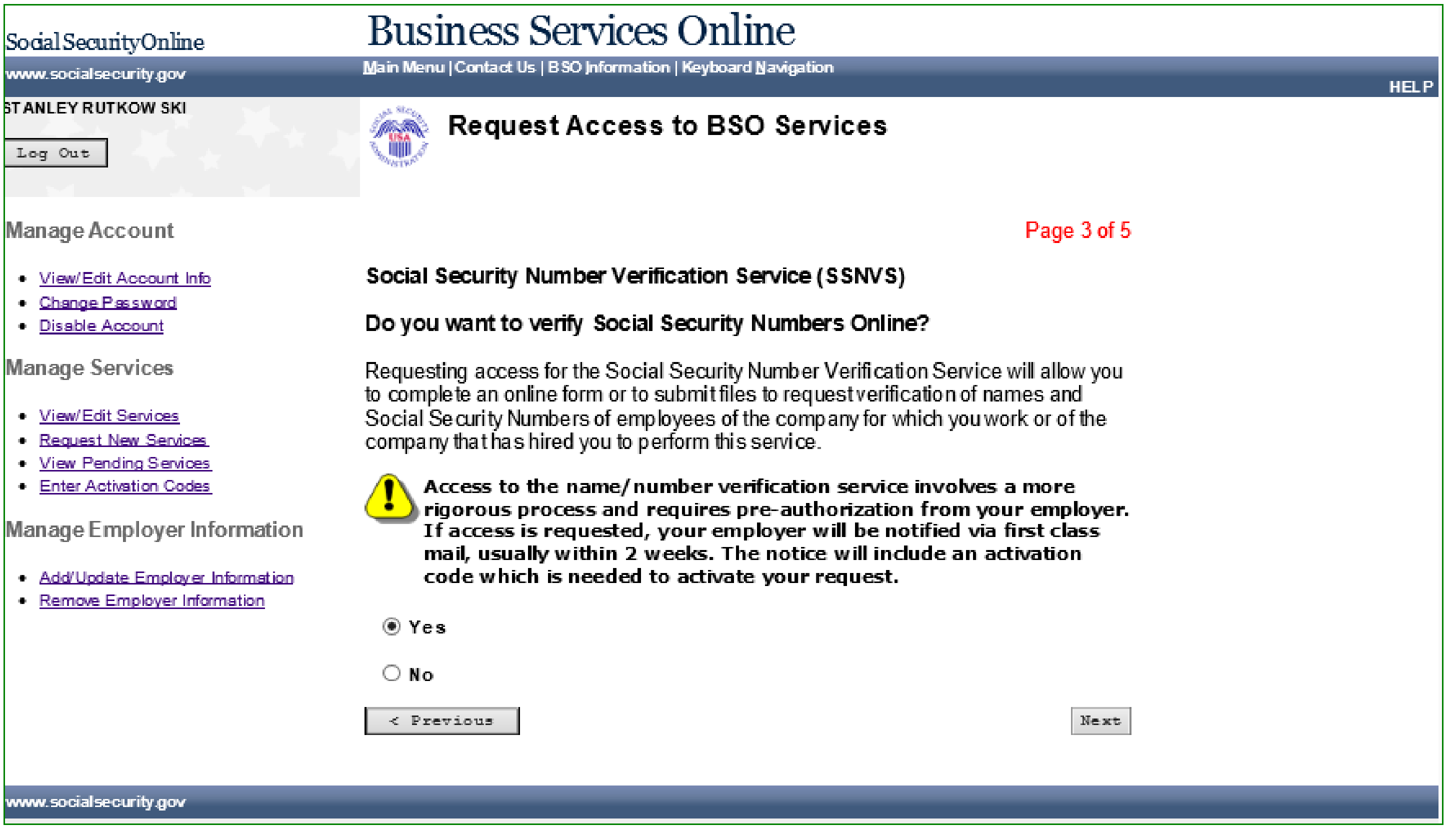
Do you want to report wages to Social Security and/or test wage files using AccuWage?

● Yes ○ No

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

● Yes ○ No

25.0 25. REQUEST ACCESS TO BSO SERVICES - SOCIAL SECURITY NUMBER VERIFICATION SERVICE (SSNVS) (PAGE 3 OF 3)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Request Access to BSO Services

Page 3 of 5

Social Security Number Verification Service (SSNVS)

Do you want to verify Social Security Numbers Online?

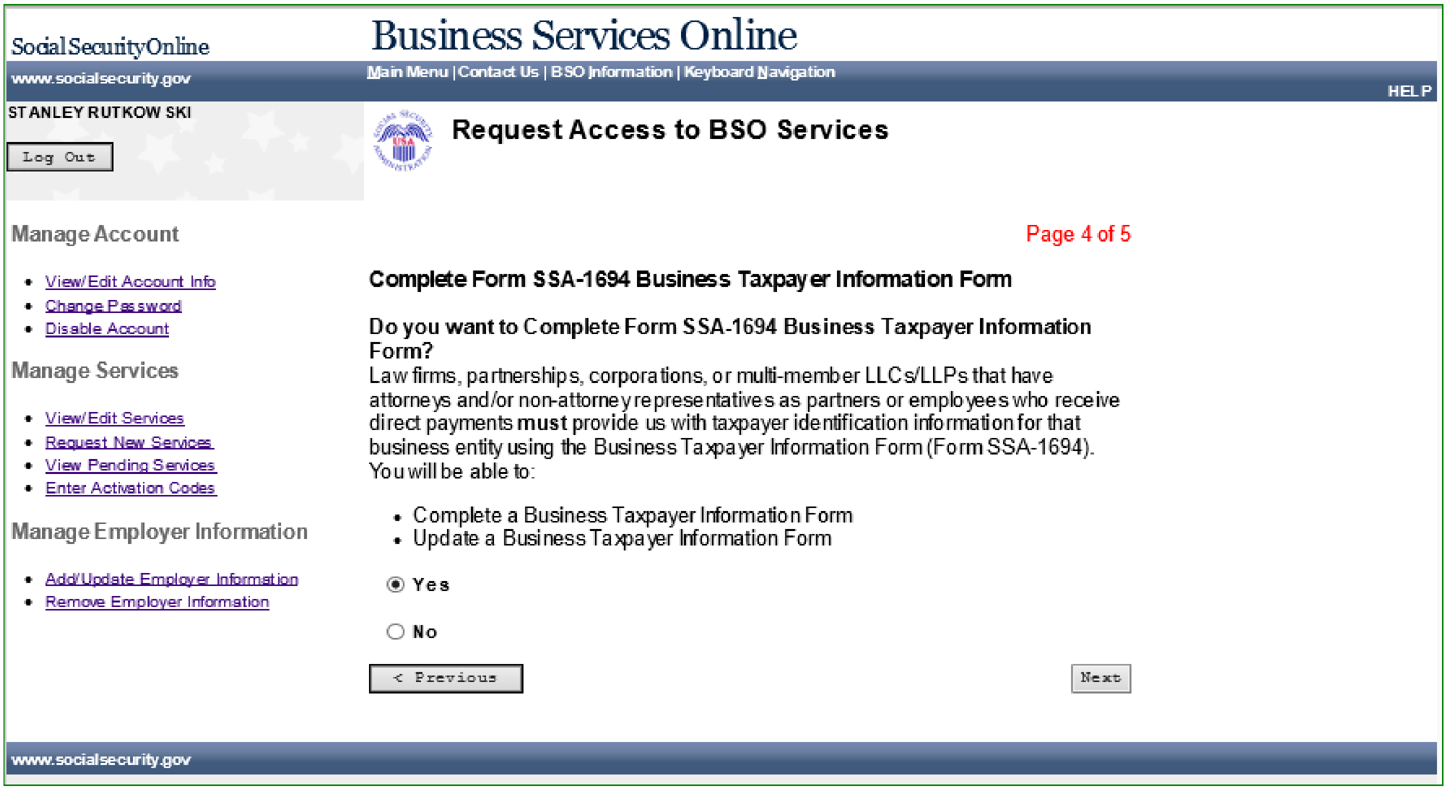
Requesting access for the Social Security Number Verification Service will allow you to complete an online form or to submit files to request verification of names and Social Security Numbers of employees of the company for which you work or of the company that has hired you to perform this service.

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

● Yes

○ No

26.0 REQUEST ACCESS TO BSO SERVICES - COMPLETE FORM SSA-1694 BUSINESS TAXPAYER INFORMATION FORM (PAGE 4 OF 4)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Request Access to BSO Services

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Complete Form SSA-1694 Business Taxpayer Information Form

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

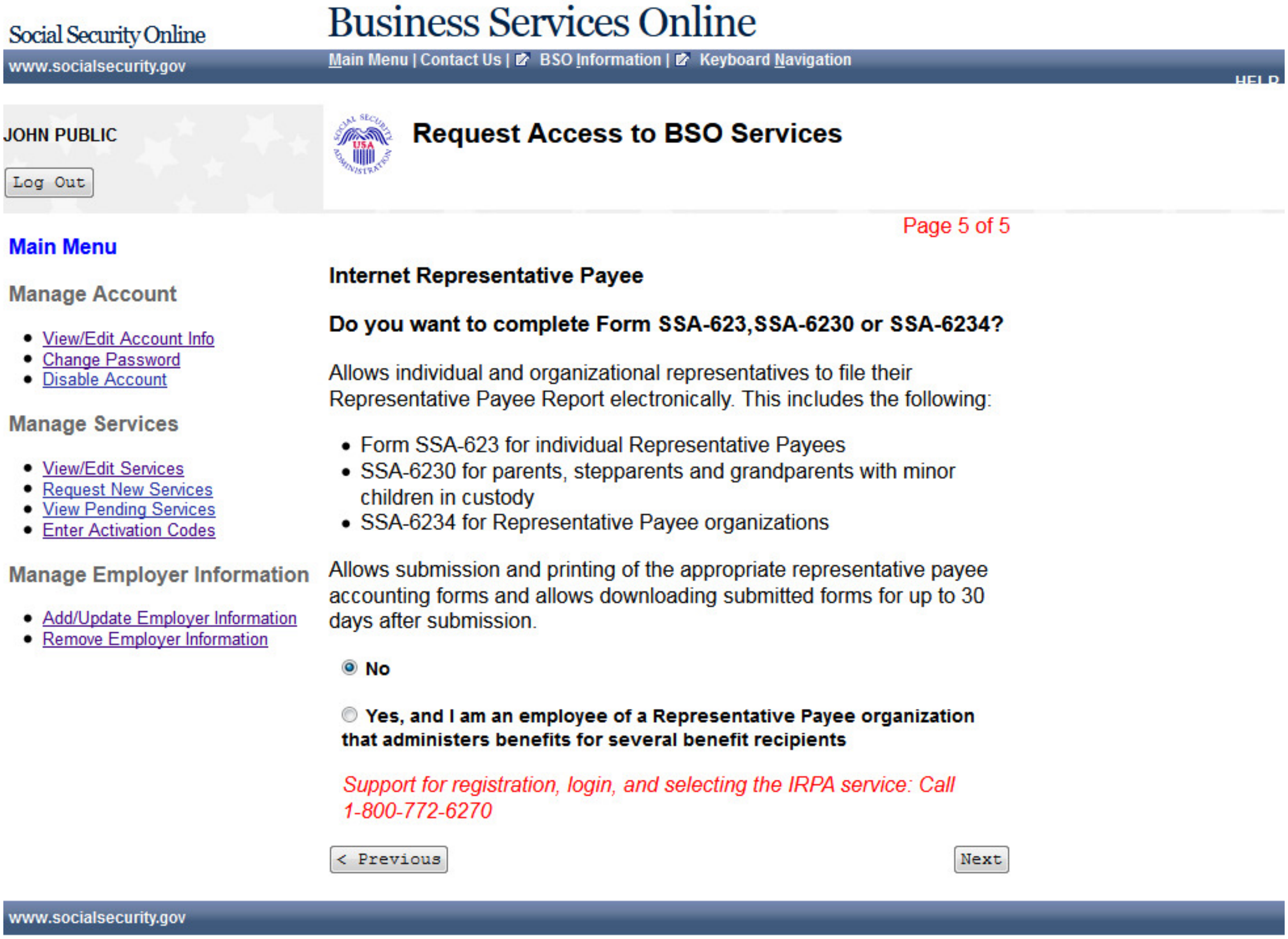
Law firms, partnerships, corporations, or multi-member LLCs/LLPs that have attorneys and/or non-attorney representatives as partners or employees who receive direct payments **must** provide us with taxpayer identification information for that business entity using the Business Taxpayer Information Form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

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

● Yes

○ No

27.0 REQUEST ACCESS TO BSO SERVICES - INTERNET REPRESENTATIVE PAYEE (PAGE 5 OF 5)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Request Access to BSO Services

Page 5 of 5

Internet Representative Payee

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

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

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

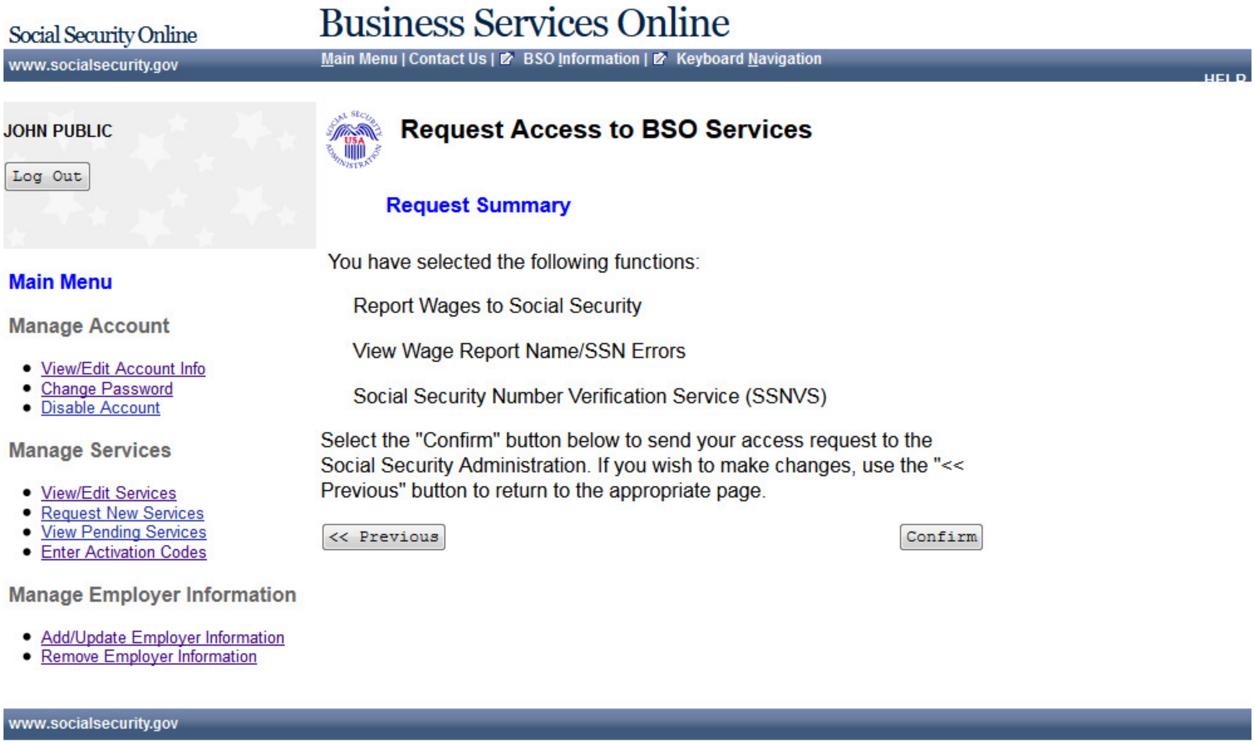
Allows submission and printing of the appropriate representative payee accounting forms and allows downloading submitted forms for up to 30 days after submission.

● **No**

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

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

28.0 REQUEST ACCESS TO BSO SERVICES - REQUEST SUMMARY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Request Access to BSO Services

Request Summary

You have selected the following functions:

Report Wages to Social Security

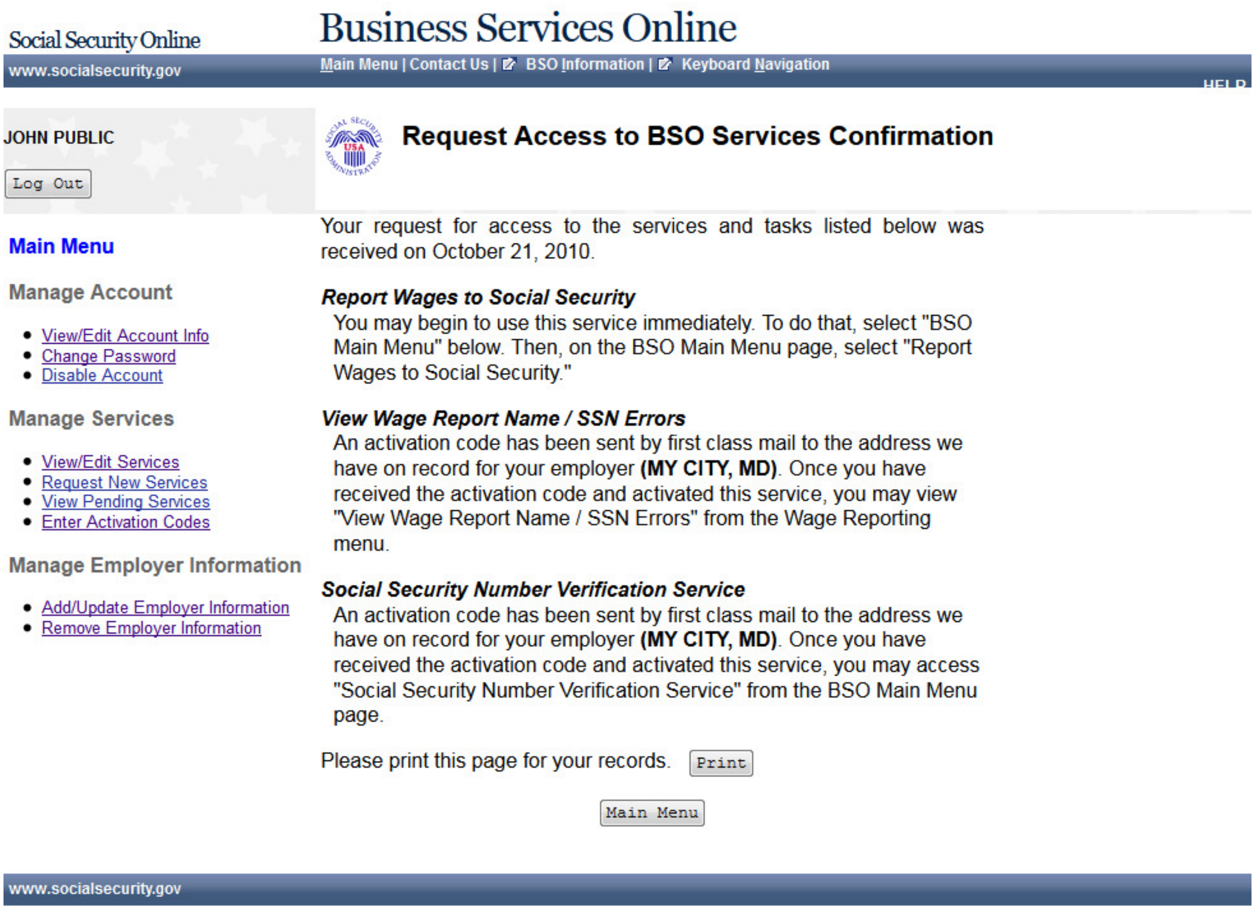
View Wage Report Name/SSN Errors

Social Security Number Verification Service (SSNVS)

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

[<< Previous]
[Confirm]

29.0 REQUEST ACCESS TO BSO SERVICES CONFIRMATION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Request Access to BSO Services Confirmation

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

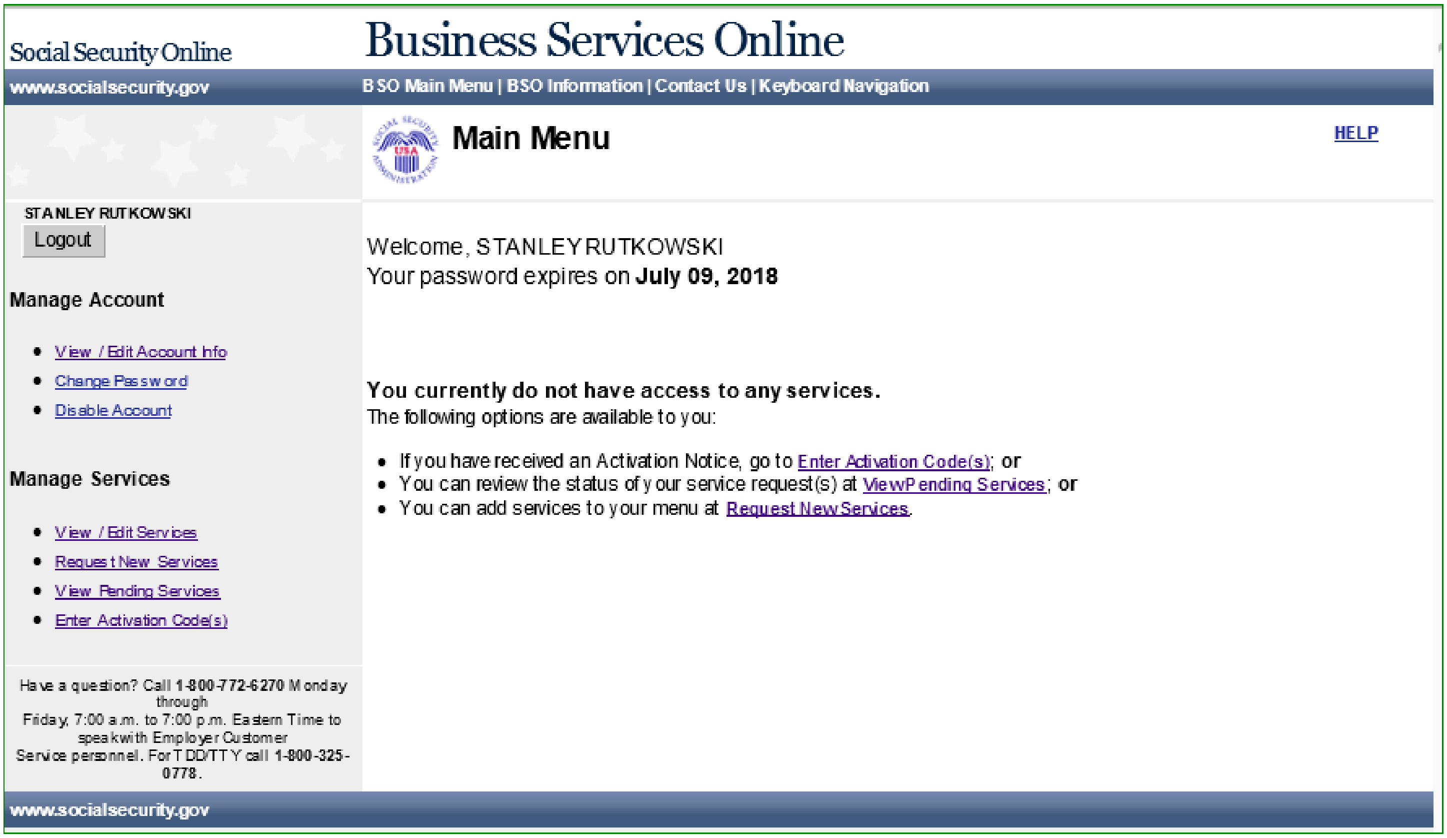
An activation code has been sent by first class mail to the address we have on record for your employer **(MY CITY, MD)**. Once you have received the activation code and activated this service, you may view "View Wage Report Name / SSN Errors" from the Wage Reporting menu.

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.

Please print this page for your records.

30.0 MAIN MENU-WITHOUT SERVICES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STANLEY RUTKOWSKI
Logout
Manage Account
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Change Password
Disable Account
Manage Services
View / Edit Services
Request New Services
View Pending Services
Enter Activation Code(s)
www.socialsecurity.gov

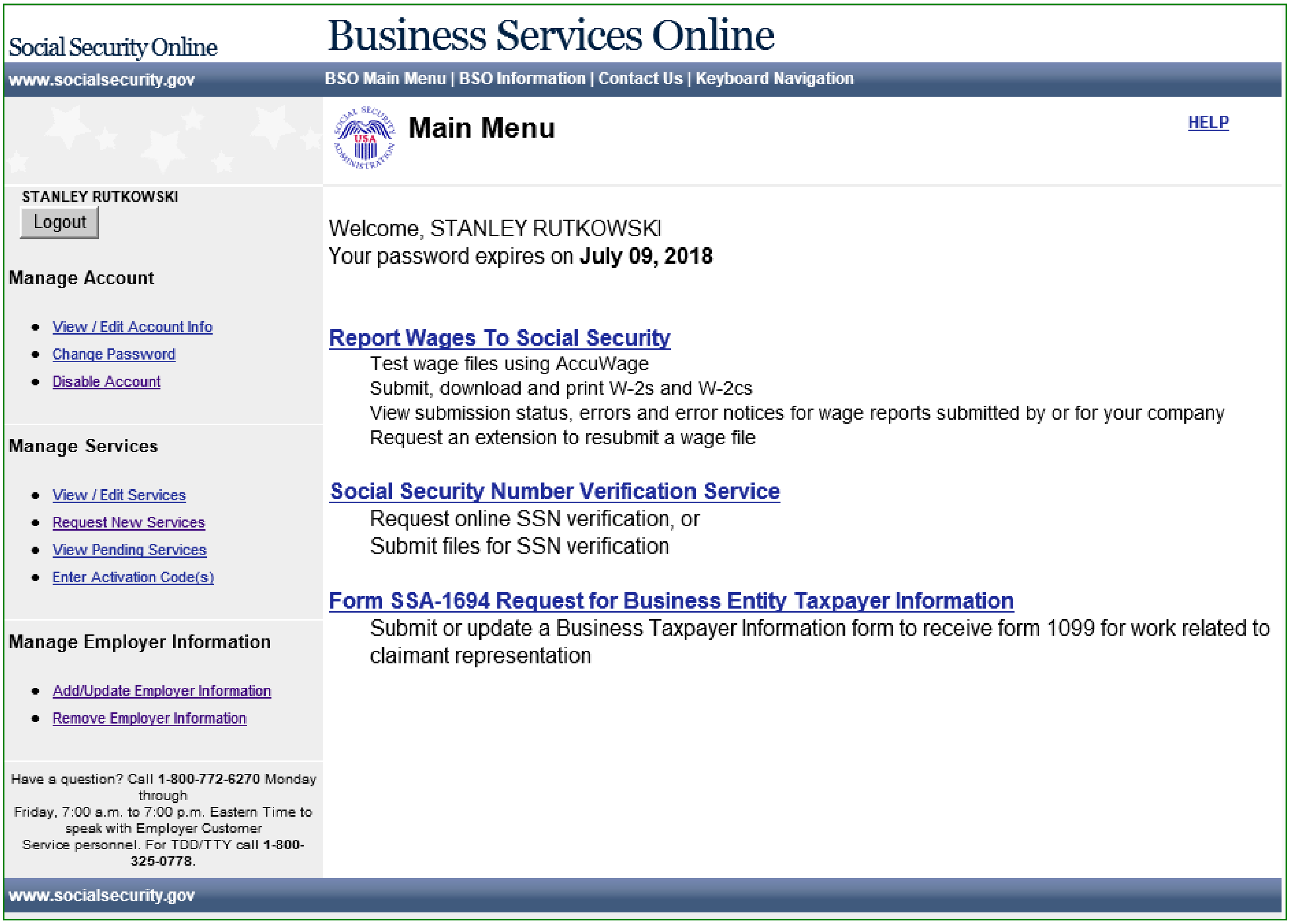
Welcome, STANLEY RUTKOWSKI
Your password expires on **July 09, 2018**

You currently do not have access to any services.
The following options are available to you:

- If you have received an Activation Notice, go to Enter Activation Code(s); or
- You can review the status of your service request(s) at View Pending Services; or
- You can add services to your menu at Request New Services.

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**.

31.0 MAIN MENU-WITH SERVICES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View / Edit Services
Request New Services
View Pending Services
Enter Activation Code(s)
Manage Employer Information
Add/Update Employer Information
Remove Employer Information
www.socialsecurity.gov

Business Services Online

Main Menu

Welcome, STANLEY RUTKOWSKI
Your password expires on **July 09, 2018**

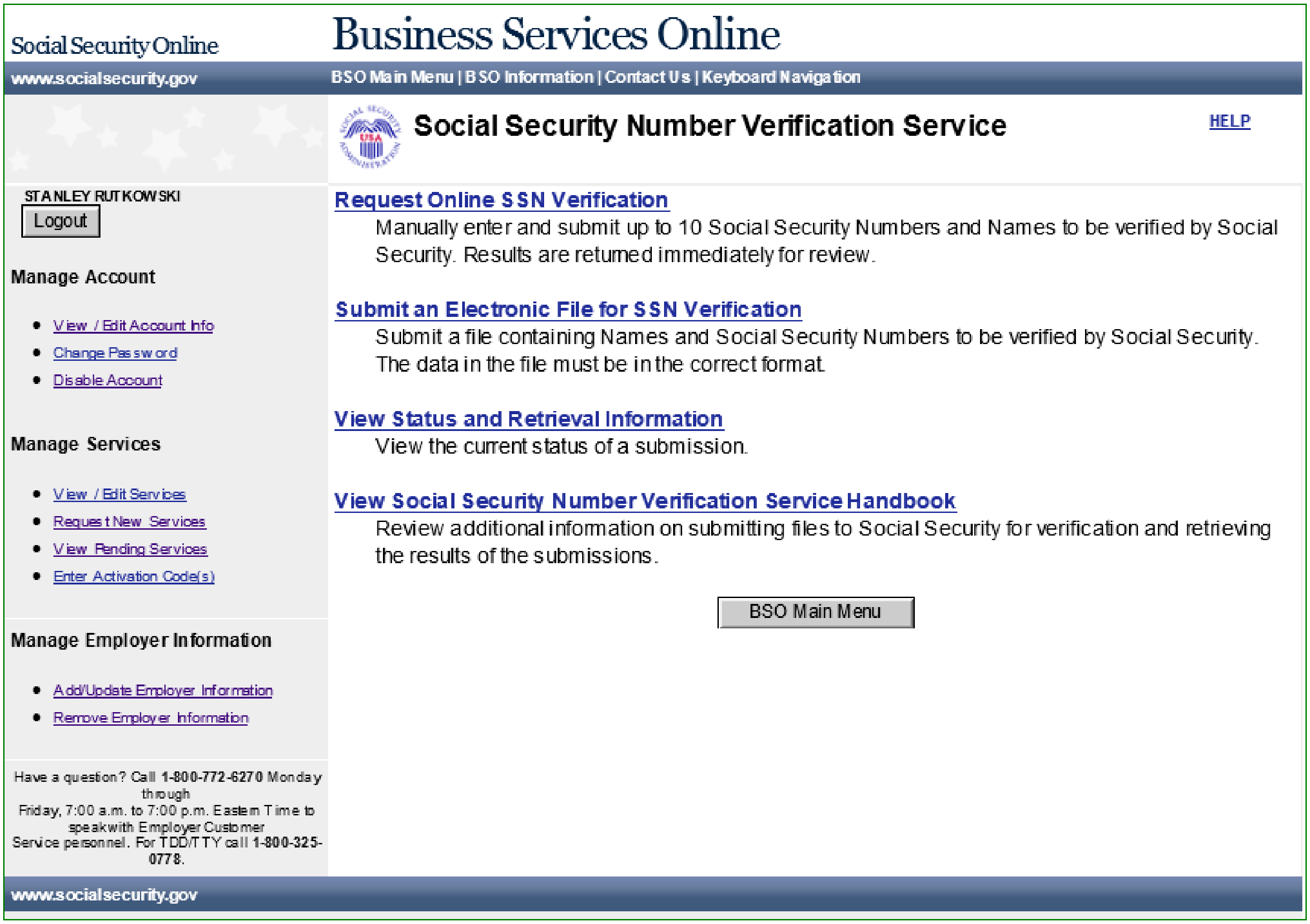
Report Wages To Social Security
Test wage files using AccuWage
Submit, download and print W-2s and W-2cs
View submission status, errors and error notices for wage reports submitted by or for your company
Request an extension to resubmit a wage file

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

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**.

32.0 SOCIAL SECURITY NUMBER VERIFICATION SERVICE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Manage Employer Information
Add/Update Employer Information
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BSO Main Menu
www.socialsecurity.gov

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.

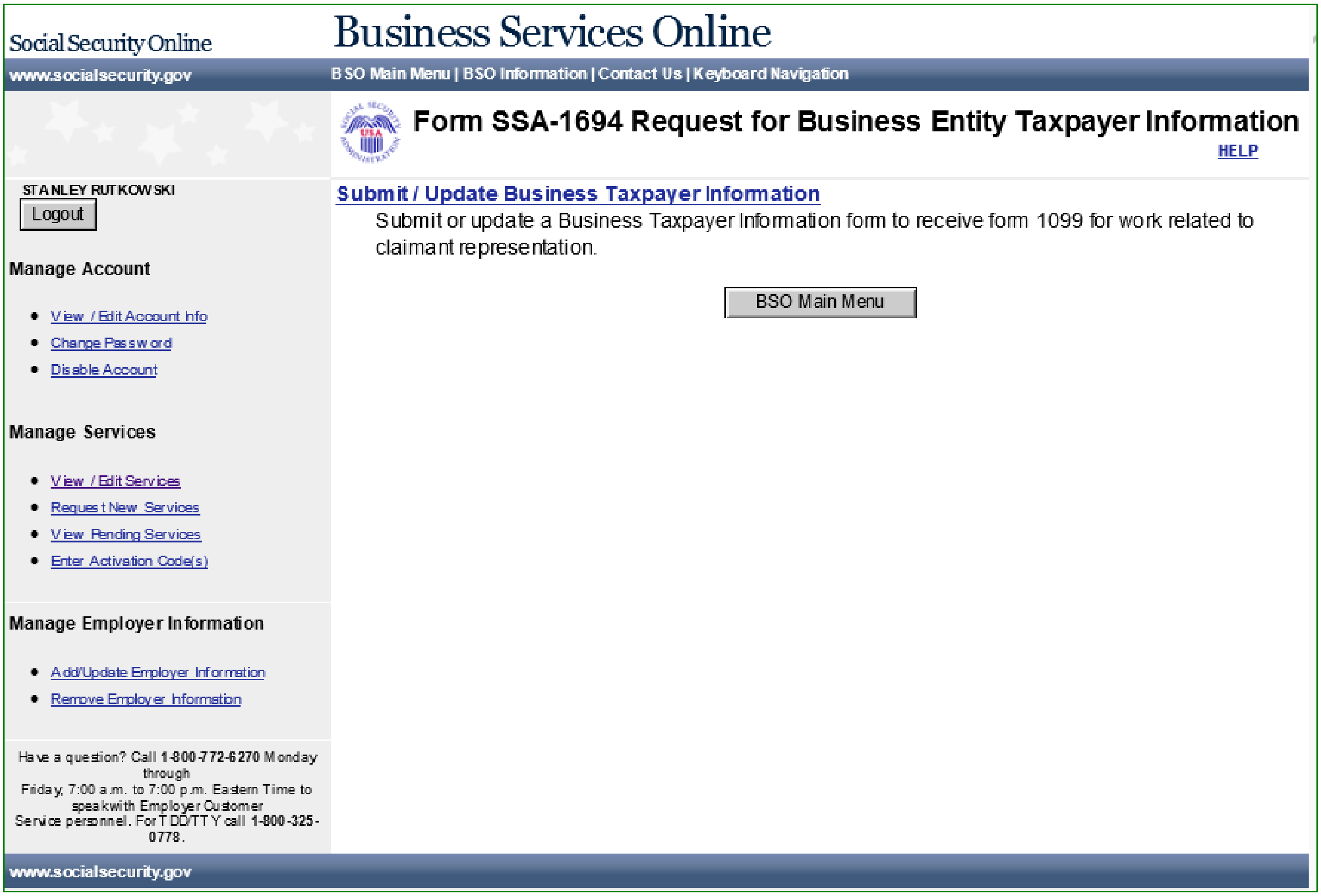
Submit an Electronic File for SSN Verification
Submit a file containing Names and Social Security Numbers to be verified by Social Security. The data in the file must be in the correct format.

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

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

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

33.0 FORM SSA-1694 REQUEST FOR BUSINESS ENTITY TAXPAYER INFORMATION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Logout
BSO Main Menu
www.socialsecurity.gov

Form SSA-1694 Request for Business Entity Taxpayer Information

STANLEY RUTKOWSKI

Submit / Update Business Taxpayer Information

Submit or update a Business Taxpayer Information form to receive form 1099 for work related to claimant representation.

Manage Account

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

Manage Services

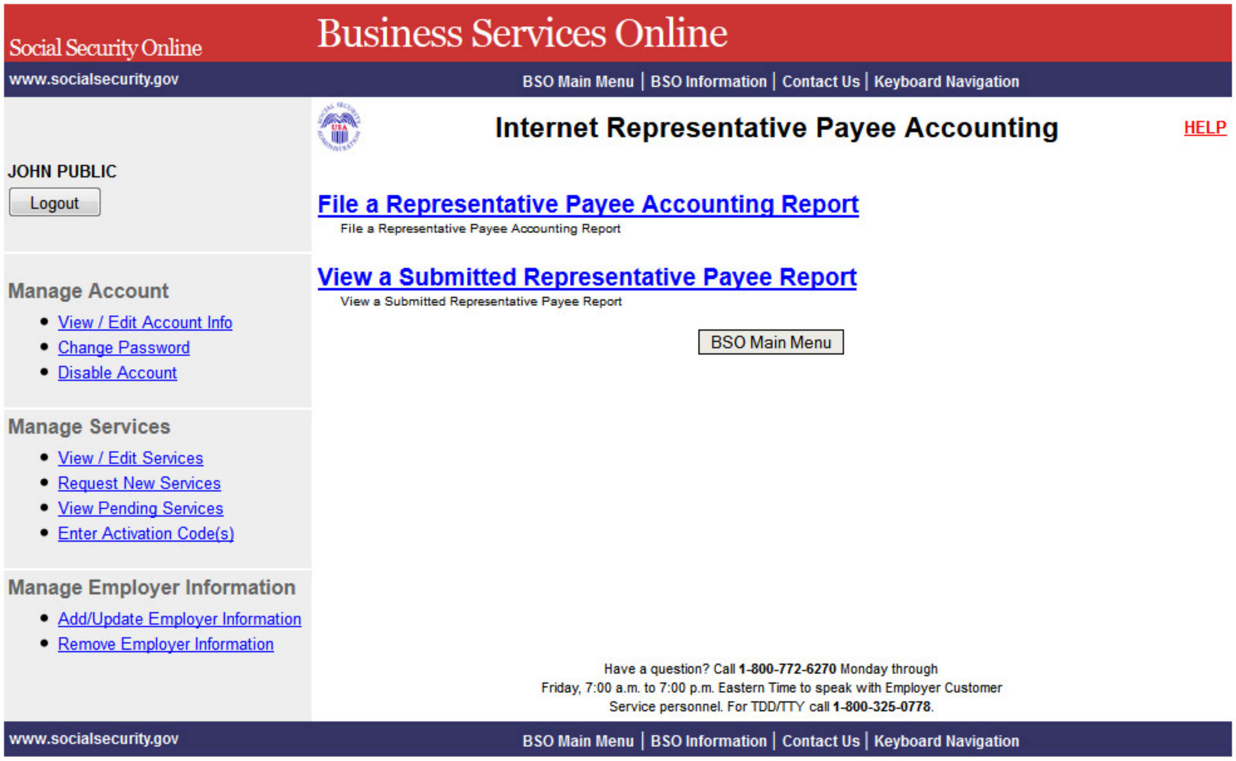
- View / Edit Services
- Request New Services
- View Pending Services
- Enter Activation Code(s)

Manage Employer Information

- Add/Update Employer Information
- Remove Employer Information

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**.

34.0 INTERNET REPRESENTATIVE PAYEE ACCOUNTING



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

Internet Representative Payee Accounting

File a Representative Payee Accounting Report

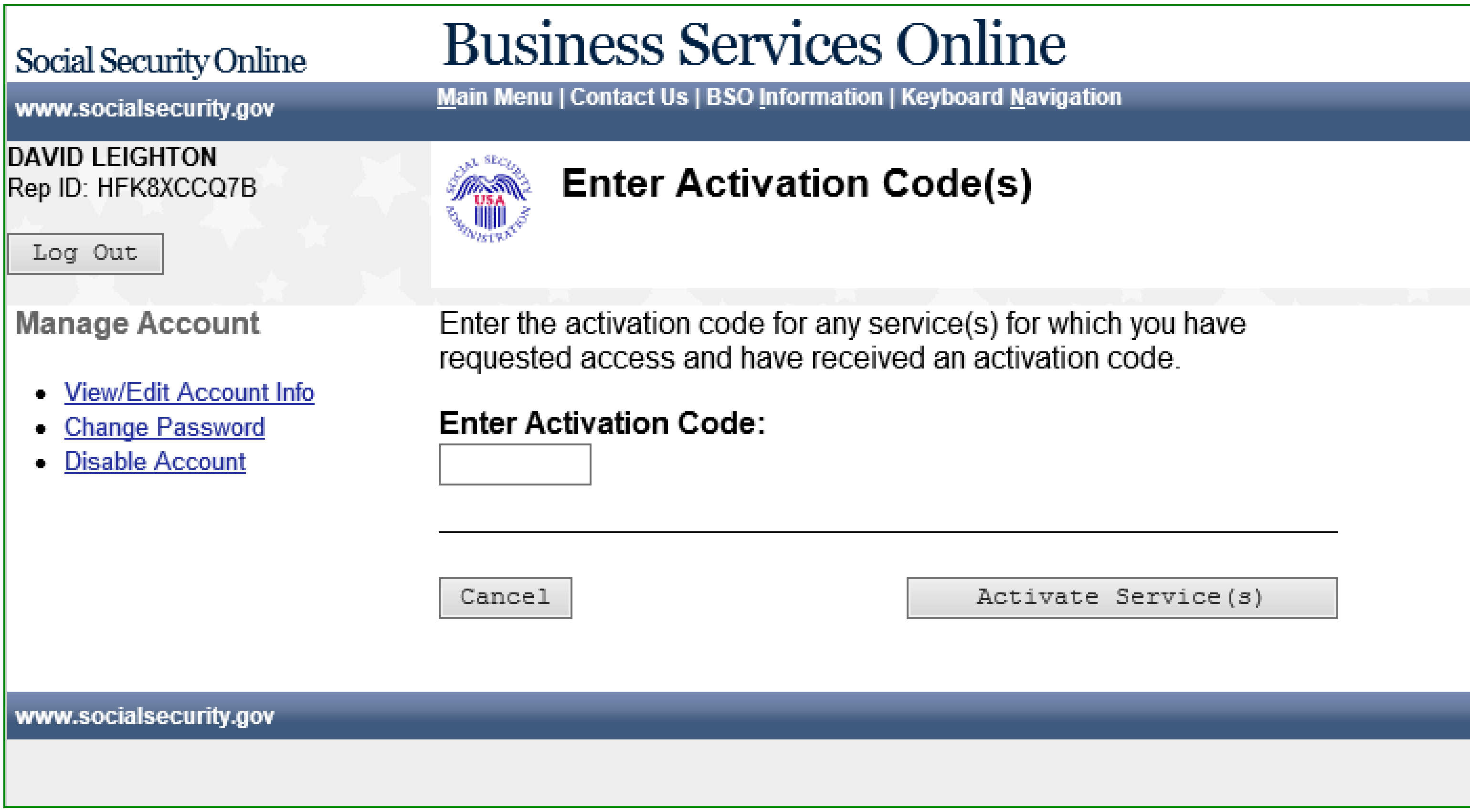
File a Representative Payee Accounting Report

View a Submitted Representative Payee Report

View a Submitted Representative Payee Report

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**.

35.0 ENTER ACTIVATION CODE(S) FOR THE APPOINTED REPRESENTATIVE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Manage Account
View/Edit Account Info
Change Password
Disable Account
Cancel
Activate Service(s)
www.socialsecurity.gov

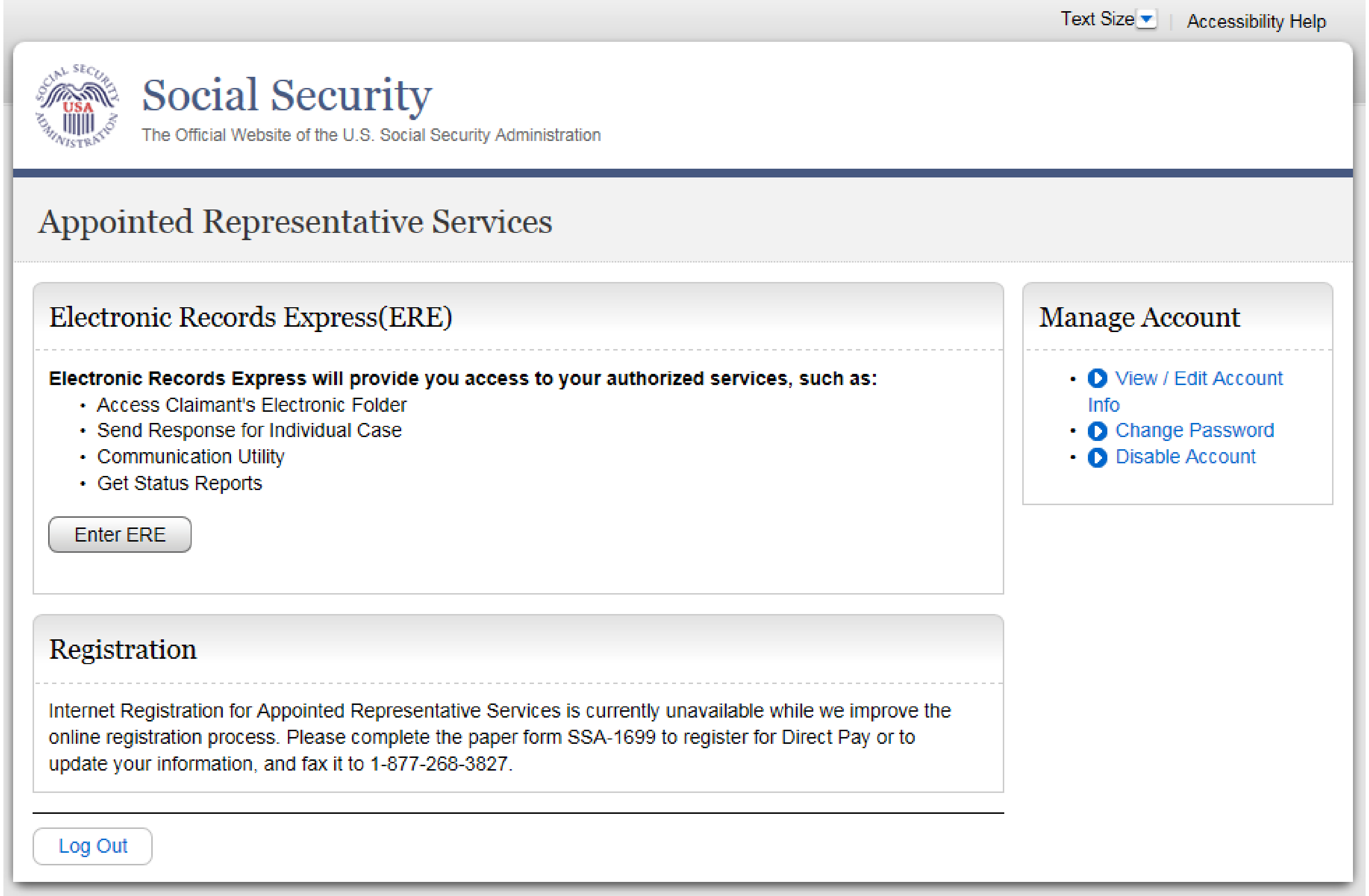
DAVID LEIGHTON
Rep ID: HFK8XCCQ7B

Enter Activation Code(s)

Enter the activation code for any service(s) for which you have requested access and have received an activation code.

Enter Activation Code:

36.0 APPOINTED REPRESENTATIVE SERVICES - MAIN MENU


Text Size
Accessibility Help
Social Security
The Official Website of the U.S. Social Security Administration

Appointed Representative Services

Electronic Records Express(ERE)

Electronic Records Express will provide you access to your authorized services, such as:

- Access Claimant's Electronic Folder
- Send Response for Individual Case
- Communication Utility
- Get Status Reports

Enter ERE

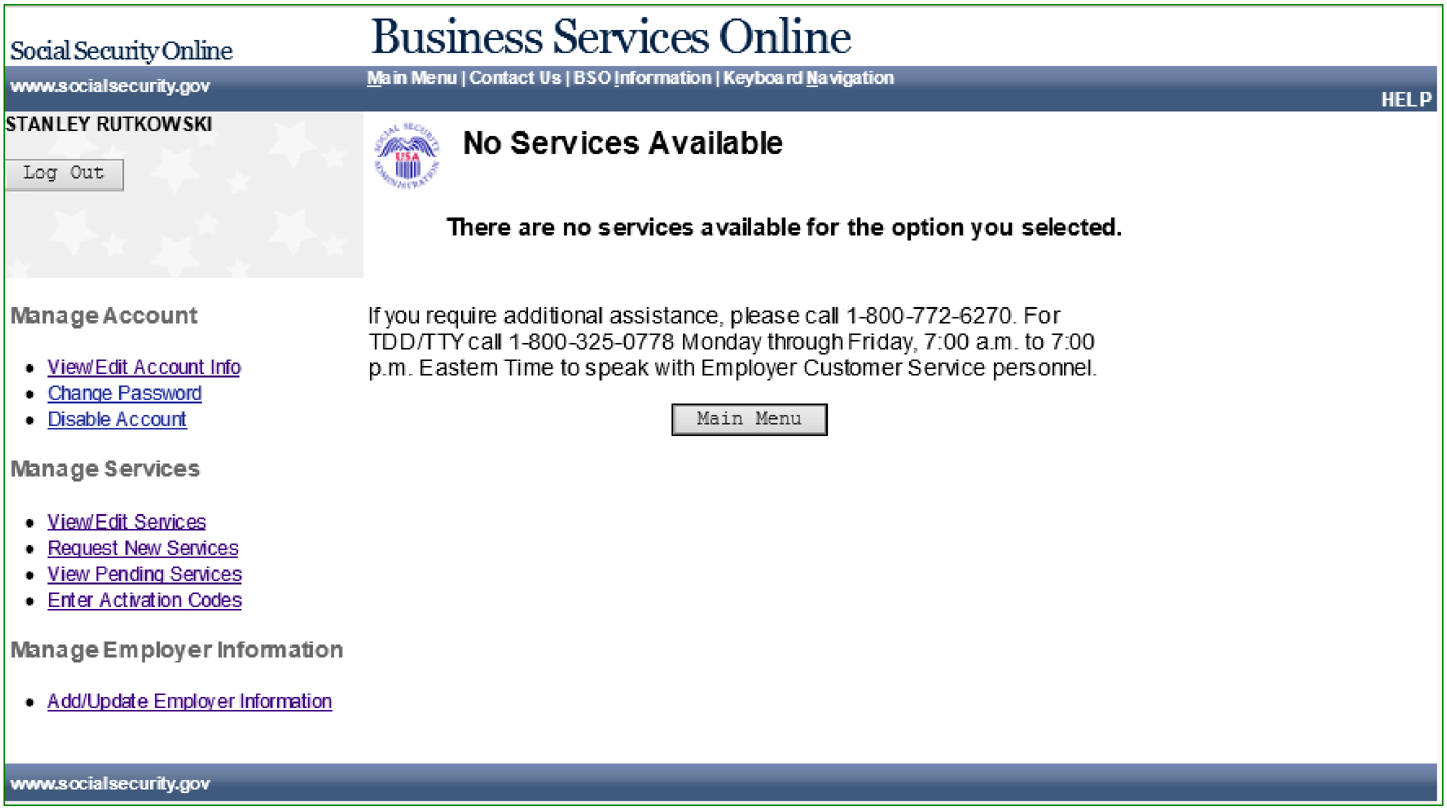
Manage Account

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

Registration

Internet Registration for Appointed Representative Services is currently unavailable while we improve the online registration process. Please complete the paper form SSA-1699 to register for Direct Pay or to update your information, and fax it to 1-877-268-3827.

37.0 VIEW / EDIT SERVICES – NO SERVICES AVAILABLE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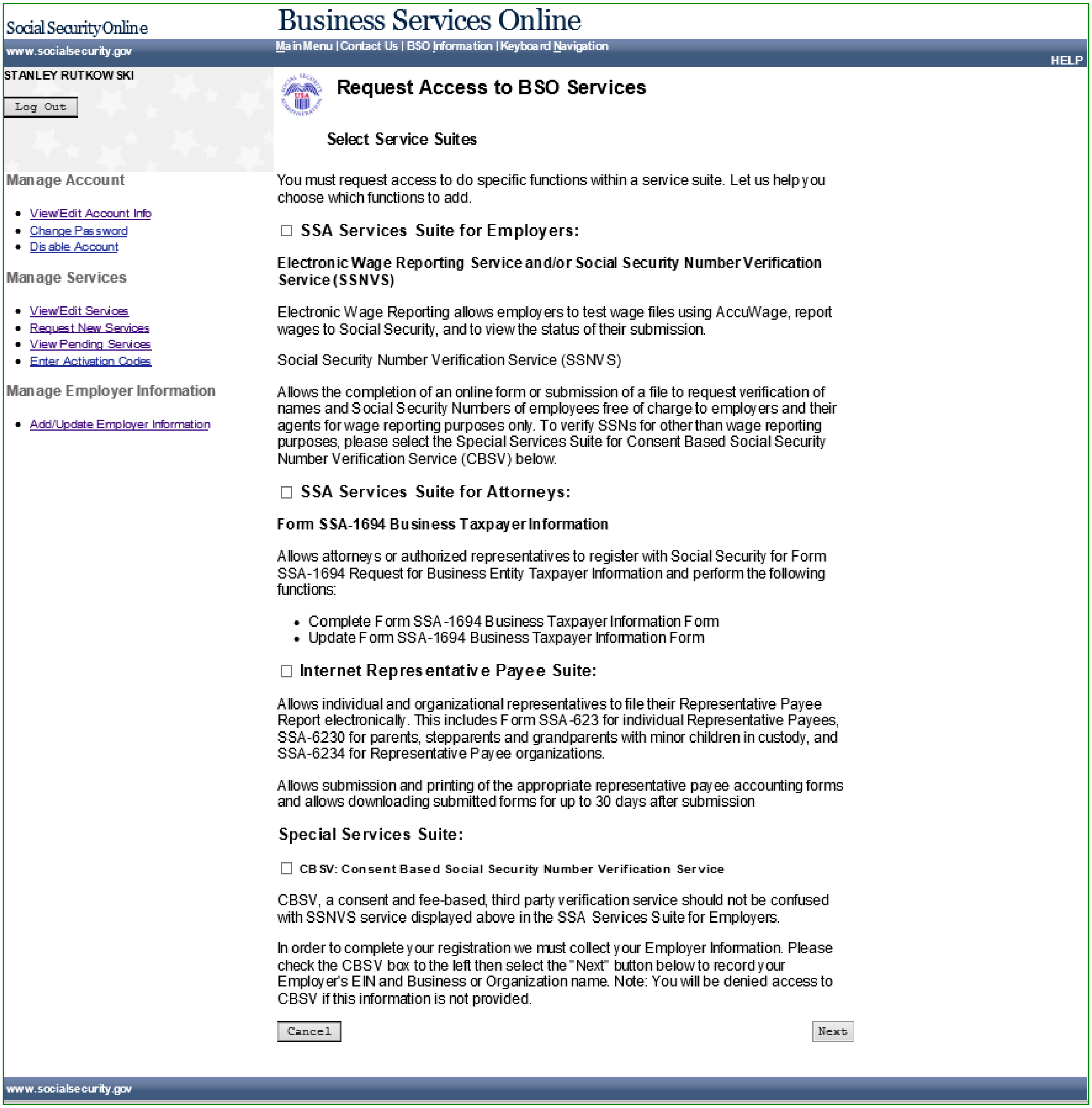
No Services Available

There are no services available for the option you selected.

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

38.0 REQUEST NEW SERVICES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Manage Services
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Request New Services
View Pending Services
Enter Activation Codes
Manage Employer Information
Add/Update Employer Information
Cancel
Next
www.socialsecurity.gov

Request Access to BSO Services

Select Service Suites

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 test wage files using AccuWage, 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

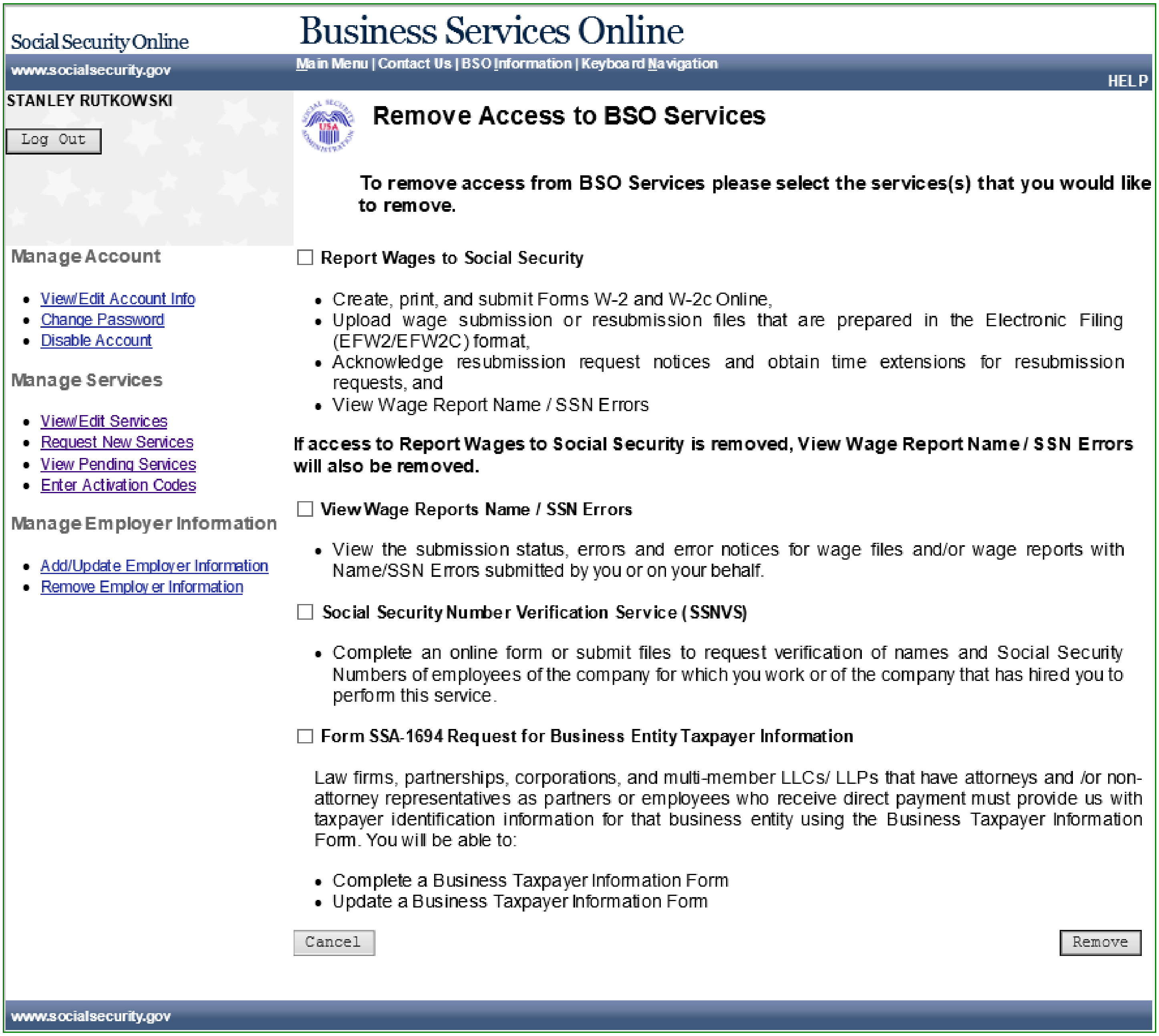
Special Services Suite:

☐ **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.

39.0 REMOVE ACCESS TO BSO SERVICES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Add/Update Employer Information
Remove Employer Information

Remove Access to BSO Services

To remove access from BSO Services please select the services(s) that you would like to remove.

☐ **Report Wages to Social Security**

- 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

If access to Report Wages to Social Security is removed, View Wage Report Name / SSN Errors will also be removed.

☐ **View Wage Reports Name / SSN Errors**

- 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.

☐ **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.

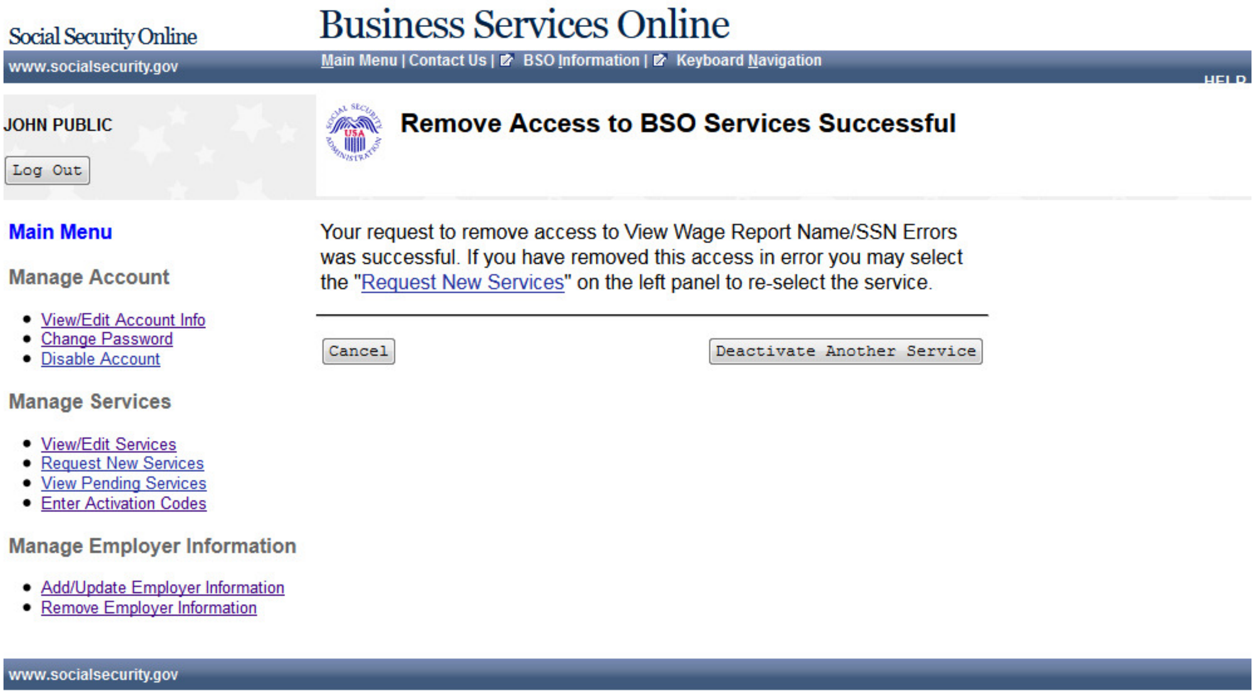
☐ **Form SSA-1694 Request for Business Entity Taxpayer Information**

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
Remove
www.socialsecurity.gov

40.0 REMOVE ACCESS TO BSO SERVICES SUCCESSFUL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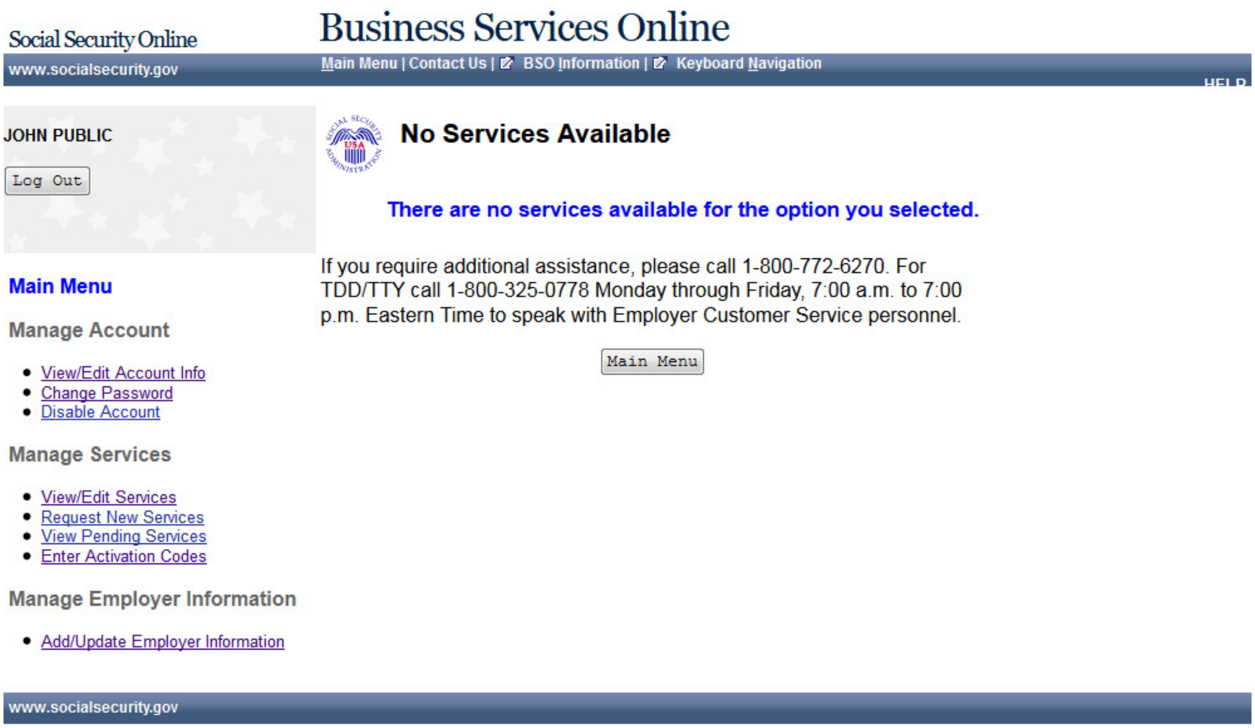
Remove Employer Information
Cancel
Deactivate Another Service
www.socialsecurity.gov

Your request to remove access to View Wage Report Name/SSN Errors was successful. If you have removed this access in error you may select the "Request New Services" on the left panel to re-select the service.

41.0 ACTIVATE ACCESS TO BSO SERVICES - NO SERVICES AVAILABLE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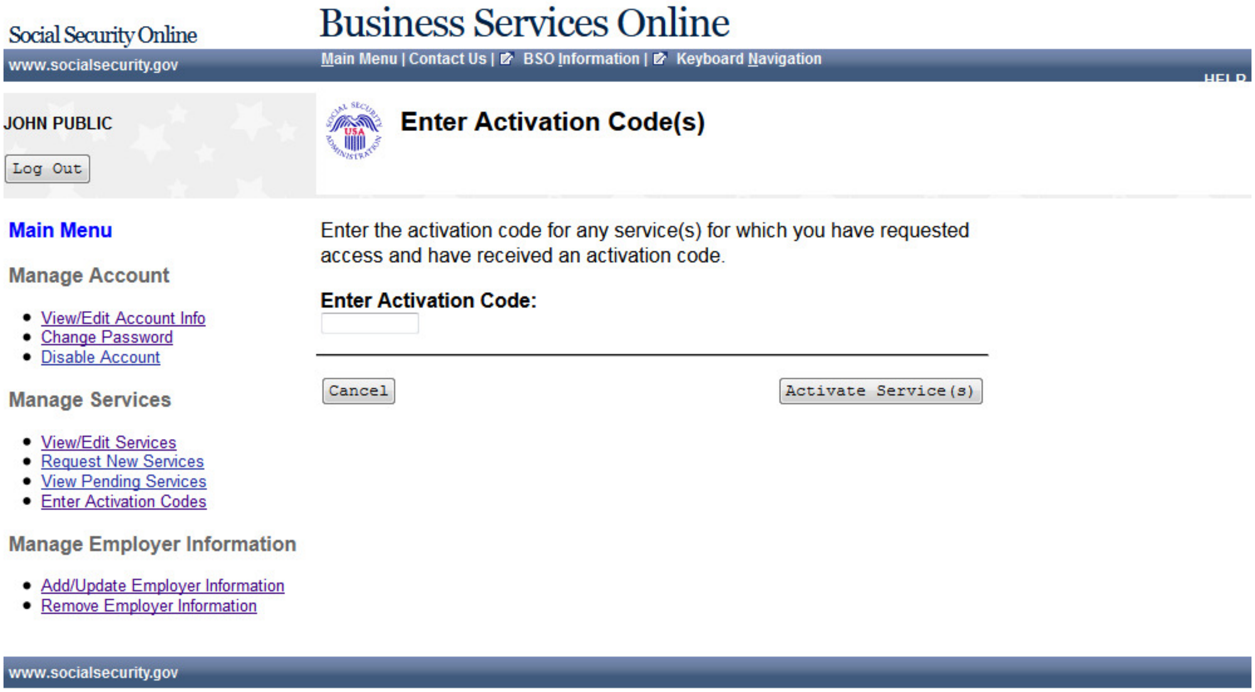
Manage Services
View/Edit Services
Request New Services
View Pending Services
Enter Activation Codes
Manage Employer Information
Add/Update Employer Information
Main Menu
www.socialsecurity.gov

No Services Available

There are no services available for the option you selected.

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

42.0 ACTIVATE ACCESS TO BSO SERVICES

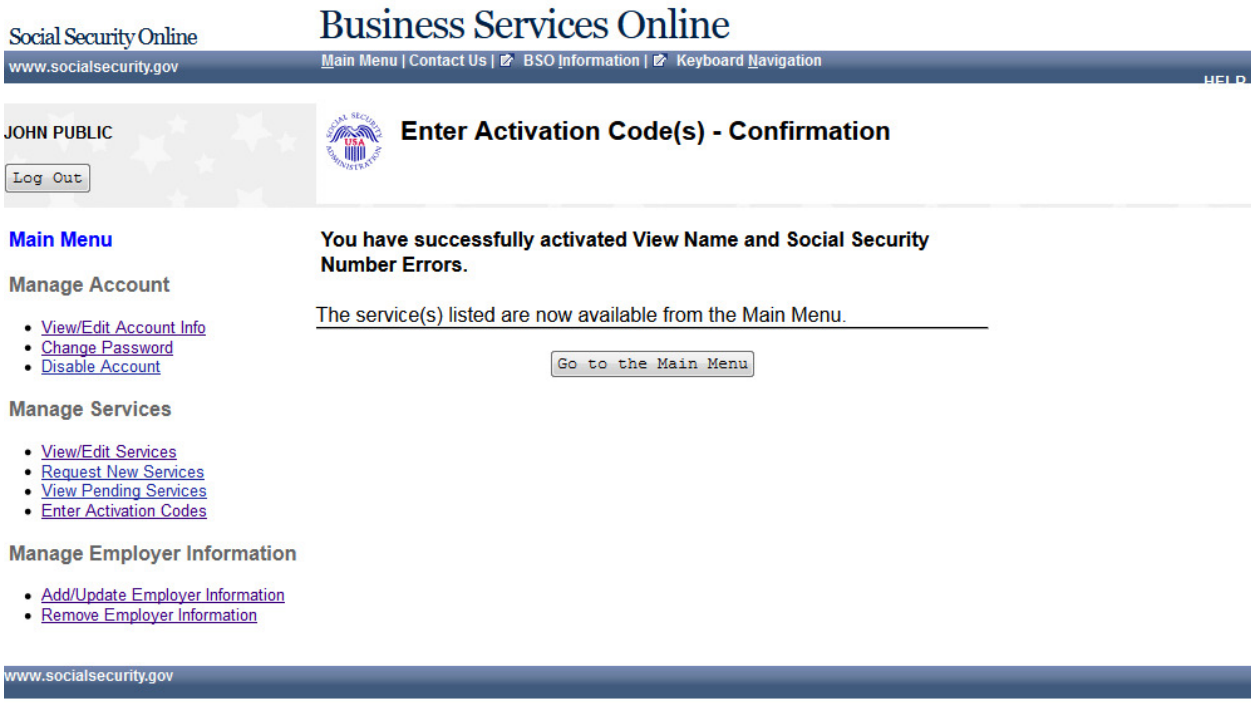

Social Security Online
www.socialsecurity.gov
Business Services Online
Main Menu | Contact Us | BSO Information | Keyboard Navigation
HELP
JOHN PUBLIC
Log Out
Main Menu
Manage Account
View/Edit Account Info
Change Password
Disable Account
Manage Services
View/Edit Services
Request New Services
View Pending Services
Enter Activation Codes
Manage Employer Information
Add/Update Employer Information
Remove Employer Information
Cancel
Activate Service(s)
www.socialsecurity.gov

Enter Activation Code(s)

Enter the activation code for any service(s) for which you have requested access and have received an activation code.

Enter Activation Code:

43.0 ACTIVATE ACCESS TO BSO SERVICES SUCCESSFUL


Social Security Online
www.socialsecurity.gov
Business Services Online
Main Menu | Contact Us | BSO Information | Keyboard Navigation
HELP
JOHN PUBLIC
Log Out
Main Menu
Manage Account
View/Edit Account Info
Change Password
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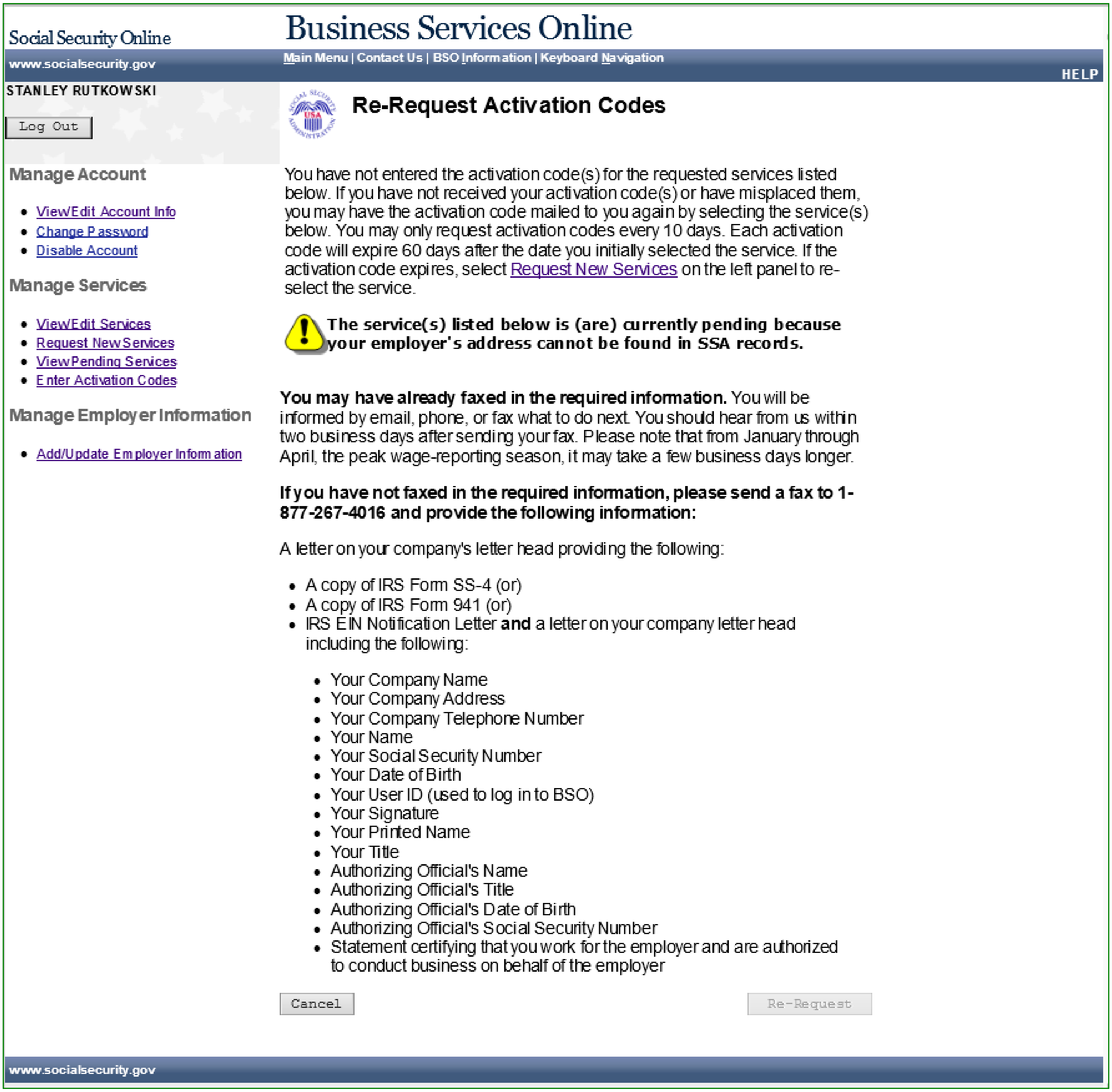
View Pending Services
Enter Activation Codes
Manage Employer Information
Add/Update Employer Information
Remove Employer Information
Go to the Main Menu
www.socialsecurity.gov

Enter Activation Code(s) - Confirmation

You have successfully activated View Name and Social Security Number Errors.

The service(s) listed are now available from the Main Menu.

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


Social Security Online
www.socialsecurity.gov
Business Services Online
Main Menu | Contact Us | BSO Information | Keyboard Navigation
HELP
STANLEY RUTKOWSKI
Log Out
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
Cancel
Re-Request
www.socialsecurity.gov

Re-Request Activation Codes

You have not entered the activation code(s) for the requested services listed below. If you have not received your activation code(s) or have misplaced them, you may have the activation code mailed to you again by selecting the service(s) below. You may only request activation codes every 10 days. Each activation code will expire 60 days after the date you initially selected the service. If the activation code expires, select Request New Services on the left panel to re-select the service.

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

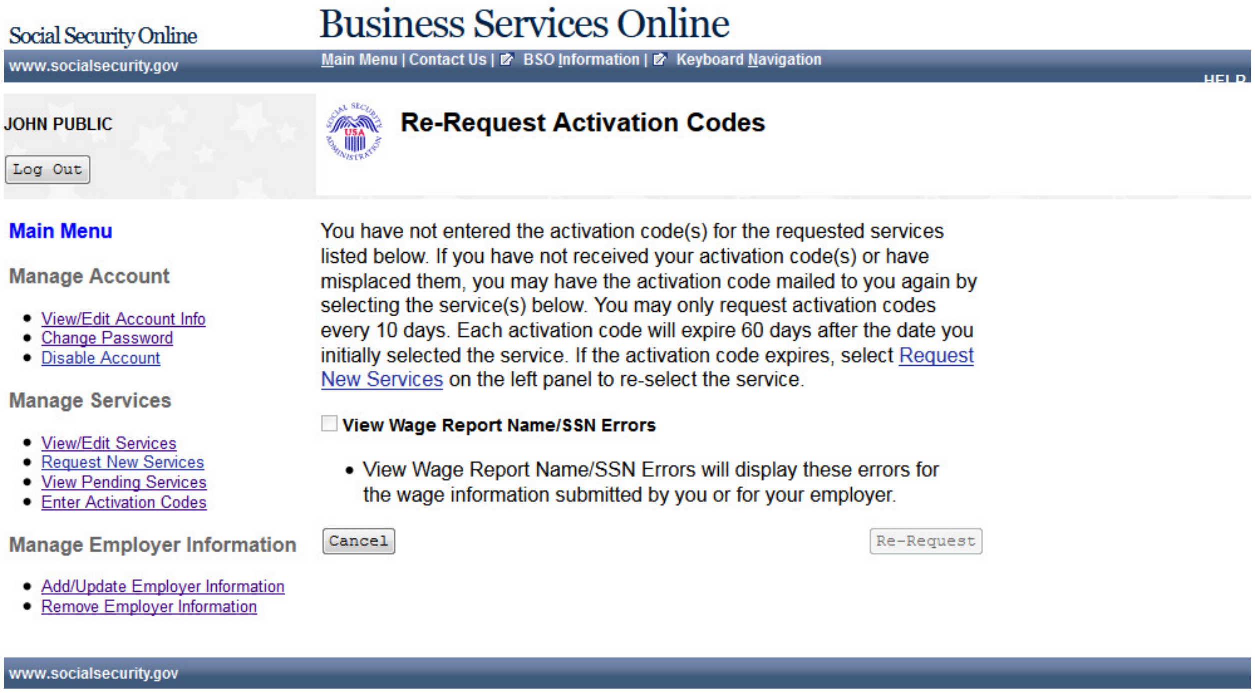
You may have already faxed in the required information. You will be informed by email, phone, or fax what to do next. You should hear from us within two business days after sending your fax. Please note that from January through April, the peak wage-reporting season, it may take a few business days longer.

If you have not faxed in the required information, please send a fax to 1-877-267-4016 and provide the following information:

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

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

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


Social Security Online
www.socialsecurity.gov
Business Services Online
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HELP
JOHN PUBLIC
Log Out
Main Menu
Manage Account
View/Edit Account Info
Change Password
Disable Account
Manage Services
View/Edit Services
Request New Services
View Pending Services
Enter Activation Codes
Manage Employer Information
Add/Update Employer Information
Remove Employer Information
Cancel
Re-Request
www.socialsecurity.gov

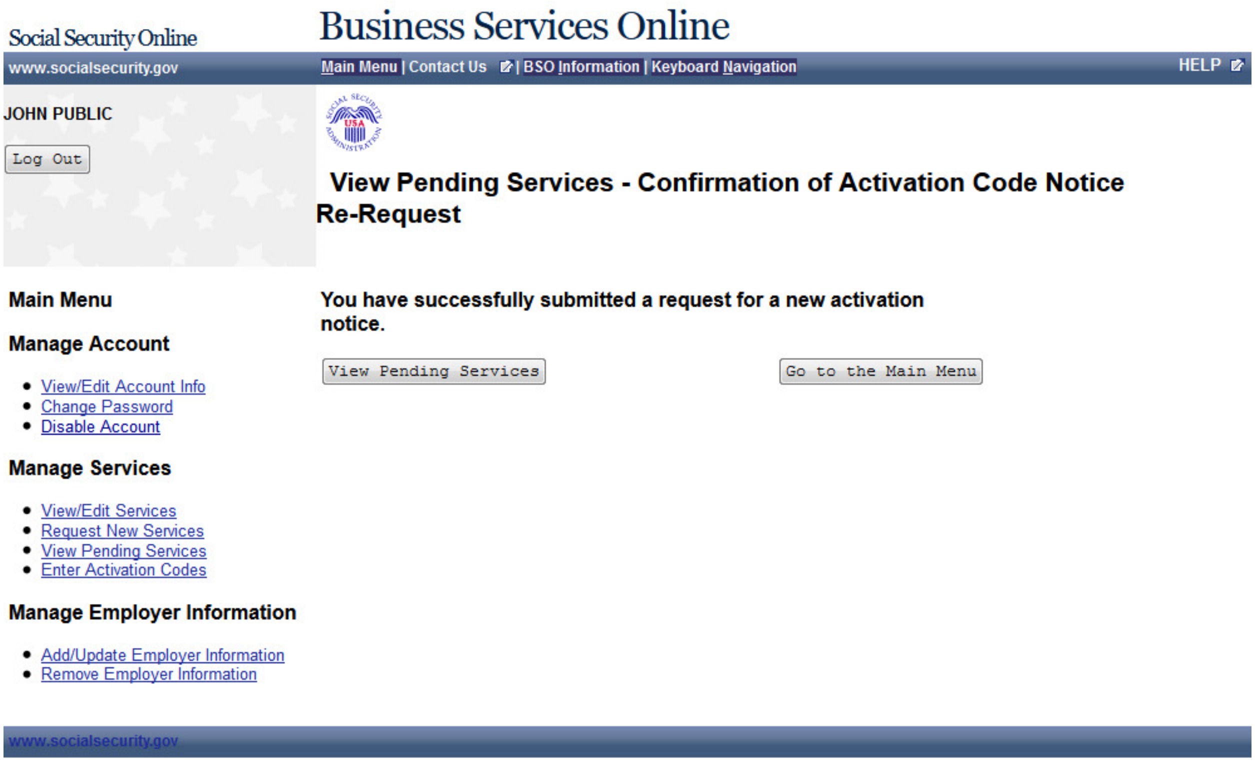
Re-Request Activation Codes

You have not entered the activation code(s) for the requested services listed below. If you have not received your activation code(s) or have misplaced them, you may have the activation code mailed to you again by selecting the service(s) below. You may only request activation codes every 10 days. Each activation code will expire 60 days after the date you initially selected the service. If the activation code expires, select Request New Services on the left panel to re-select the service.

☐ **View Wage Report Name/SSN Errors**

- View Wage Report Name/SSN Errors will display these errors for the wage information submitted by you or for your employer.

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


Social Security Online
Business Services Online
www.socialsecurity.gov
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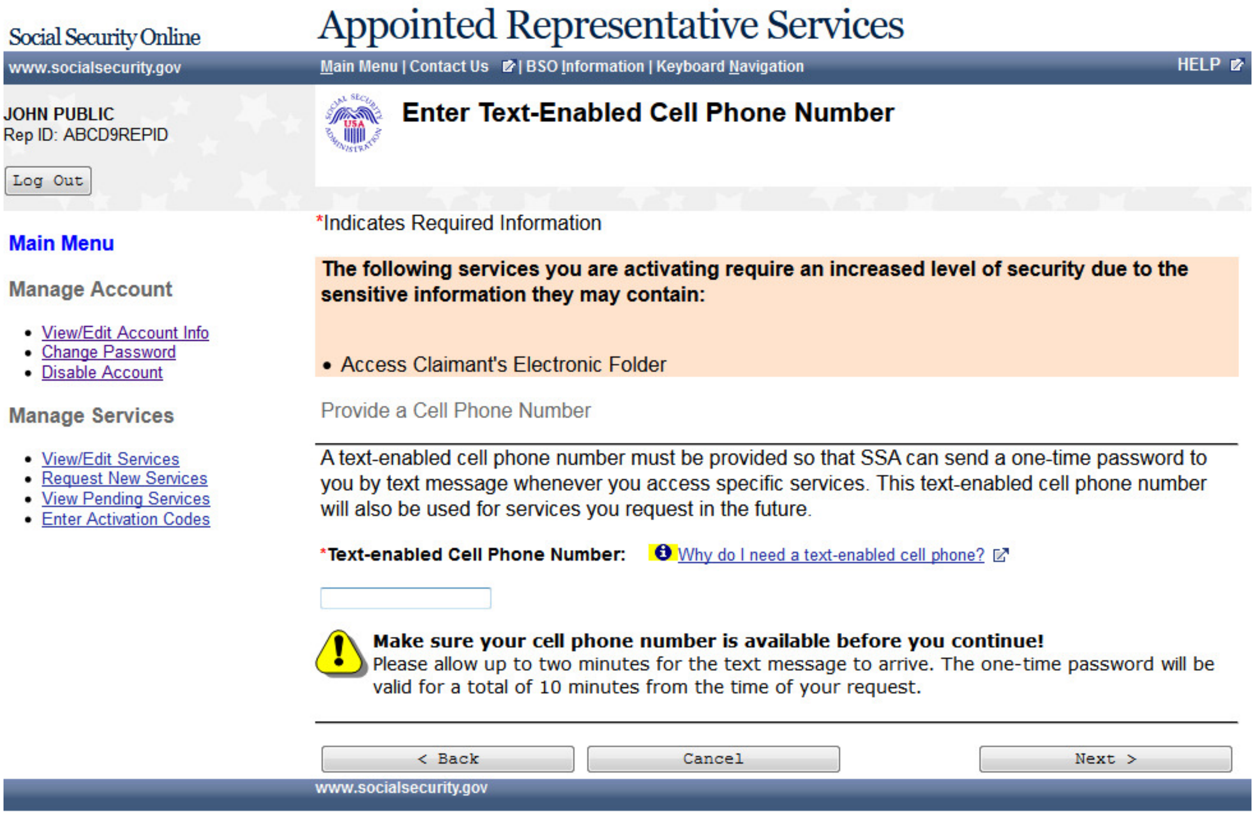
HELP
JOHN PUBLIC
Log Out
Main Menu
Manage Account
View/Edit Account Info
Change Password
Disable Account
Manage Services
View/Edit Services
Request New Services
View Pending Services
Enter Activation Codes
Manage Employer Information
Add/Update Employer Information
Remove Employer Information
View Pending Services
Go to the Main Menu
www.socialsecurity.gov

View Pending Services - Confirmation of Activation Code Notice Re-Request

You have successfully submitted a request for a new activation notice.

47.0 ENTER TEXT-ENABLED CELL PHONE


Social Security Online
Appointed Representative Services
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JOHN PUBLIC
Rep ID: ABCD9REPID
Log Out
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Manage Account
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Disable Account
Manage Services
View/Edit Services
Request New Services
View Pending Services
Enter Activation Codes
< Back
Cancel
Next >
www.socialsecurity.gov

Enter Text-Enabled Cell Phone Number

*Indicates Required Information

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

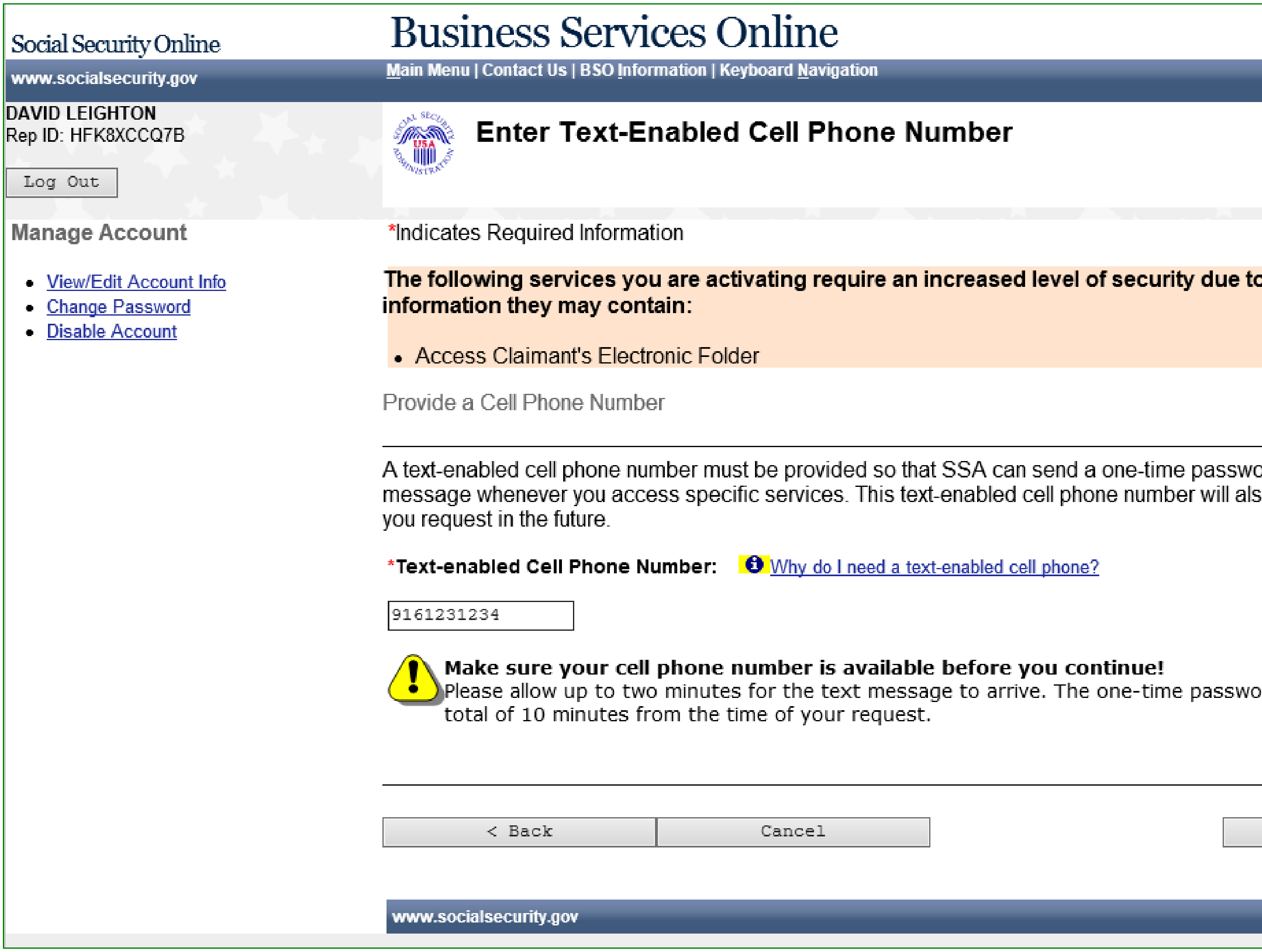
- Access Claimant's Electronic Folder

Provide a Cell Phone Number

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

***Text-enabled Cell Phone Number:** Why do I need a text-enabled cell phone?

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 password will be valid for a total of 10 minutes from the time of your request.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Business Services Online
www.socialsecurity.gov
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Manage Account
View/Edit Account Info
Change Password
Disable Account
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Cancel
www.socialsecurity.gov

DAVID LEIGHTON
Rep ID: HFK8XCCQ7B

Enter Text-Enabled Cell Phone Number

*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

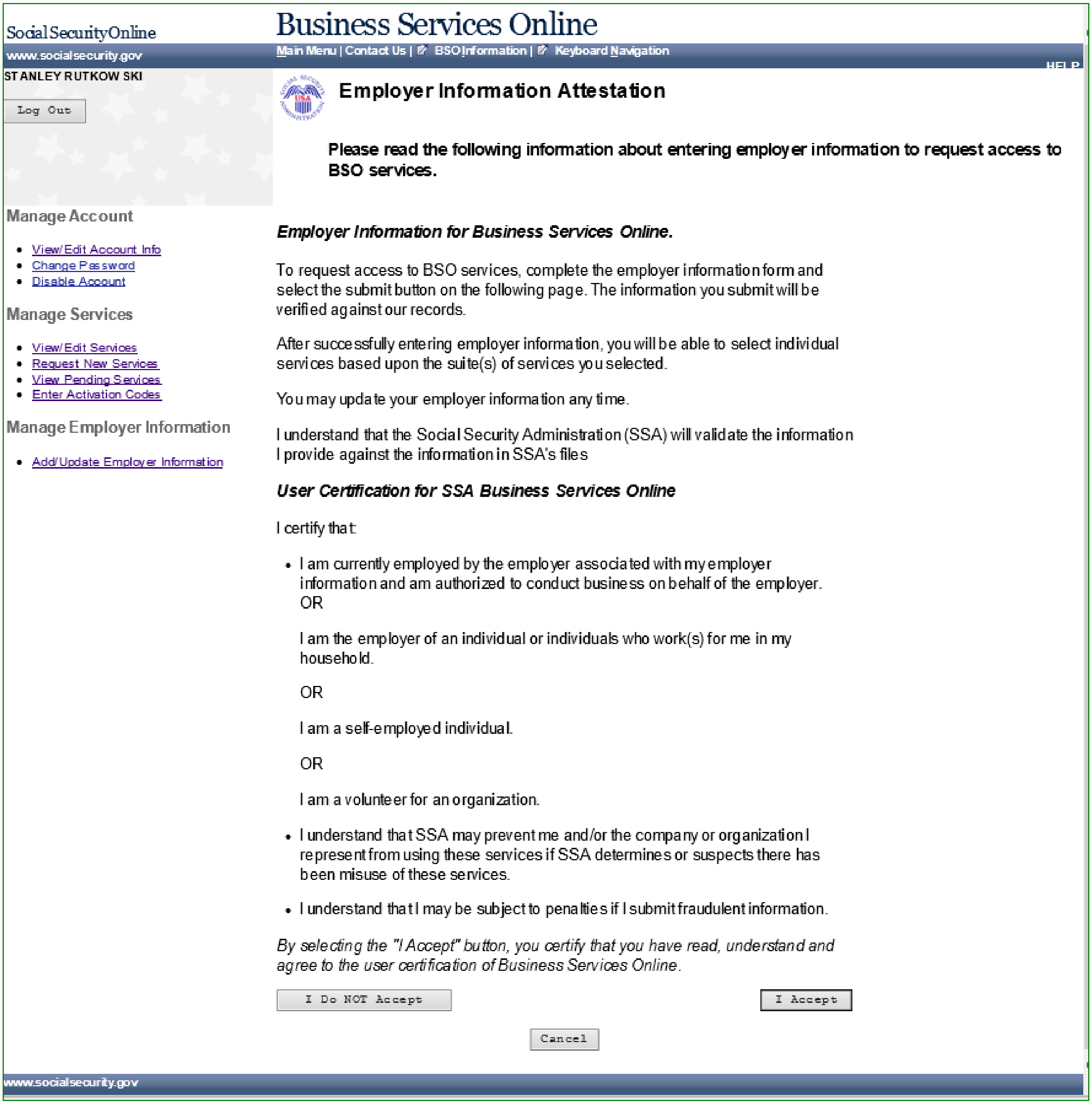
A text-enabled cell phone number must be provided so that SSA can send a one-time passwo message whenever you access specific services. This text-enabled cell phone number will als you request in the future.

***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.

48.0 EMPLOYER INFORMATION ATTESTATION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HELP
STANLEY RUTKOWSKI
Log Out
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
I Do NOT Accept
I Accept
Cancel
www.socialsecurity.gov

Employer Information Attestation

Please read the following information about entering employer information to request access to BSO services.

Employer Information for Business Services Online.

To request access to BSO services, complete the employer information form and select the submit button on the following page. The information you submit will be verified against our records.

After successfully entering employer information, you will be able to select individual services based upon the suite(s) of services you selected.

You may update your employer information 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 am currently employed by the employer associated with my employer information and am authorized to conduct business on behalf of the employer.
  OR

  I am the employer of an individual or individuals who work(s) for me in my household.

  OR

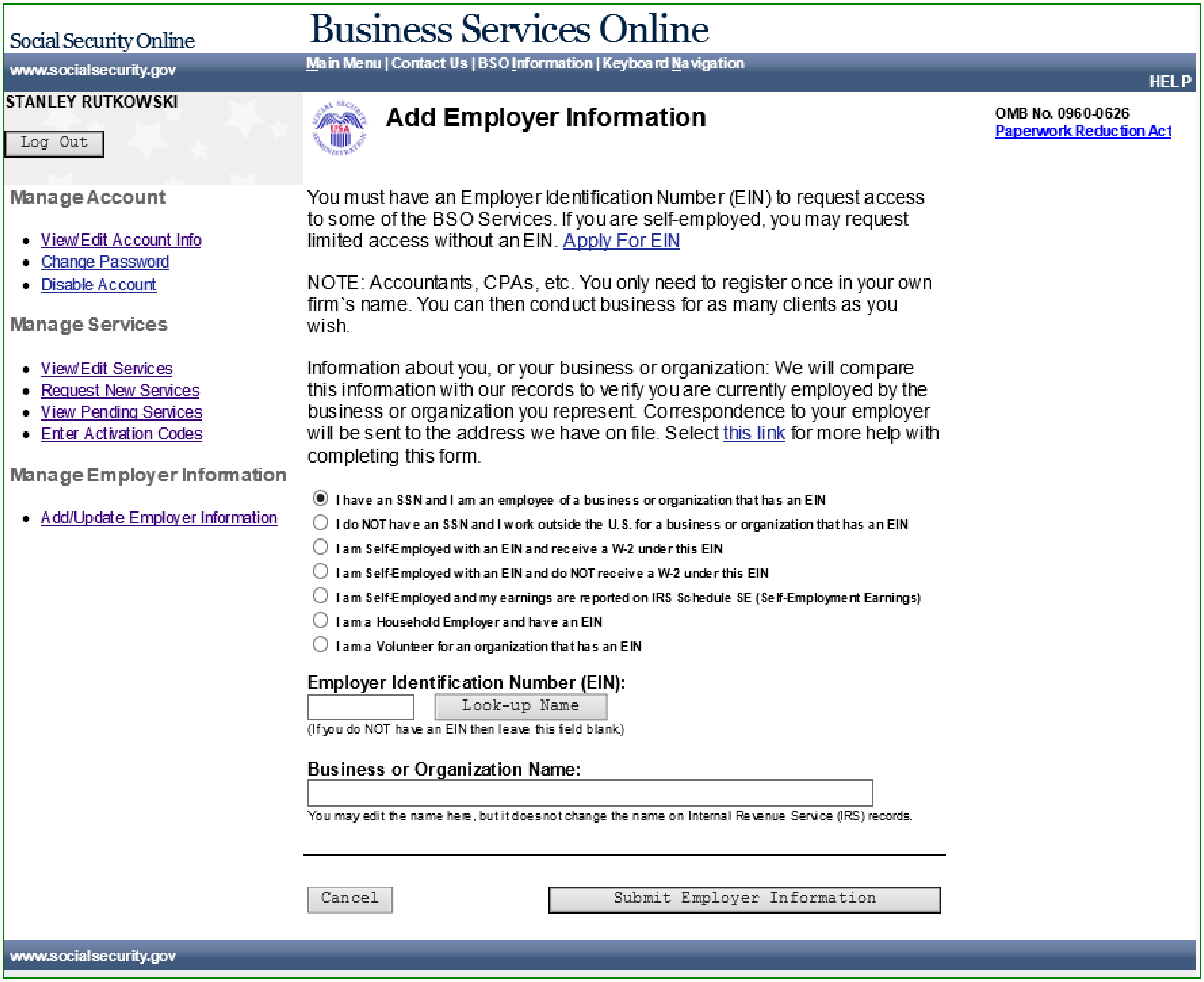
  I am a self-employed individual.

  OR

  I am a volunteer for an organization.
- I understand that SSA may prevent me and/or the company or organization I represent 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.

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

49.0 ADD EMPLOYER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View/Edit Services
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View Pending Services
Enter Activation Codes
Manage Employer Information
Add/Update Employer Information
OMB No. 0960-0626
Paperwork Reduction Act
Look-up Name
Cancel
Submit Employer Information
www.socialsecurity.gov

Add Employer Information

You must have an Employer Identification Number (EIN) to request access to some of the BSO Services. If you are self-employed, you may request limited access without an EIN. Apply For EIN

NOTE: Accountants, CPAs, etc. You only need to register once in your own firm's name. You can then conduct business for as many clients as you wish.

Information about you, or your business or organization: We will compare this information with our records to verify you are currently employed by the business or organization you represent. Correspondence to your employer will be sent to the address we have on file. Select this link for more help with completing this form.

● I have an SSN and I am an employee of a business or organization that has an EIN
○ I do NOT have an SSN and I work outside the U.S. for a business or organization that has an EIN
○ I am Self-Employed with an EIN and receive a W-2 under this EIN
○ I am Self-Employed with an EIN and do NOT receive a W-2 under this EIN
○ I am Self-Employed and my earnings are reported on IRS Schedule SE (Self-Employment Earnings)
○ I am a Household Employer and have an EIN
○ I am a Volunteer for an organization that has an EIN

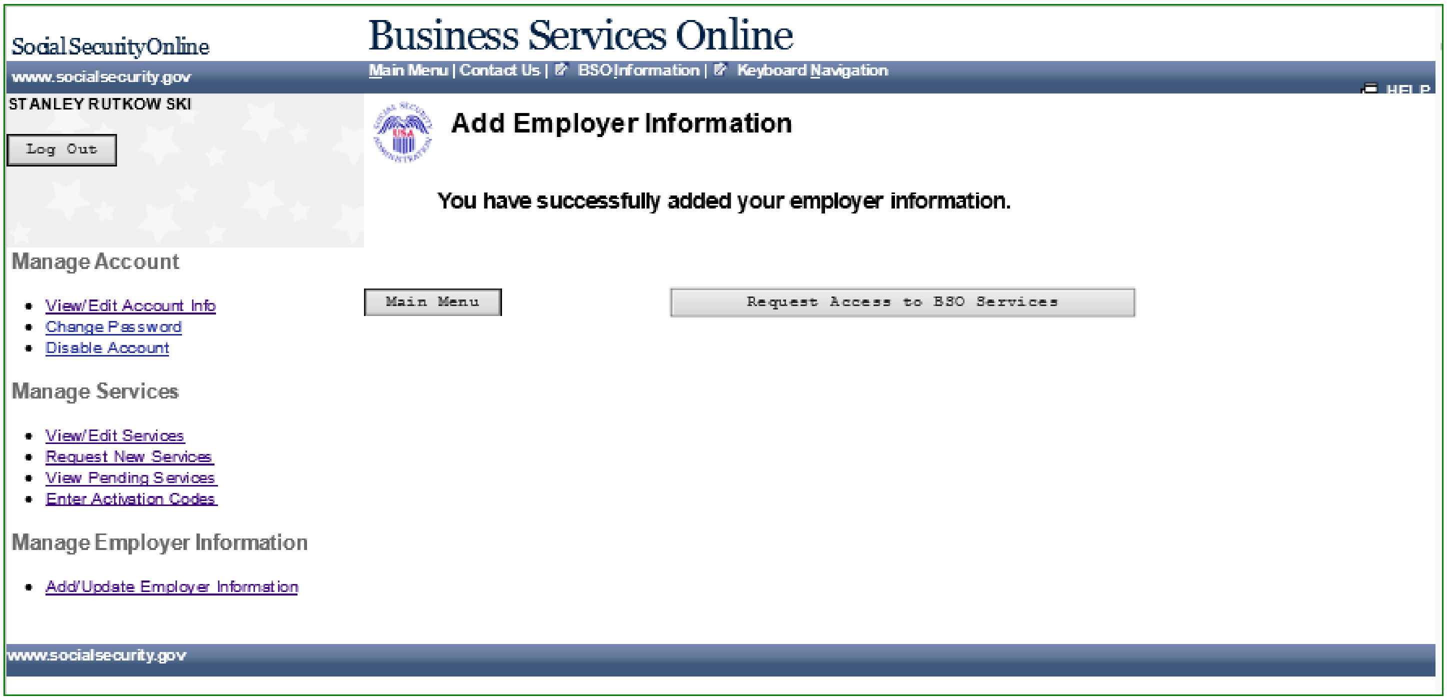
Employer Identification Number (EIN):

(If you do NOT have an EIN then leave this field blank)

Business or Organization Name:

You may edit the name here, but it does not change the name on Internal Revenue Service (IRS) records.

50.0 ADD EMPLOYER INFORMATION SUCCESSFUL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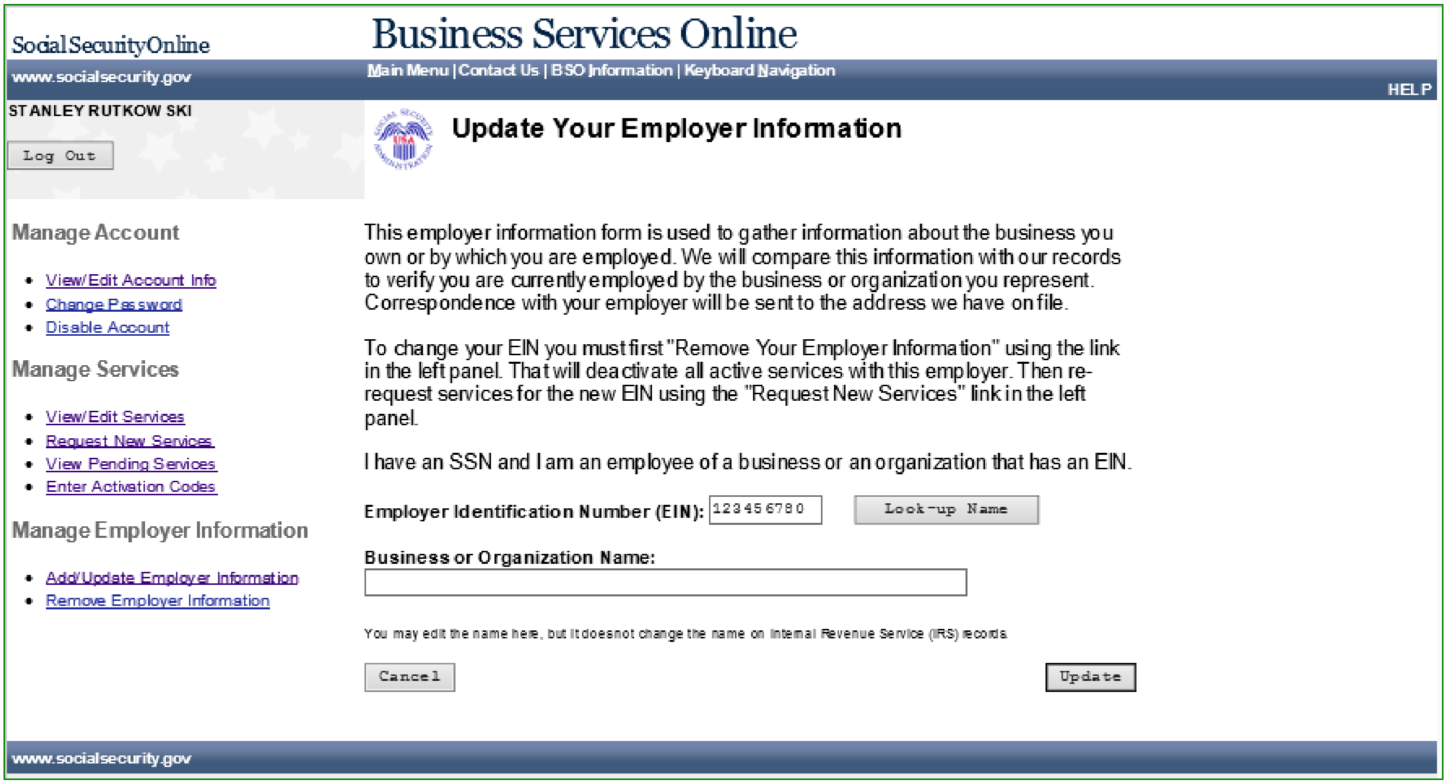
Request Access to BSO Services
www.socialsecurity.gov

Add Employer Information

You have successfully added your employer information.

51.0 UPDATE YOUR EMPLOYER INFORMATION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STANLEY RUTKOWSKI
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Manage Account
View/Edit Account Info
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Manage Services
View/Edit Services
Request New Services
View Pending Services
Enter Activation Codes
Manage Employer Information
Add/Update Employer Information
Remove Employer Information
Look-up Name
Cancel
Update
www.socialsecurity.gov

Update Your Employer Information

This employer information form is used to gather information about the business you own or by which you are employed. We will compare this information with our records to verify you are currently employed by the business or organization you represent. Correspondence with your employer will be sent to the address we have on file.

To change your EIN you must first "Remove Your Employer Information" using the link in the left panel. That will deactivate all active services with this employer. Then re-request services for the new EIN using the "Request New Services" link in the left panel.

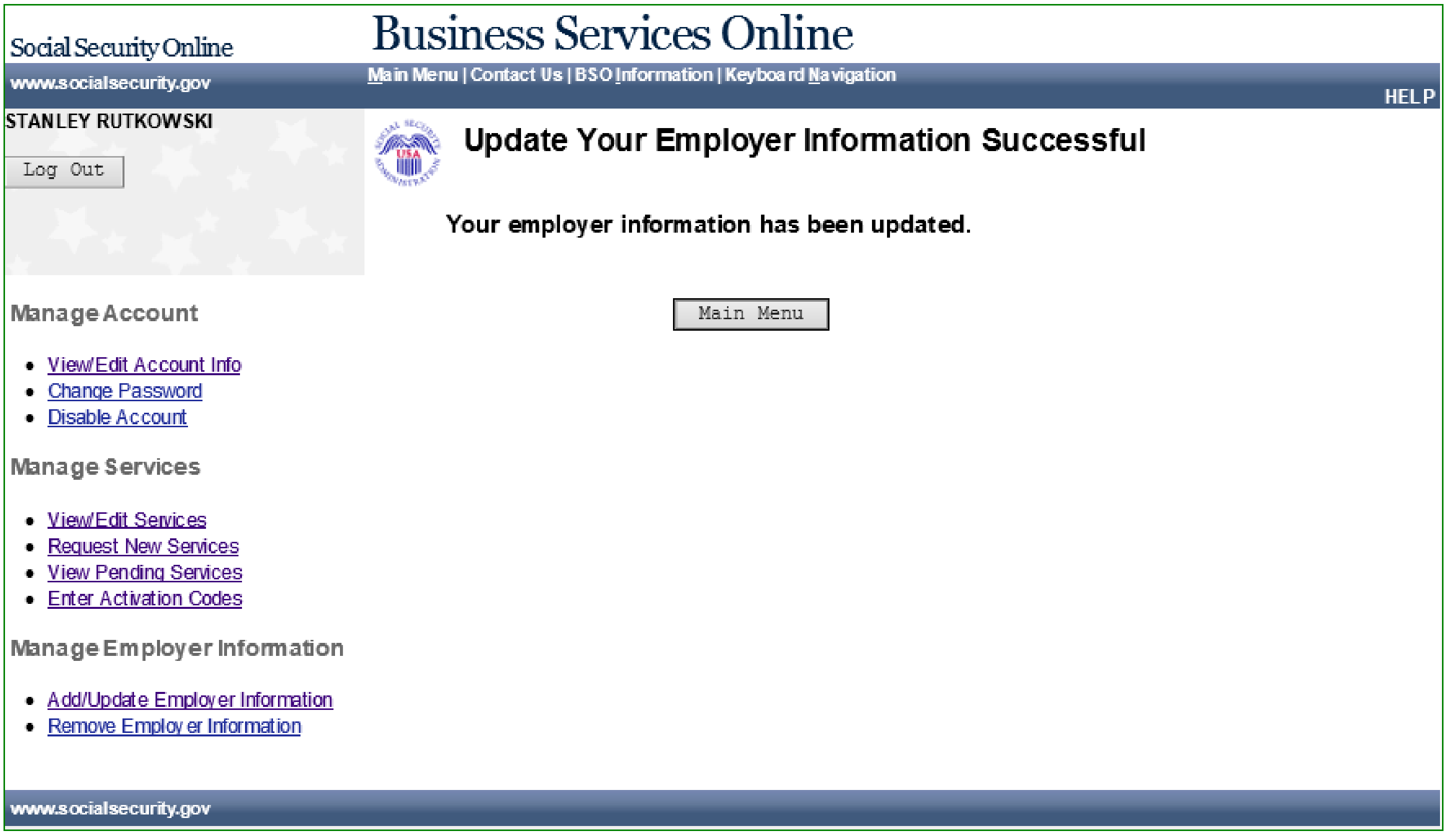
I have an SSN and I am an employee of a business or an organization that has an EIN.

Employer Identification Number (EIN): 123456780

Business or Organization Name:

You may edit the name here, but it does not change the name on Internal Revenue Service (IRS) records.

52.0 UPDATE YOUR EMPLOYER INFORMATION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Remove Employer Information
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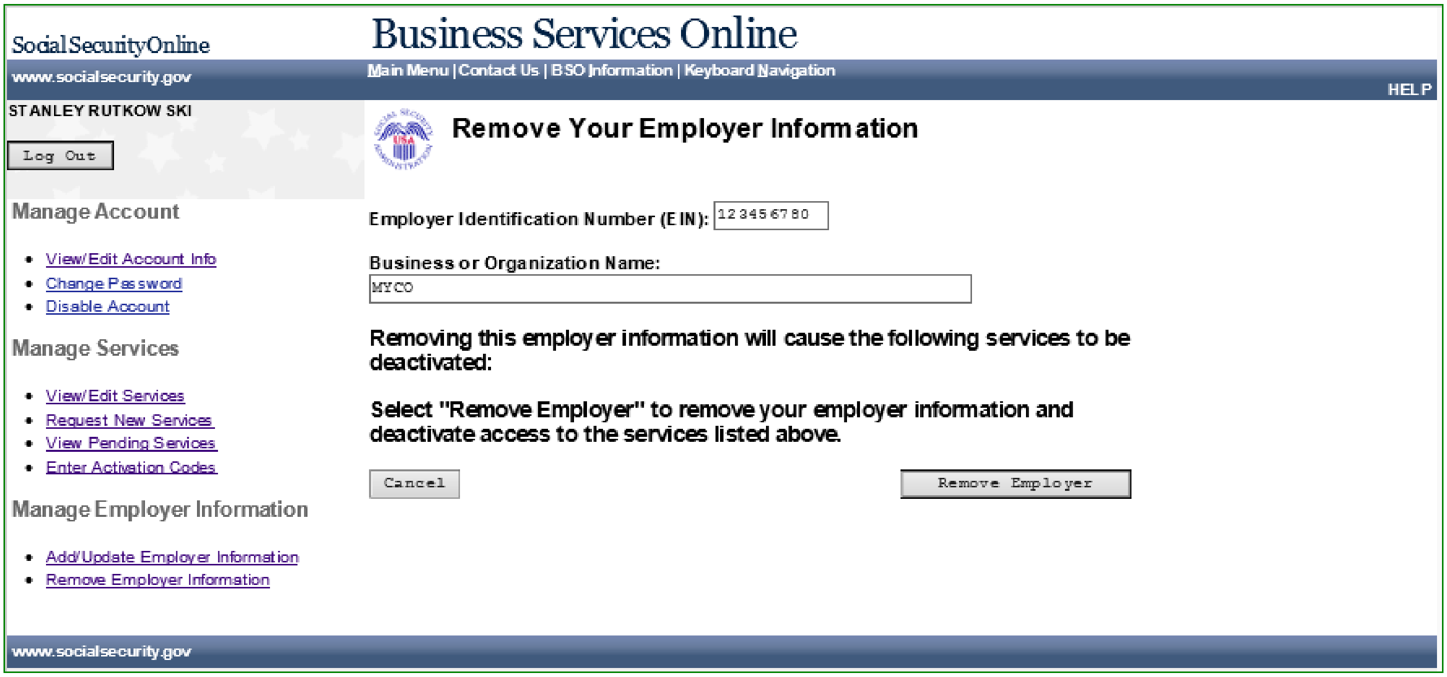
Update Your Employer Information Successful

Your employer information has been updated.

53.0 REMOVE YOUR EMPLOYER INFORMATION



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Business Services Online
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Enter Activation Codes
Manage Employer Information
Add/Update Employer Information
Remove Employer Information
Cancel
Remove Employer
www.socialsecurity.gov

Remove Your Employer Information

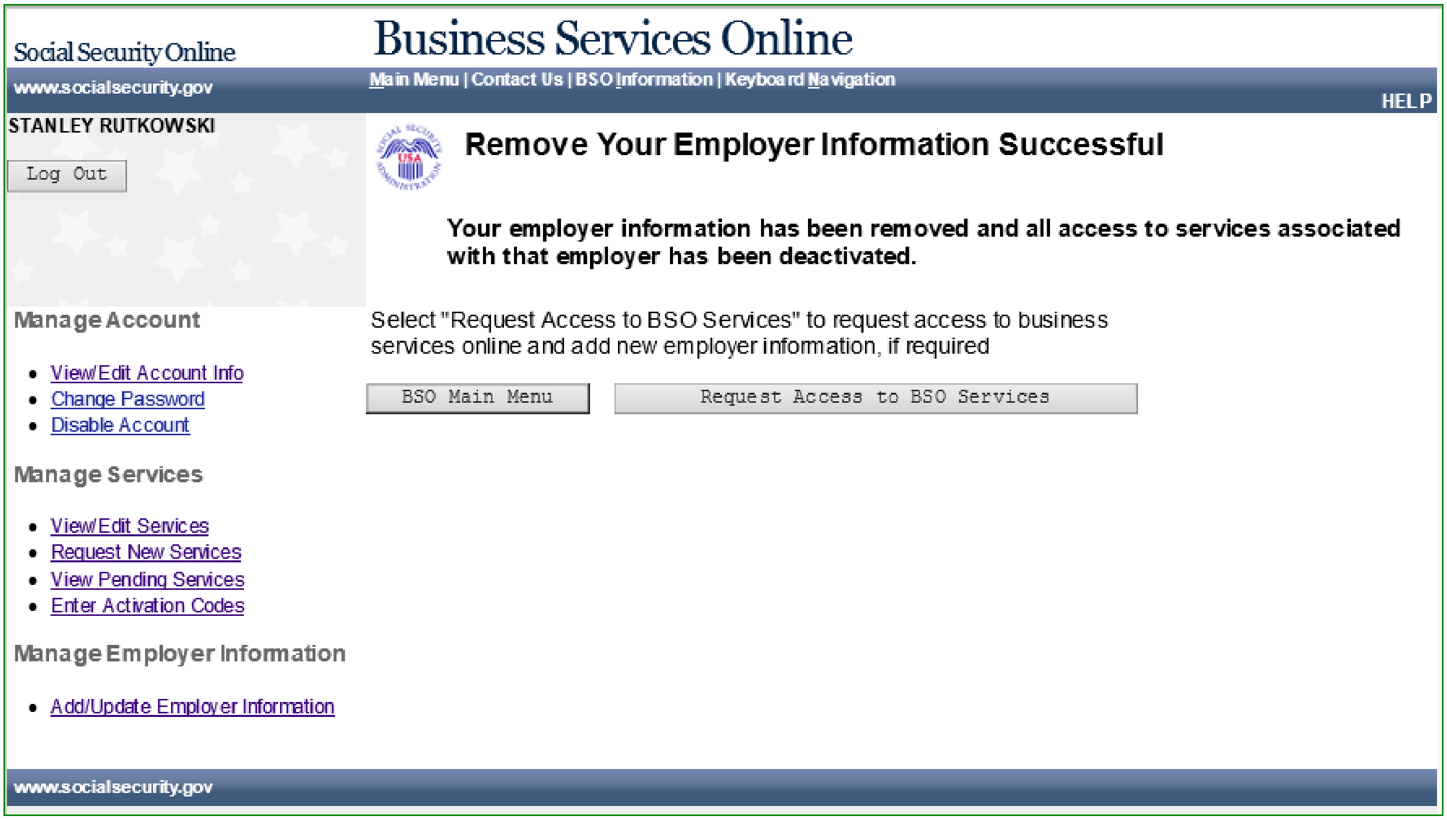
Employer Identification Number (EIN): 123456780

Business or Organization Name: MYCO

Removing this employer information will cause the following services to be deactivated:

Select "Remove Employer" to remove your employer information and deactivate access to the services listed above.

54.0 REMOVE YOUR EMPLOYER INFORMATION SUCCESSFUL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Add/Update Employer Information
BSO Main Menu
Request Access to BSO Services
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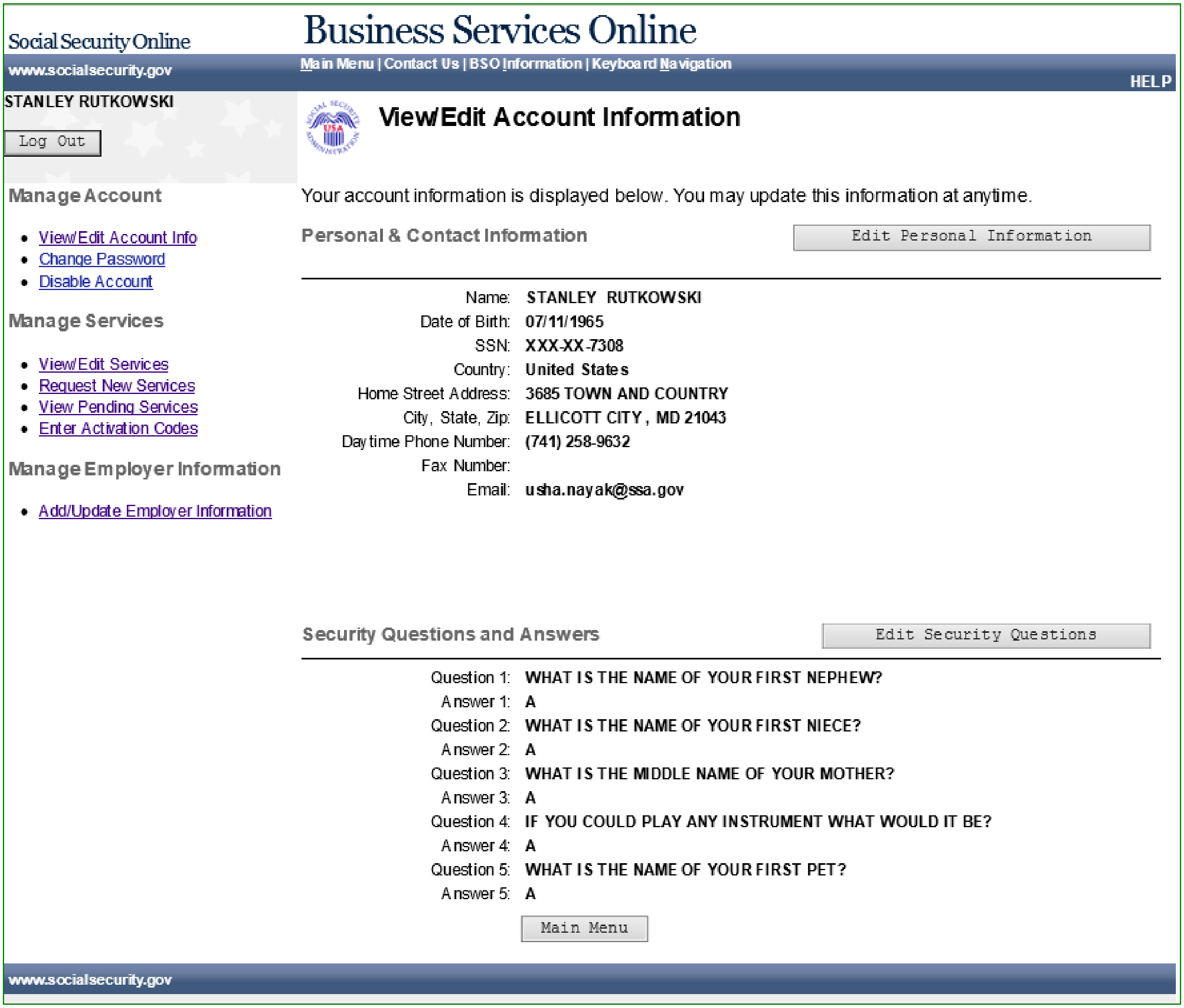
Remove Your Employer Information Successful

Your employer information has been removed and all access to services associated with that employer has been deactivated.

Select "Request Access to BSO Services" to request access to business services online and add new employer information, if required

55.0 VIEW/EDIT ACCOUNT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Add/Update Employer Information
Edit Personal Information
Edit Security Questions
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www.socialsecurity.gov

View/Edit Account Information

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

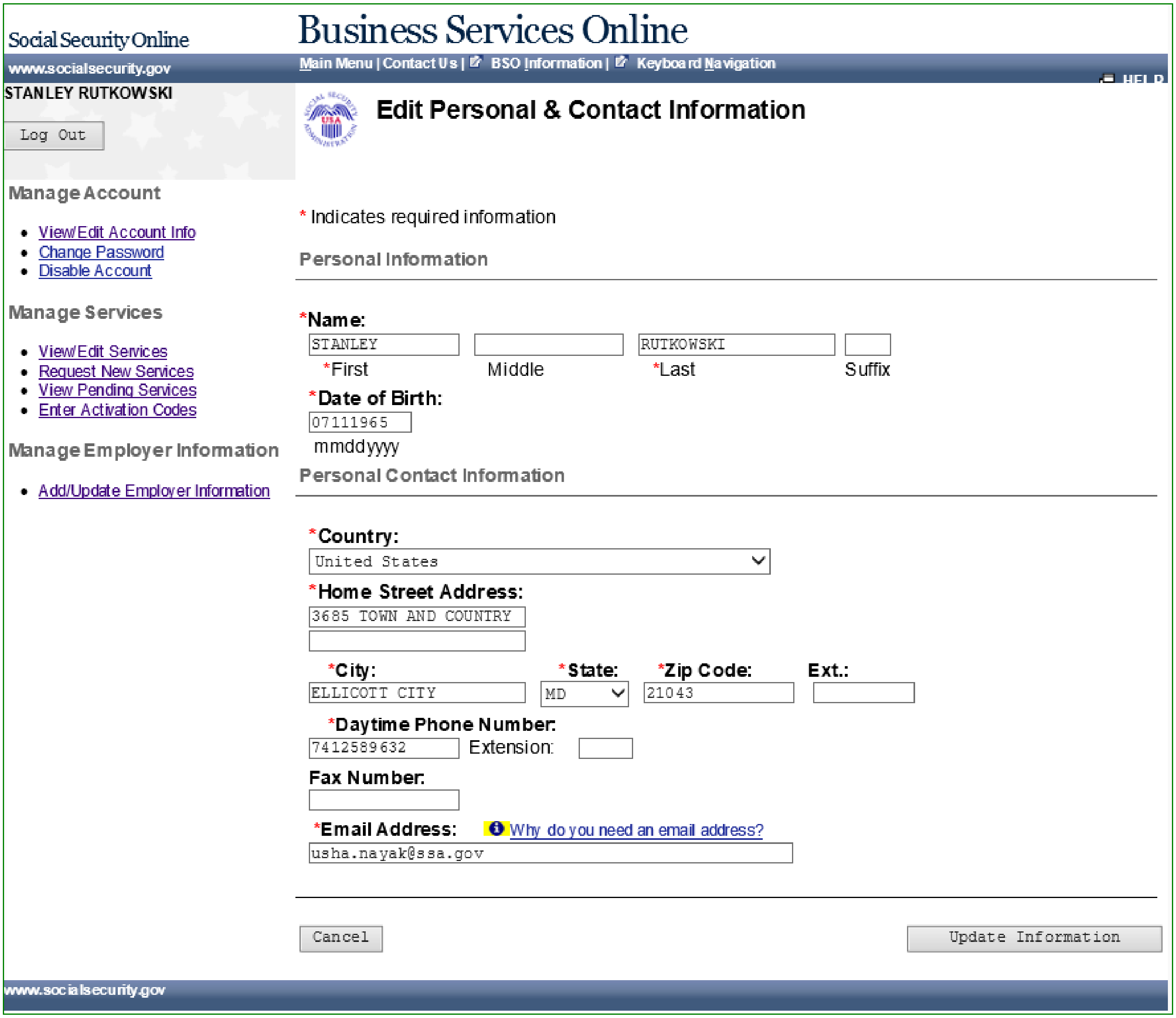
Personal & Contact Information

Name: STANLEY RUTKOWSKI
Date of Birth: 07/11/1965
SSN: XXX-XX-7308
Country: United States
Home Street Address: 3685 TOWN AND COUNTRY
City, State, Zip: ELLICOTT CITY, MD 21043
Daytime Phone Number: (741) 258-9632
Fax Number:
Email: usha.nayak@ssa.gov

Security Questions and Answers

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

56.0 EDIT PERSONAL & CONTACT INFORMATION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Business Services Online
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Manage Account
View/Edit Account Info
Change Password
Disable Account
Manage Services
View/Edit Services
Request New Services
View Pending Services
Enter Activation Codes
Manage Employer Information
Add/Update Employer Information
Cancel
Update Information
www.socialsecurity.gov

Edit Personal & Contact Information

* Indicates required information

Personal Information

***Name:**

*First: STANLEY
Middle:
*Last: RUTKOWSKI
Suffix:

***Date of Birth:** 07111965
mmddyyyy

Personal Contact Information

***Country:** United States

***Home Street Address:** 3685 TOWN AND COUNTRY

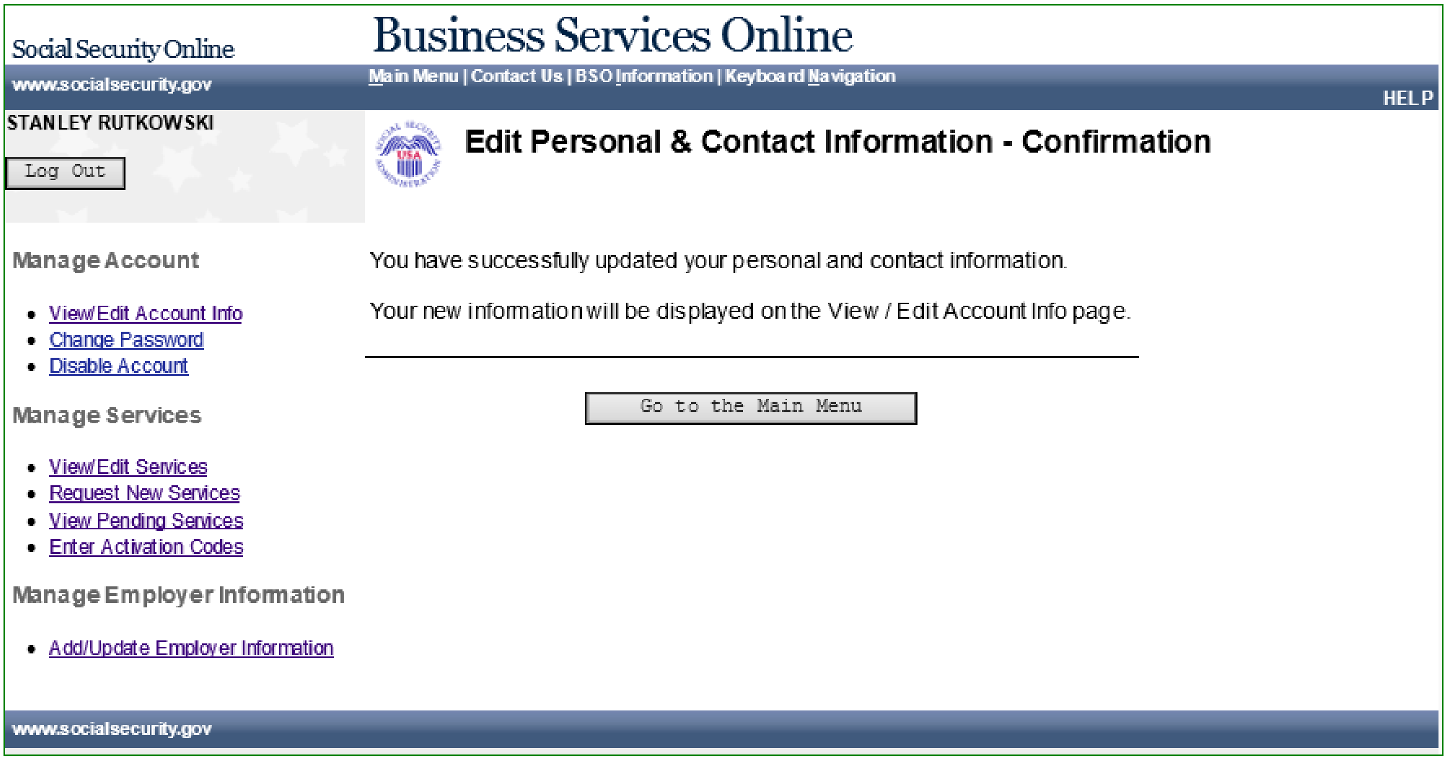
***City:** ELLICOTT CITY
***State:** MD
***Zip Code:** 21043
Ext.:

***Daytime Phone Number:** 7412589632 Extension:

Fax Number:

***Email Address:** Why do you need an email address?
usha.nayak@ssa.gov

57.0 EDIT PERSONAL & CONTACT INFORMATION – CONFIRMATION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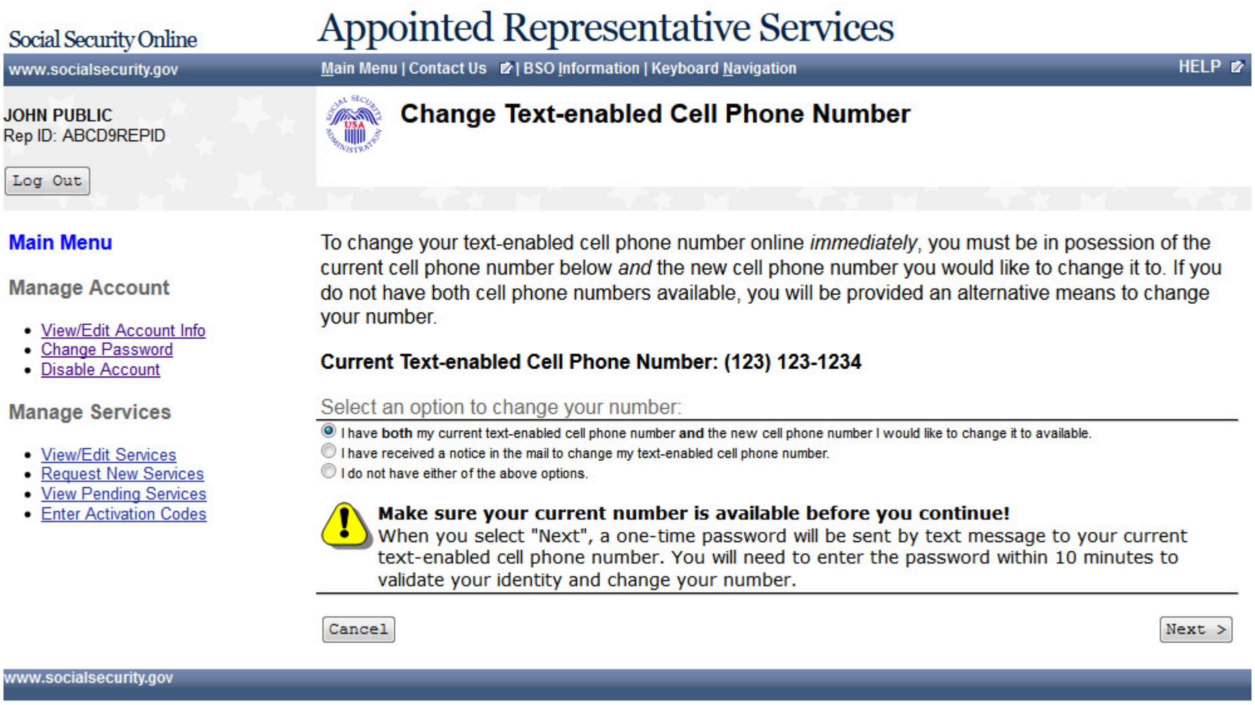
Edit Personal & Contact Information - Confirmation

You have successfully updated your personal and contact information.

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

58.0 CHANGE TEXT-ENABLED CELL PHONE NUMBER - OPTION 1 SELECTED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Appointed Representative Services
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HELP
JOHN PUBLIC
Rep ID: ABCD9REPID
Log Out
Main Menu
Manage Account
View/Edit Account Info
Change Password
Disable Account
Manage Services
View/Edit Services
Request New Services
View Pending Services
Enter Activation Codes
Cancel
Next >
www.socialsecurity.gov

Change Text-enabled Cell Phone Number

To change your text-enabled cell phone number online *immediately*, you must be in posession of the current cell phone number below *and* the new cell phone number you would like to change it to. If you do not have both cell phone numbers available, you will be provided an alternative means to change your number.

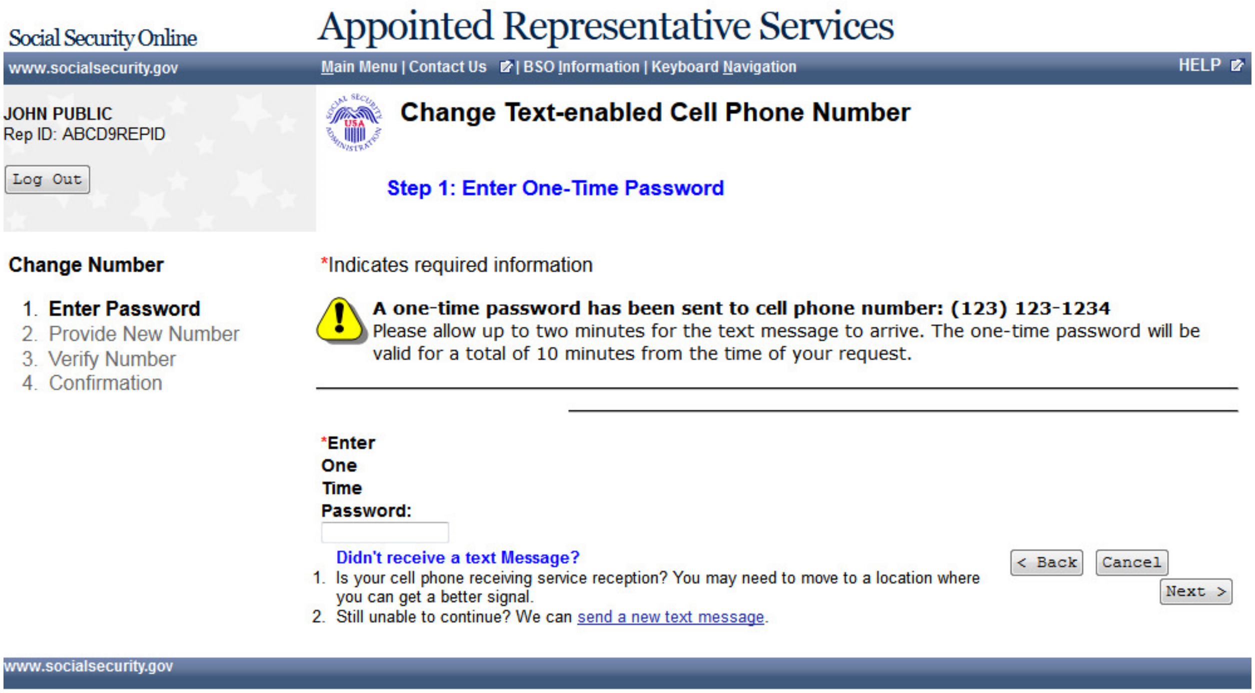
Current Text-enabled Cell Phone Number: (123) 123-1234

Select an option to change your number:

● I have **both** my current text-enabled cell phone number **and** the new cell phone number I would like to change it to available.
○ I have received a notice in the mail to change my text-enabled cell phone number.
○ I do not have either of the above options.

Make sure your current number is available before you continue!
When you select "Next", a one-time password will be sent by text message to your current text-enabled cell phone number. You will need to enter the password within 10 minutes to validate your identity and change your number.

59.0 CHANGE TEXT-ENABLED CELL PHONE NUMBER - STEP 1: ENTER ONE-TIME PASSWORD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JOHN PUBLIC
Rep ID: ABCD9REPID

Change Text-enabled Cell Phone Number

Step 1: Enter One-Time Password

Change Number

1. **Enter Password**
2. Provide New Number
3. Verify Number
4. Confirmation

*Indicates required information

A one-time password has been sent to cell phone number: (123) 123-1234
Please allow up to two minutes for the text message to arrive. The one-time password will be valid for a total of 10 minutes from the time of your request.

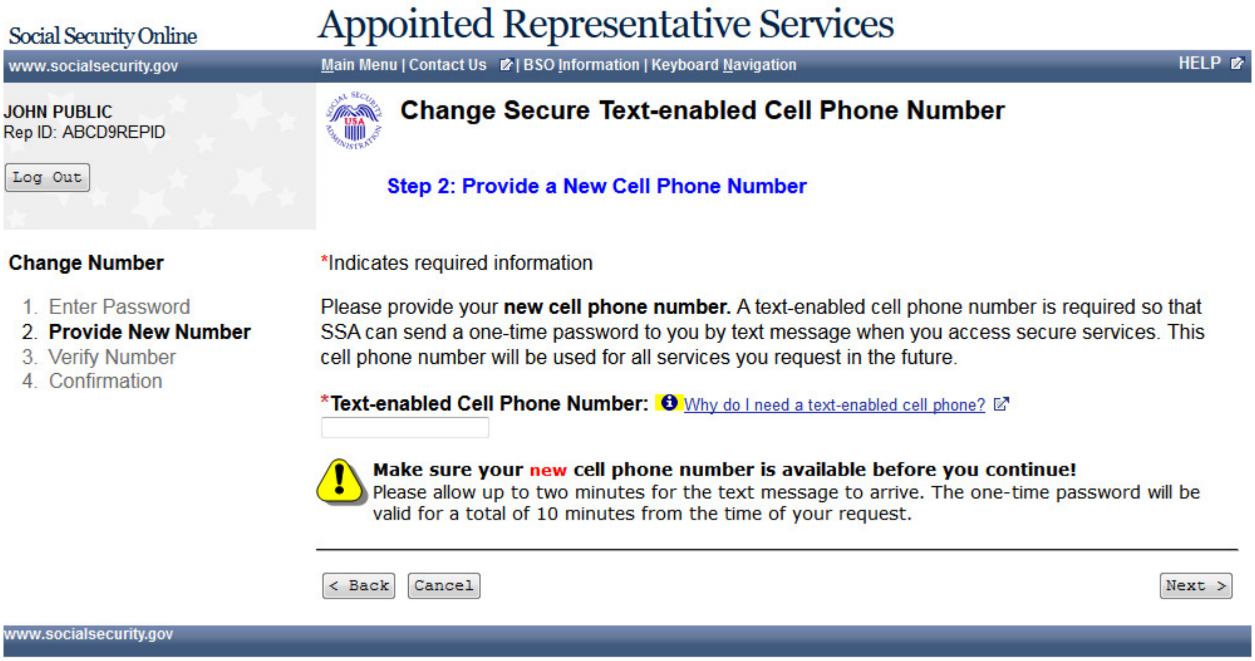
***Enter One Time Password:**

Didn't receive a text Message?

1. Is your cell phone receiving service reception? You may need to move to a location where you can get a better signal.
2. Still unable to continue? We can send a new text message.

www.socialsecurity.gov

60.0 CHANGE TEXT-ENABLED CELL PHONE NUMBER - STEP 2: PROVIDE A NEW CELL PHONE NUMBER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JOHN PUBLIC
Rep ID: ABCD9REPID

Change Secure Text-enabled Cell Phone Number

Step 2: Provide a New Cell Phone Number

Change Number

1. Enter Password
2. **Provide New Number**
3. Verify Number
4. Confirmation

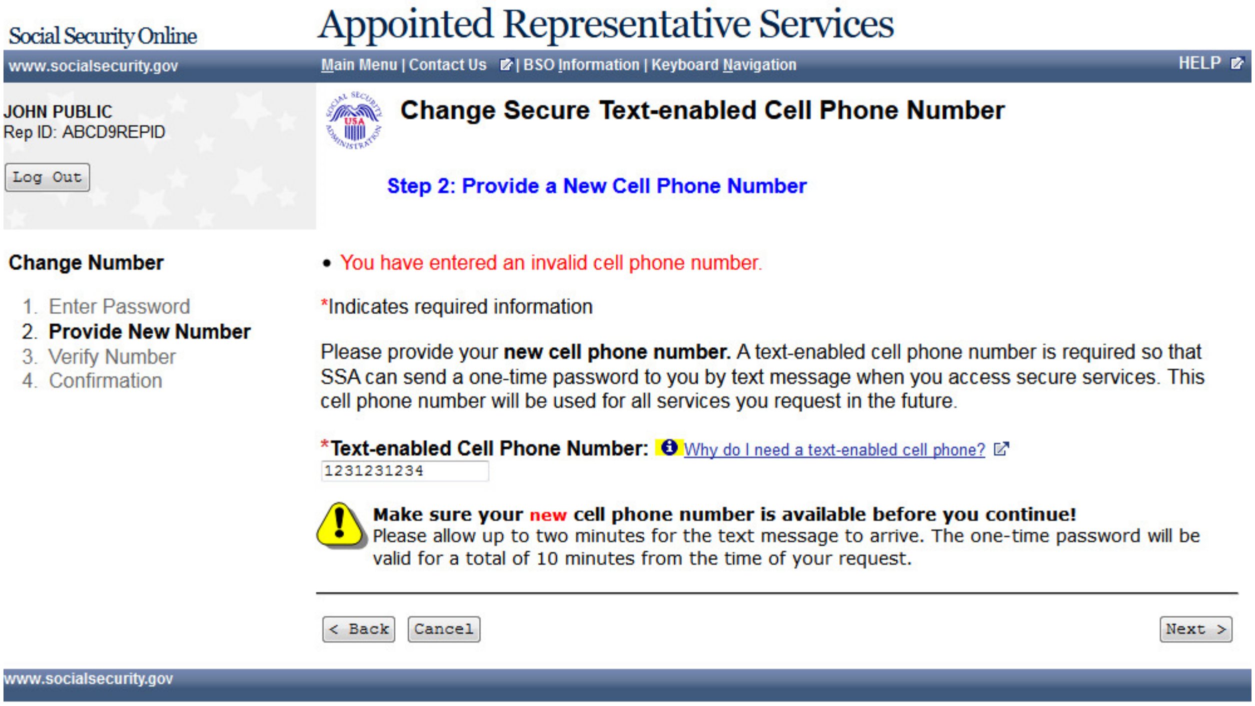
*Indicates required information

Please provide your **new cell phone number.** A text-enabled cell phone number is required so that SSA can send a one-time password to you by text message when you access secure services. This cell phone number will be used for all services you request in the future.

Text-enabled Cell Phone Number: Why do I need a text-enabled cell phone?

Make sure your new cell phone number is available before you continue!
Please allow up to two minutes for the text message to arrive. The one-time password will be valid for a total of 10 minutes from the time of your request.

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


Social Security Online
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www.socialsecurity.gov

JOHN PUBLIC
Rep ID: ABCD9REPID

Change Secure Text-enabled Cell Phone Number

Step 2: Provide a New Cell Phone Number

Change Number

1. Enter Password
2. **Provide New Number**
3. Verify Number
4. Confirmation

- You have entered an invalid cell phone number.

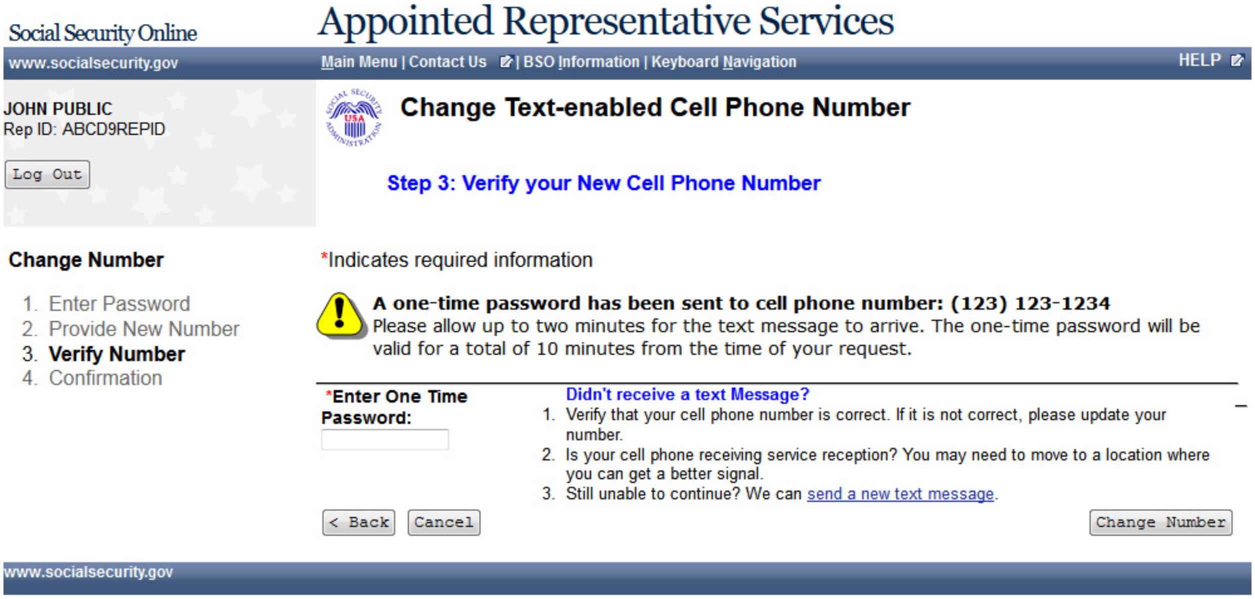
*Indicates required information

Please provide your **new cell phone number.** A text-enabled cell phone number is required so that SSA can send a one-time password to you by text message when you access secure services. This cell phone number will be used for all services you request in the future.

***Text-enabled Cell Phone Number:** Why do I need a text-enabled cell phone?
1231231234

Make sure your new cell phone number is available before you continue!
Please allow up to two minutes for the text message to arrive. The one-time password will be valid for a total of 10 minutes from the time of your request.

62.0 CHANGE TEXT-ENABLED CELL PHONE NUMBER - STEP 3: VERIFY YOUR NEW CELL PHONE NUMBER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Change Number
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JOHN PUBLIC
Rep ID: ABCD9REPID

Change Text-enabled Cell Phone Number

Step 3: Verify your New Cell Phone Number

Change Number

1. Enter Password
2. Provide New Number
3. **Verify Number**
4. Confirmation

*Indicates required information

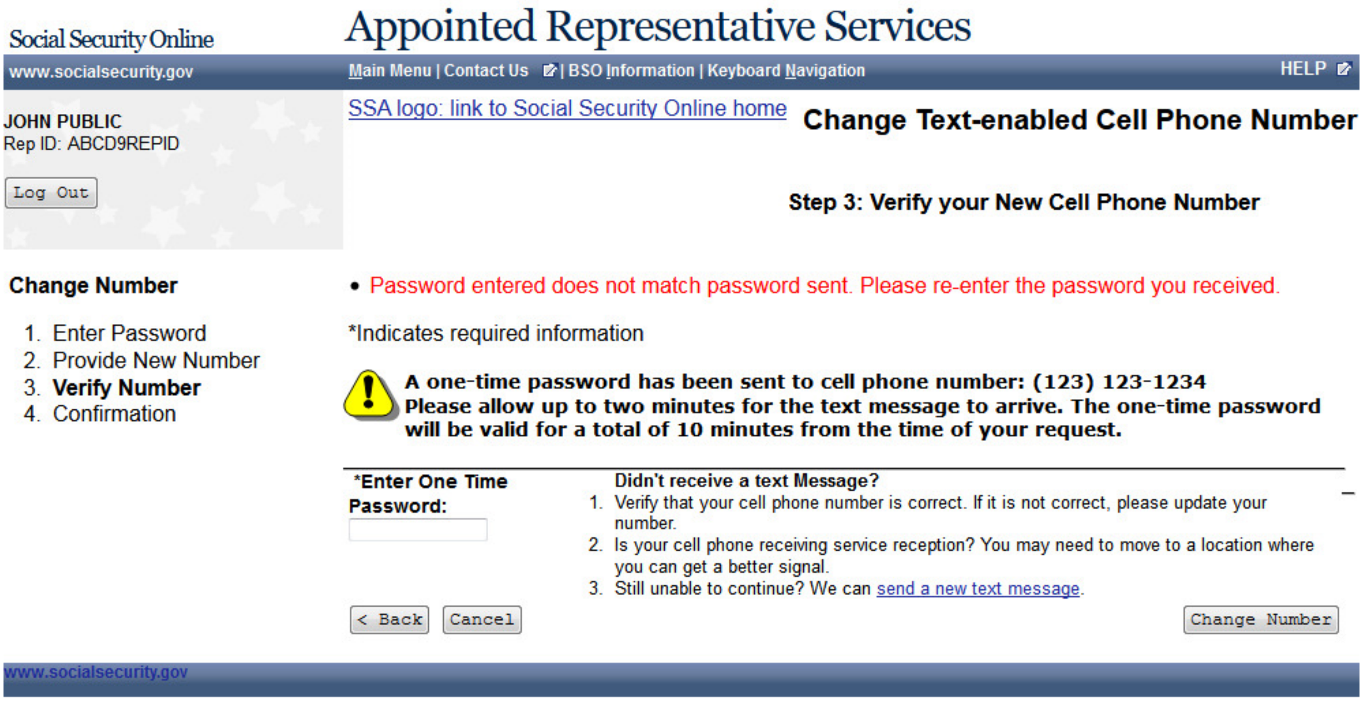
A one-time password has been sent to cell phone number: (123) 123-1234
Please allow up to two minutes for the text message to arrive. The one-time password will be valid for a total of 10 minutes from the time of your request.

***Enter One Time Password:**

Didn't receive a text Message?

1. Verify that your cell phone number is correct. If it is not correct, please update your number.
2. Is your cell phone receiving service reception? You may need to move to a location where you can get a better signal.
3. Still unable to continue? We can send a new text message.

63.0 CHANGE TEXT-ENABLED CELL PHONE NUMBER - STEP 3: VERIFY YOUR NEW CELL PHONE NUMBER - FAIL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JOHN PUBLIC
Rep ID: ABCD9REPID
Log Out
SSA logo: link to Social Security Online home
Change Number
1. Enter Password
2. Provide New Number
3. Verify Number
4. Confirmation
< Back
Cancel
Change Number
www.socialsecurity.gov

Change Text-enabled Cell Phone Number

Step 3: Verify your New Cell Phone Number

- Password entered does not match password sent. Please re-enter the password you received.

*Indicates required information

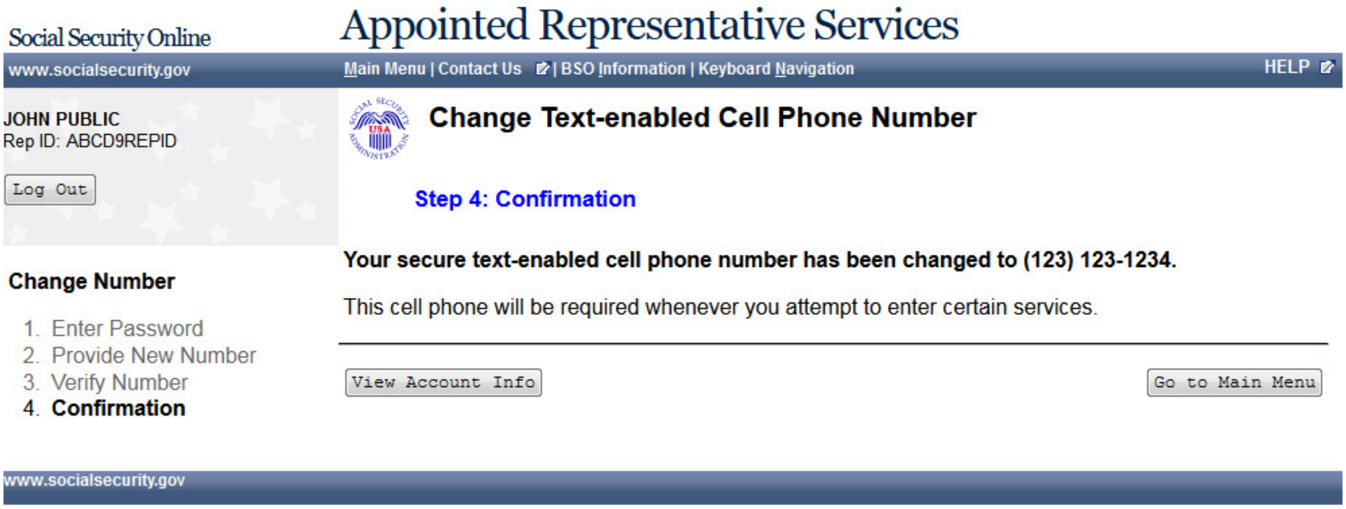
A one-time password has been sent to cell phone number: (123) 123-1234
Please allow up to two minutes for the text message to arrive. The one-time password will be valid for a total of 10 minutes from the time of your request.

***Enter One Time Password:**

Didn't receive a text Message?

1. Verify that your cell phone number is correct. If it is not correct, please update your number.
2. Is your cell phone receiving service reception? You may need to move to a location where you can get a better signal.
3. Still unable to continue? We can send a new text message.

64.0 CHANGE TEXT-ENABLED CELL PHONE NUMBER - STEP 4: CONFIRMATION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JOHN PUBLIC
Rep ID: ABCD9REPID

Change Number

1. Enter Password
2. Provide New Number
3. Verify Number
4. **Confirmation**

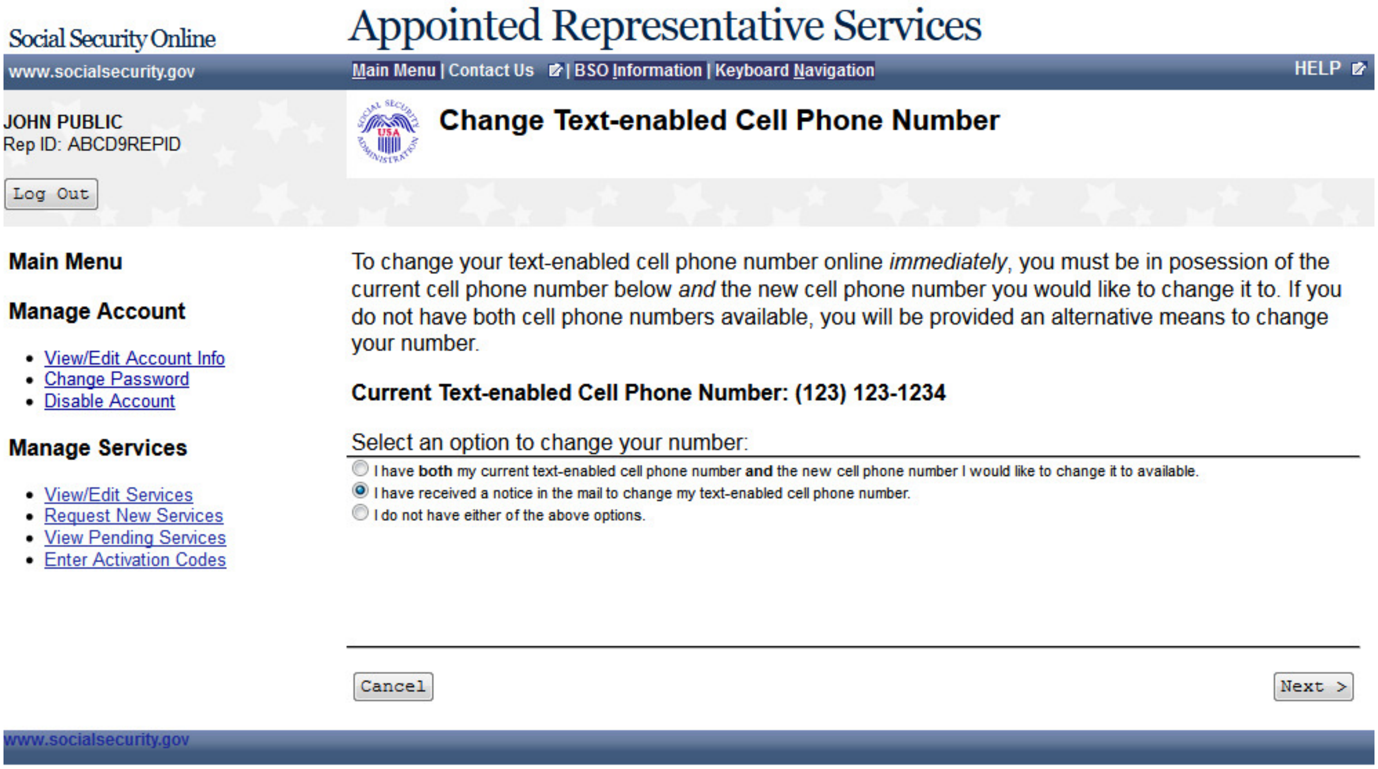
Change Text-enabled Cell Phone Number

Step 4: Confirmation

Your secure text-enabled cell phone number has been changed to (123) 123-1234.

This cell phone will be required whenever you attempt to enter certain services.

65.0 CHANGE TEXT-ENABLED CELL PHONE NUMBER - OPTION 2 SELECTED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JOHN PUBLIC
Rep ID: ABCD9REPID

Change Text-enabled Cell Phone Number

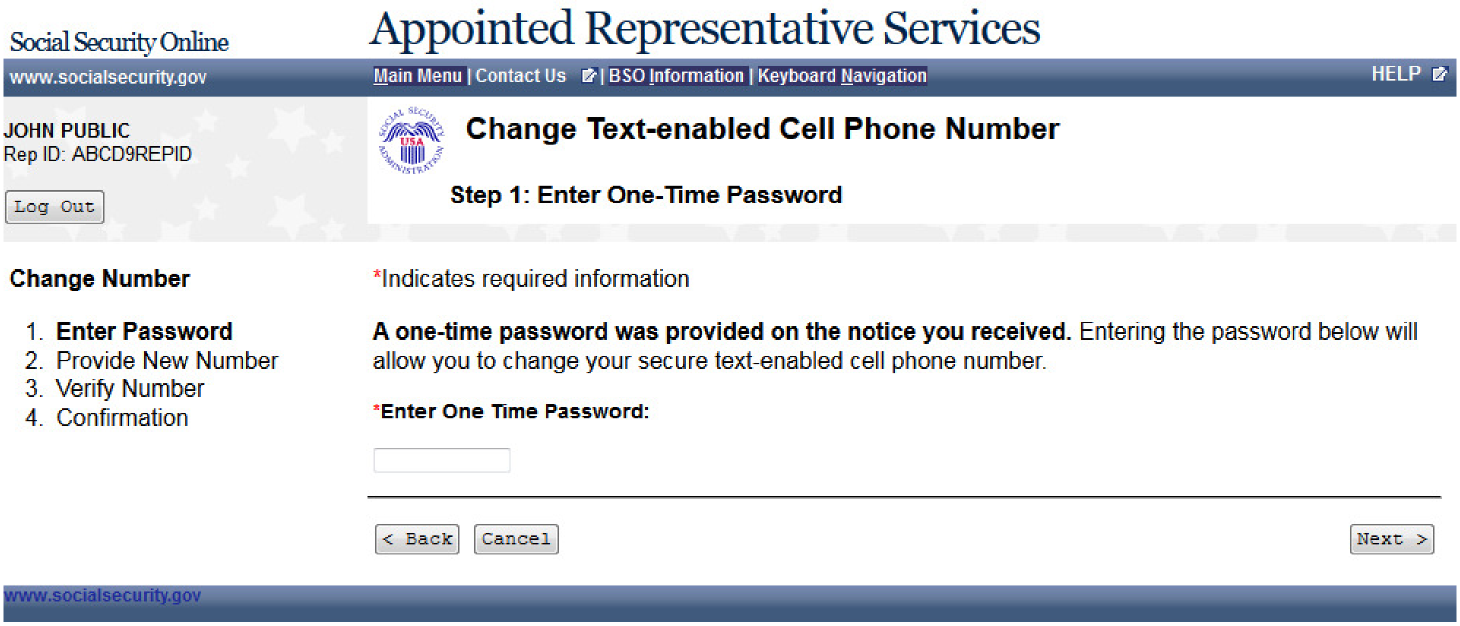
To change your text-enabled cell phone number online *immediately*, you must be in posession of the current cell phone number below *and* the new cell phone number you would like to change it to. If you do not have both cell phone numbers available, you will be provided an alternative means to change your number.

Current Text-enabled Cell Phone Number: (123) 123-1234

Select an option to change your number:

○ I have **both** my current text-enabled cell phone number **and** the new cell phone number I would like to change it to available.
● I have received a notice in the mail to change my text-enabled cell phone number.
○ I do not have either of the above options.

66.0 CHANGE TEXT-ENABLED CELL PHONE NUMBER - STEP 1: ENTER ONE-TIME PASSWORD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Change Text-enabled Cell Phone Number

Step 1: Enter One-Time Password

Change Number

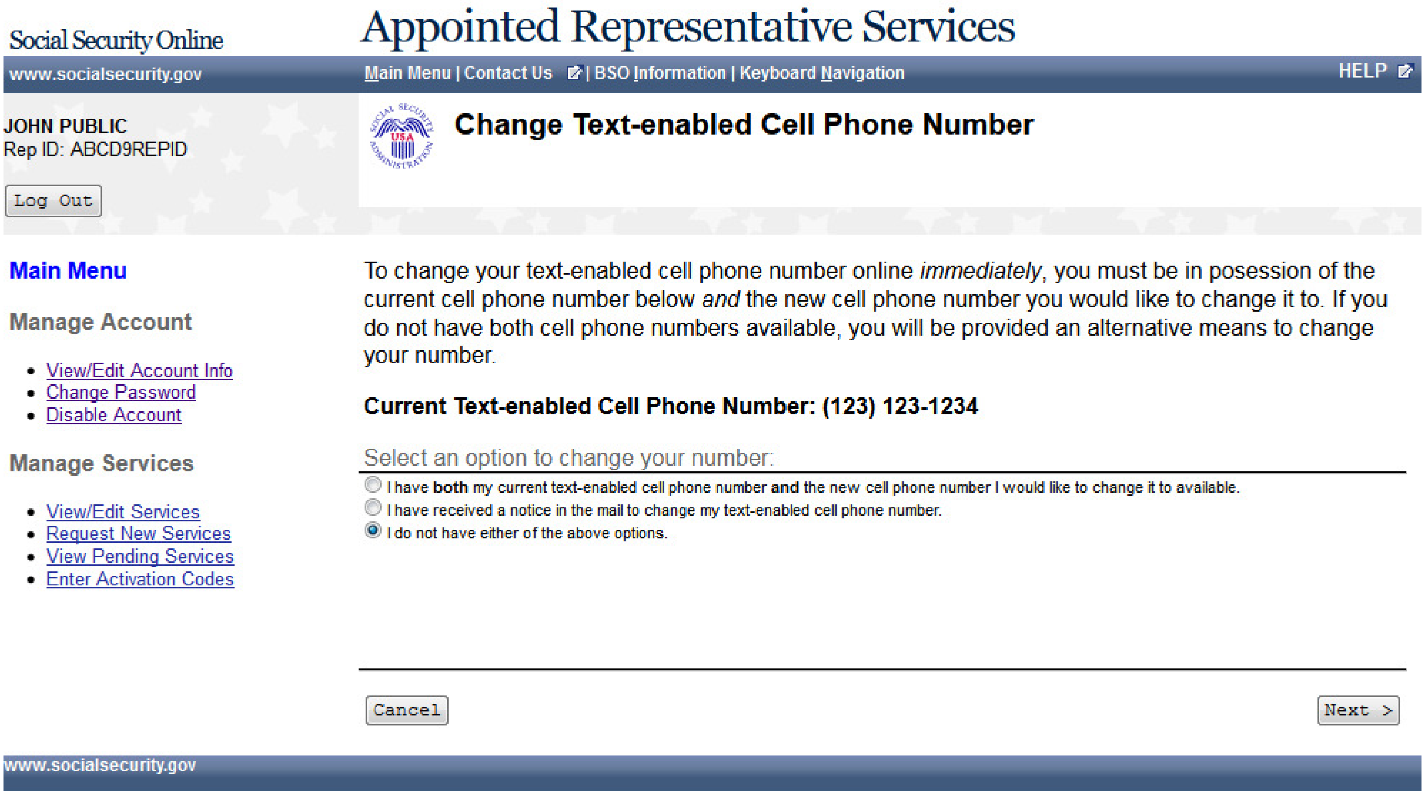
1. **Enter Password**
2. Provide New Number
3. Verify Number
4. Confirmation

*Indicates required information

A one-time password was provided on the notice you received. Entering the password below will allow you to change your secure text-enabled cell phone number.

***Enter One Time Password:**

67.0 CHANGE TEXT-ENABLED CELL PHONE NUMBER - OPTION 3 SELECTED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Rep ID: ABCD9REPID

Change Text-enabled Cell Phone Number

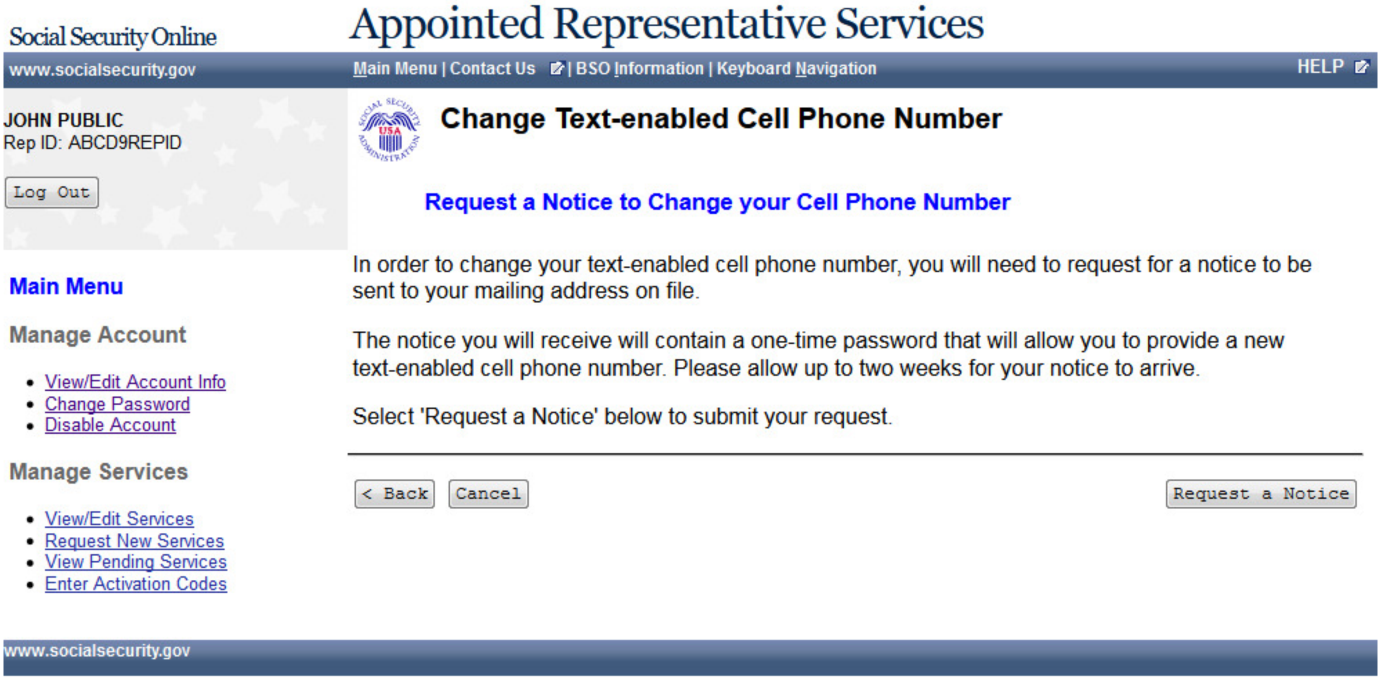
To change your text-enabled cell phone number online *immediately*, you must be in posession of the current cell phone number below *and* the new cell phone number you would like to change it to. If you do not have both cell phone numbers available, you will be provided an alternative means to change your number.

Current Text-enabled Cell Phone Number: (123) 123-1234

Select an option to change your number:

○ I have **both** my current text-enabled cell phone number **and** the new cell phone number I would like to change it to available.
○ I have received a notice in the mail to change my text-enabled cell phone number.
● I do not have either of the above options.

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



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Request New Services
View Pending Services
Enter Activation Codes
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Cancel
Request a Notice
www.socialsecurity.gov

Change Text-enabled Cell Phone Number

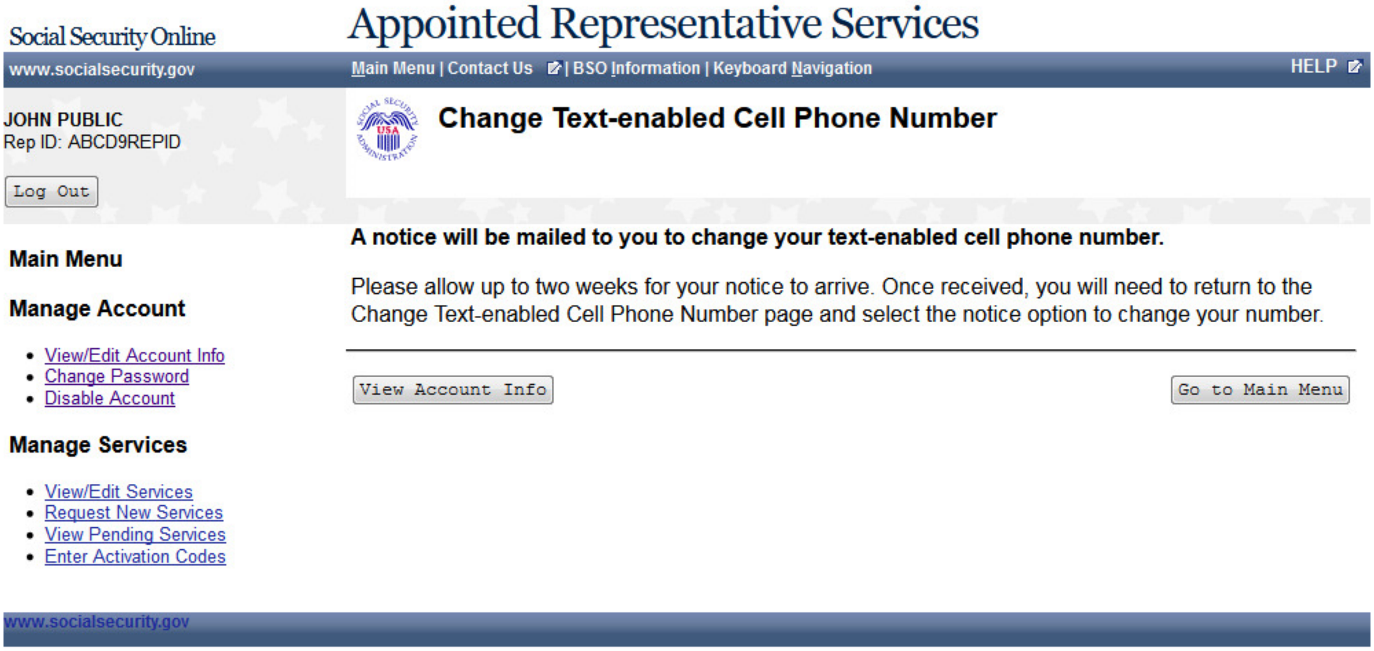
Request a Notice to Change your Cell Phone Number

In order to change your text-enabled cell phone number, you will need to request for a notice to be sent to your mailing address on file.

The notice you will receive will contain a one-time password that will allow you to provide a new text-enabled cell phone number. Please allow up to two weeks for your notice to arrive.

Select 'Request a Notice' below to submit your request.

69.0 CHANGE TEXT-ENABLED CELL PHONE NUMBER - A NOTICE WILL BE MAILED TO YOU TO CHANGE YOUR TEXT-ENABLED CELL PHONE NUMBER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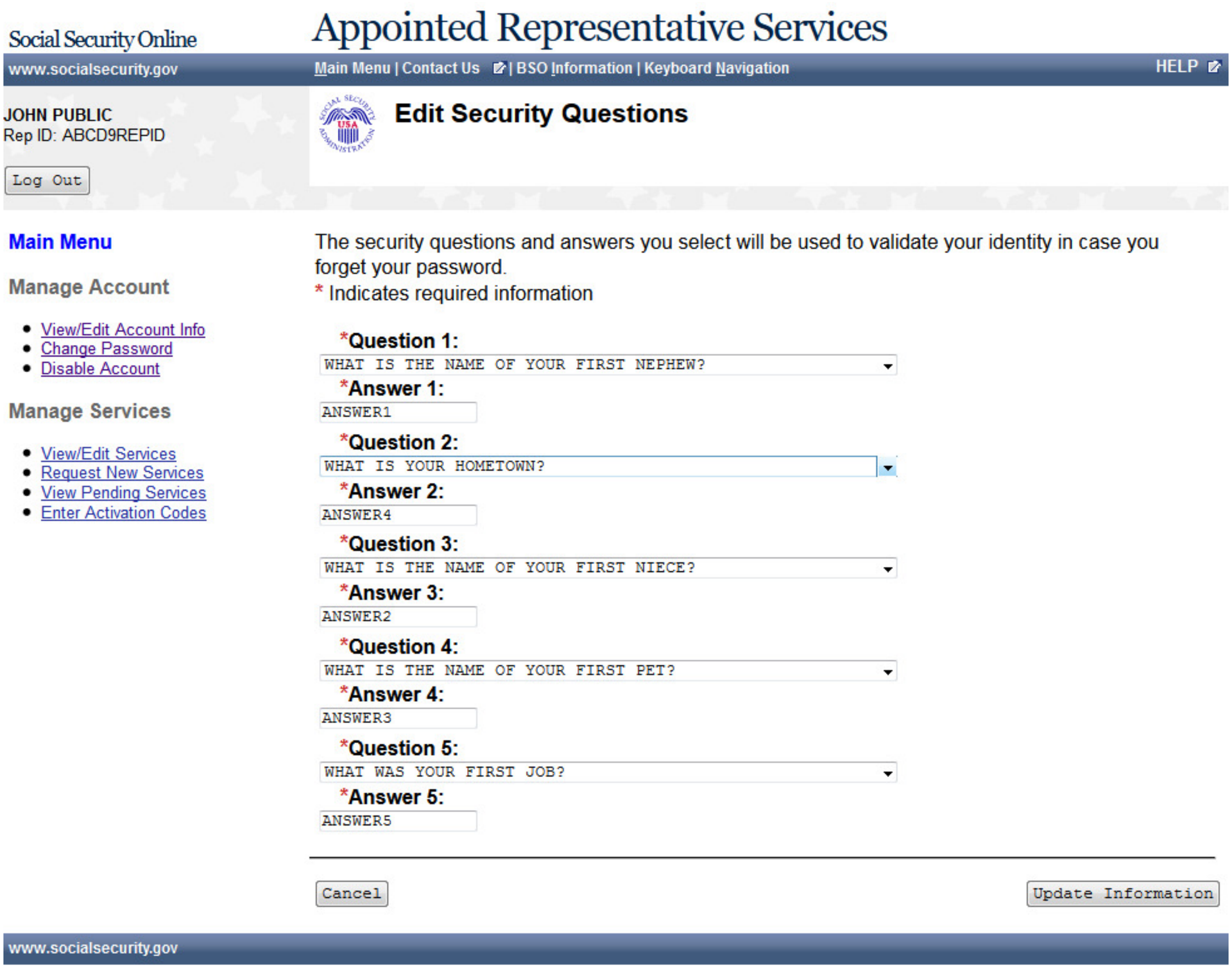
Change Text-enabled Cell Phone Number

A notice will be mailed to you to change your text-enabled cell phone number.

Please allow up to two weeks for your notice to arrive. Once received, you will need to return to the Change Text-enabled Cell Phone Number page and select the notice option to change your number.

70.0 EDIT SECURITY QUESTIONS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Cancel
Update Information
www.socialsecurity.gov

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Rep ID: ABCD9REPID

Edit Security Questions

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

* Indicates required information

***Question 1:** WHAT IS THE NAME OF YOUR FIRST NEPHEW?

***Answer 1:** ANSWER1

***Question 2:** WHAT IS YOUR HOMETOWN?

***Answer 2:** ANSWER4

***Question 3:** WHAT IS THE NAME OF YOUR FIRST NIECE?

***Answer 3:** ANSWER2

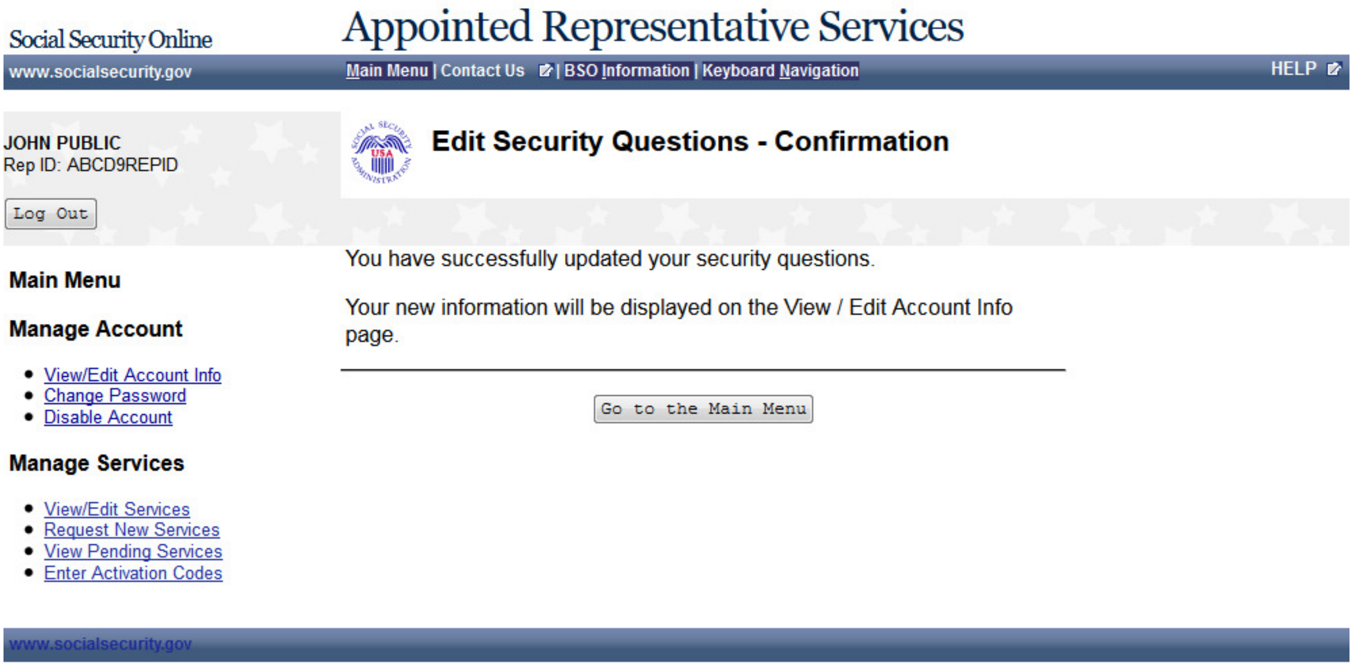
***Question 4:** WHAT IS THE NAME OF YOUR FIRST PET?

***Answer 4:** ANSWER3

***Question 5:** WHAT WAS YOUR FIRST JOB?

***Answer 5:** ANSWER5

71.0 EDIT SECURITY QUESTIONS – CONFIRMATION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JOHN PUBLIC
Rep ID: ABCD9REPID
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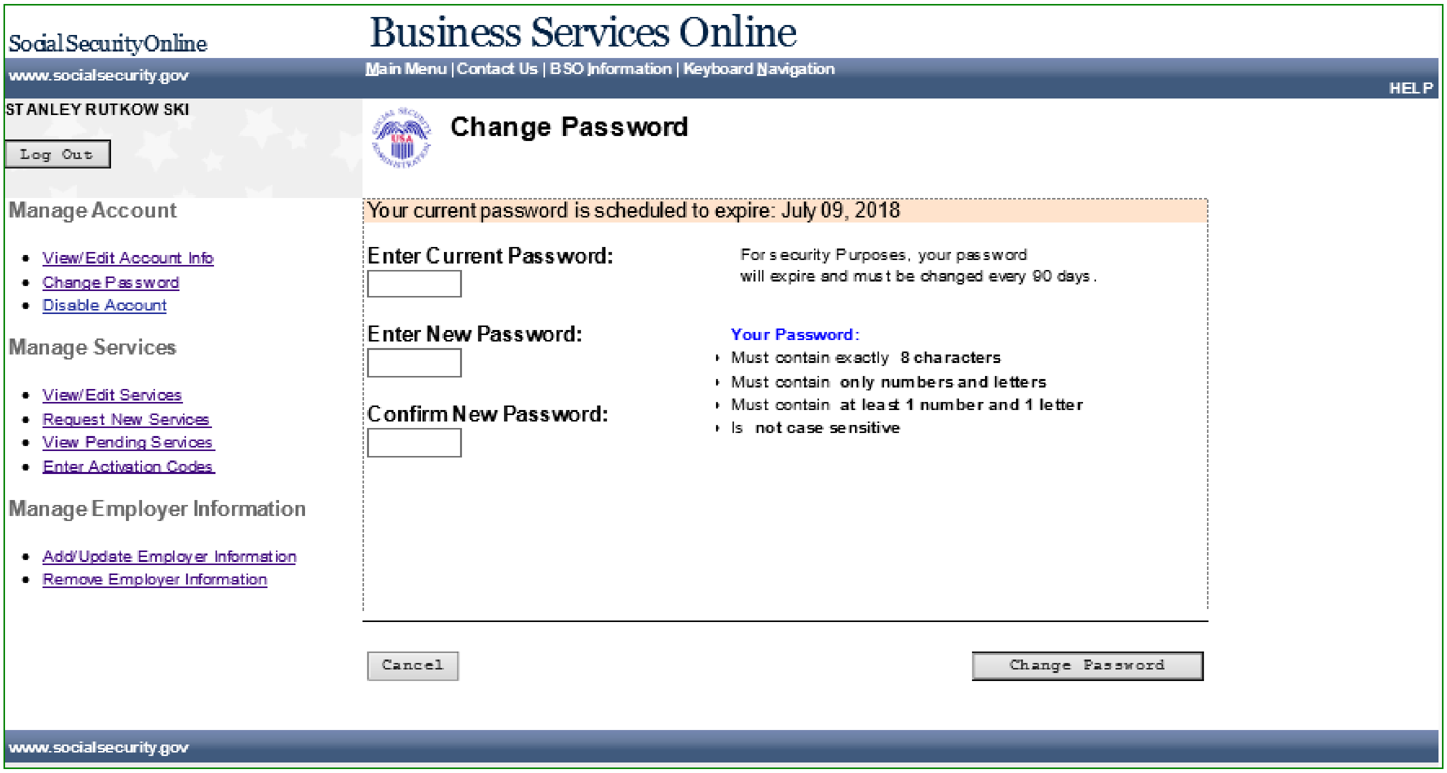
Disable Account
Manage Services
View/Edit Services
Request New Services
View Pending Services
Enter Activation Codes
Go to the Main Menu
www.socialsecurity.gov

Edit Security Questions - Confirmation

You have successfully updated your security questions.

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

72.0 CHANGE PASSWORD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STANLEY RUTKOWSKI
Log Out
Manage Account
View/Edit Account Info
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Manage Services
View/Edit Services
Request New Services
View Pending Services
Enter Activation Codes
Manage Employer Information
Add/Update Employer Information
Remove Employer Information
Cancel
Change Password
www.socialsecurity.gov

Change Password

Your current password is scheduled to expire: July 09, 2018

Enter Current Password:

For security Purposes, your password will expire and must be changed every 90 days.

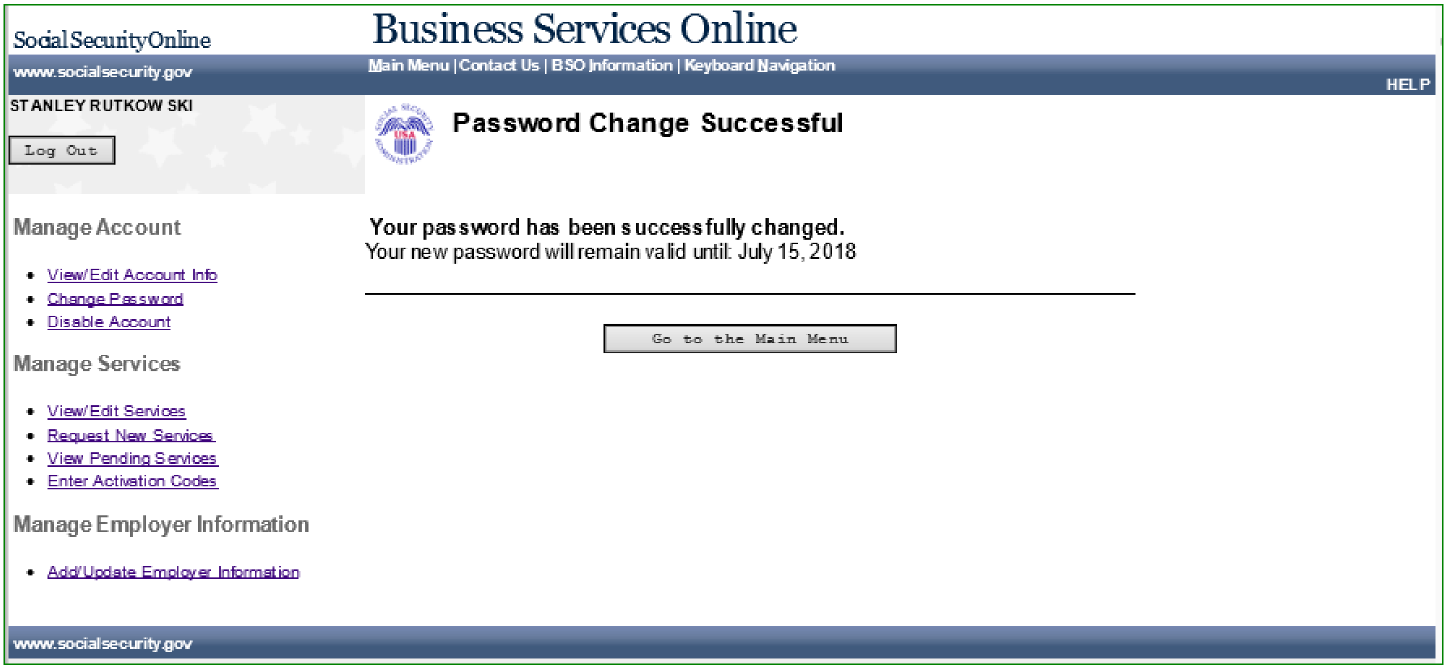
Enter New Password:

Confirm New 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

73.0 PASSWORD CHANGE SUCCESSFUL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Password Change Successful
Manage Account
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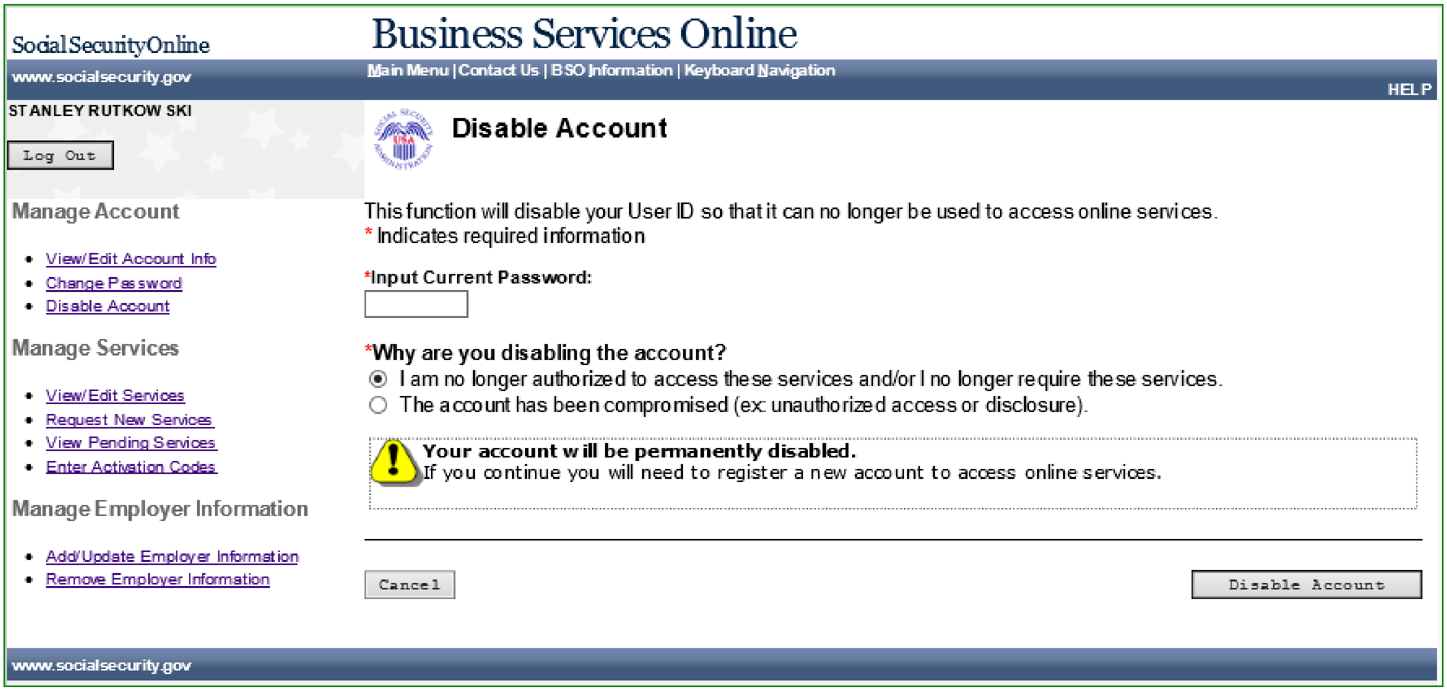
Change Password
Disable Account
Manage Services
View/Edit Services
Request New Services
View Pending Services
Enter Activation Codes
Manage Employer Information
Add/Update Employer Information
Go to the Main Menu
www.socialsecurity.gov

Your password has been successfully changed.
Your new password will remain valid until: July 15, 2018

74.0 DISABLE ACCOUNT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HELP
STANLEY RUTKOWSKI
Log Out
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
Cancel
Disable Account
www.socialsecurity.gov

Disable Account

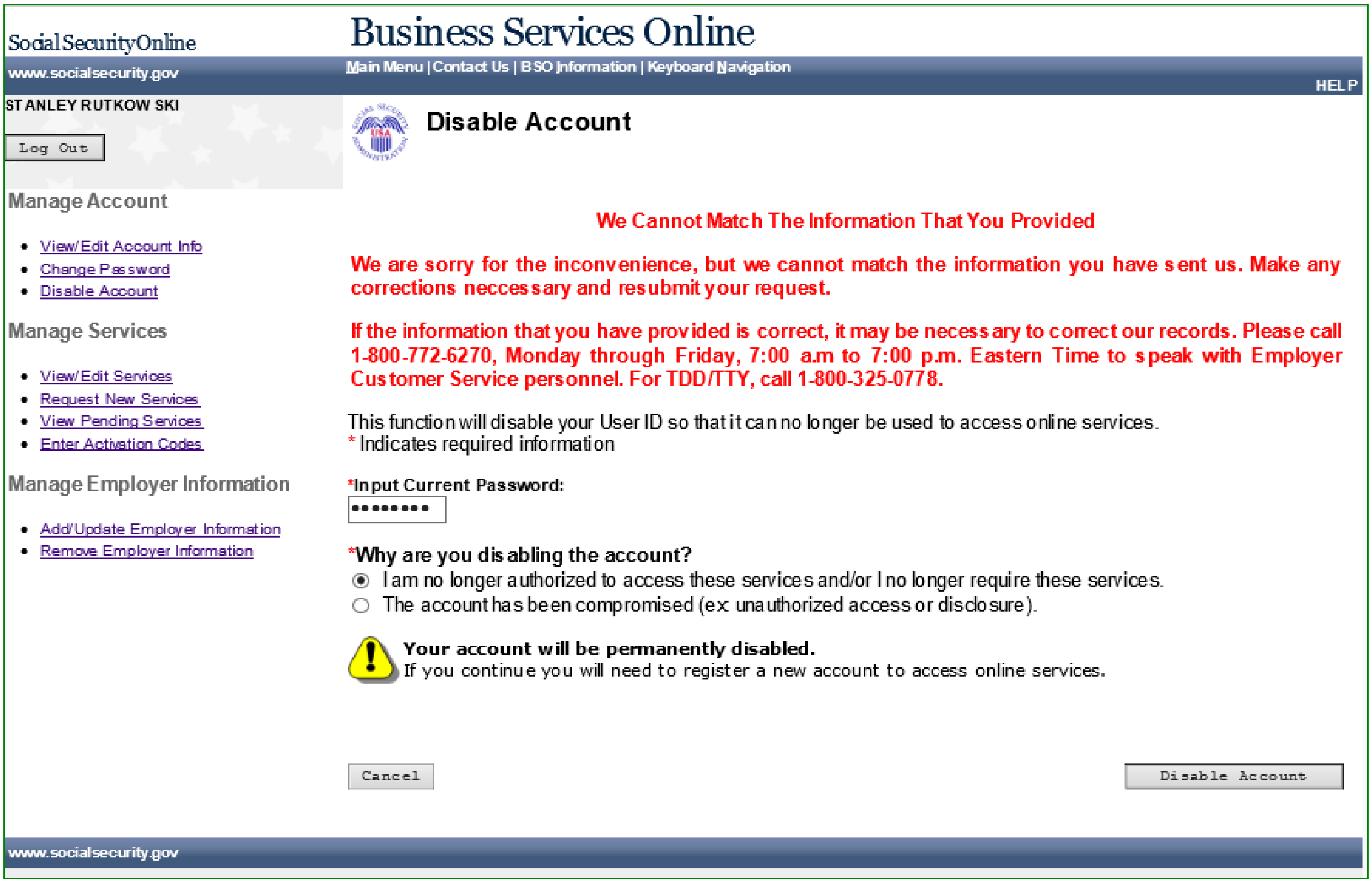
This function will disable your User ID so that it can no longer be used to access online services.
* Indicates required information

***Input Current Password:**

***Why are you disabling the account?**
● I am no longer authorized to access these services and/or I no longer require these services.
○ The account has been compromised (ex: unauthorized access or disclosure).

Your account will be permanently disabled.
If you continue you will need to register a new account to access online services.

75.0 DISABLE ACCOUNT – ERROR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STANLEY RUTKOWSKI
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View Pending Services
Enter Activation Codes
Manage Employer Information
Add/Update Employer Information
Remove Employer Information
Cancel
Disable Account
www.socialsecurity.gov

Disable Account

We Cannot Match The Information That You Provided

We are sorry for the inconvenience, but we cannot match the information you have sent us. Make any corrections neccessary and resubmit your request.

If the information that you have provided is correct, it may be necessary to correct our records. 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.

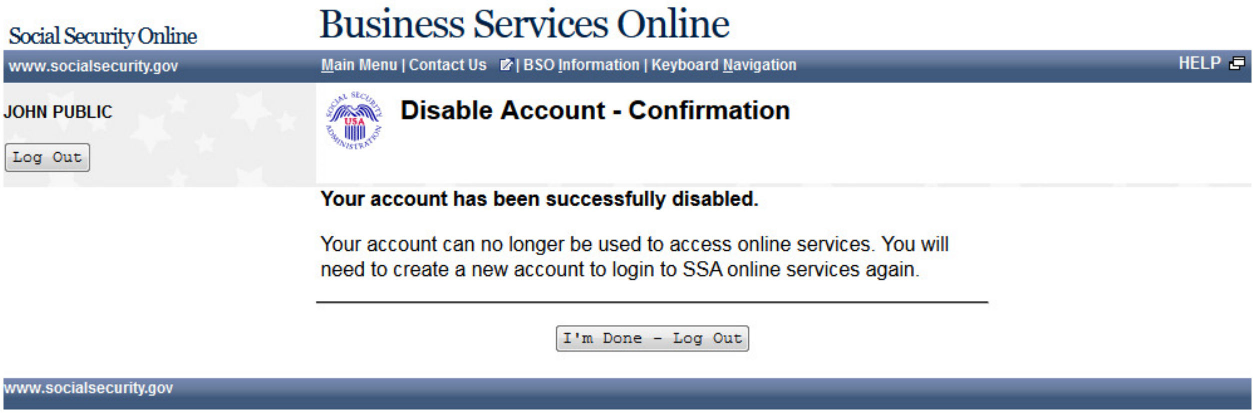
This function will disable your User ID so that it can no longer be used to access online services.
* Indicates required information

*Input Current Password: ••••••••

*Why are you disabling the account?
● I am no longer authorized to access these services and/or I no longer require these services.
○ The account has been compromised (ex unauthorized access or disclosure).

Your account will be permanently disabled.
If you continue you will need to register a new account to access online services.

76.0 DISABLE ACCOUNT – CONFIRMATION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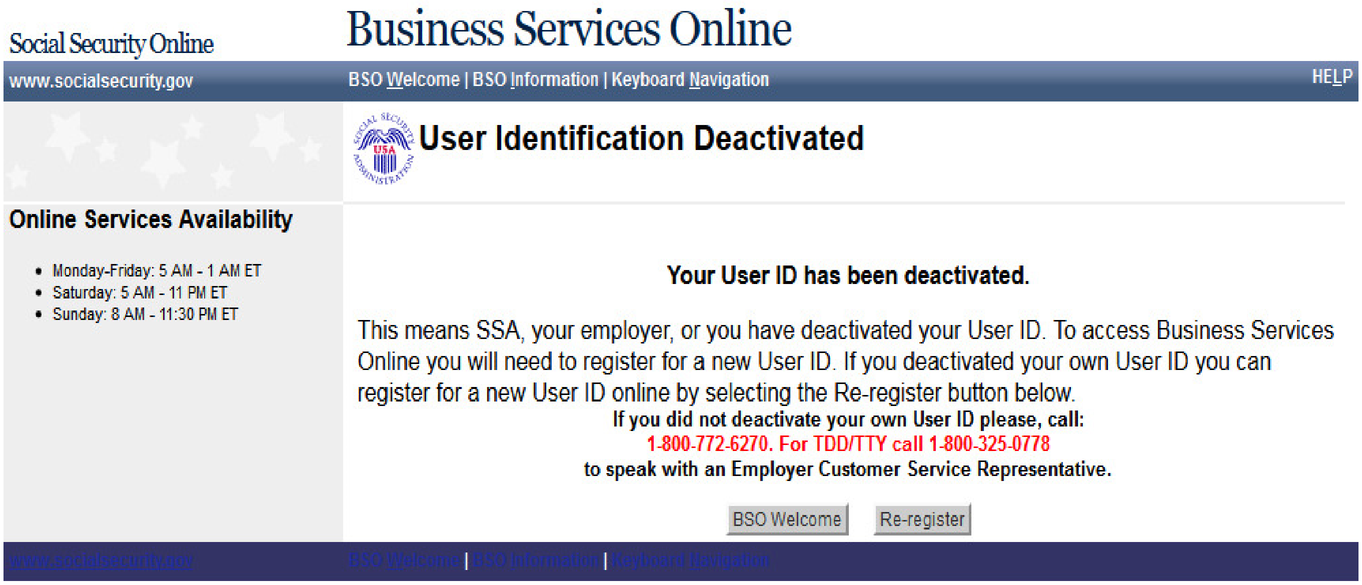
JOHN PUBLIC
Log Out
Disable Account - Confirmation
I'm Done - Log Out
www.socialsecurity.gov

Your account has been successfully disabled.

Your account can no longer be used to access online services. You will need to create a new account to login to SSA online services again.

77.0 USER IDENTIFICATION DEACTIVATED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BSO Welcome | BSO Information | Keyboard Navigation
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User Identification Deactivated

Online Services Availability

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

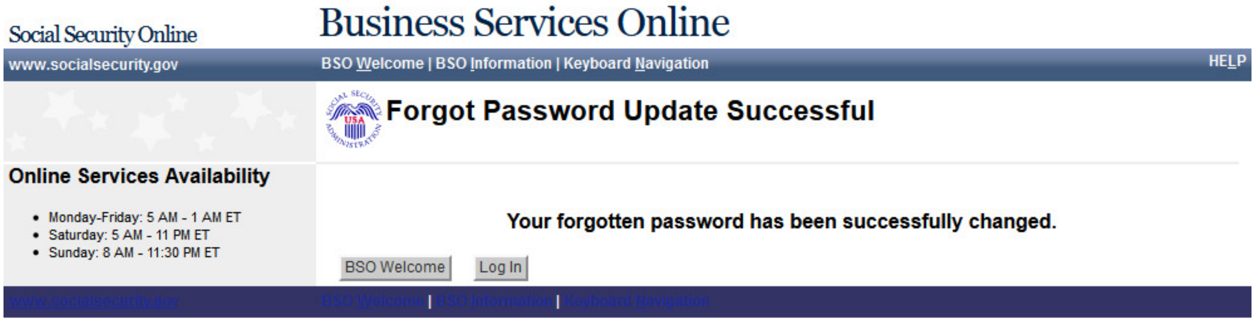
Your User ID has been deactivated.

This means SSA, your employer, or you have deactivated your User ID. To access Business Services Online you will need to register for a new User ID. If you deactivated your own User ID you can register for a new User ID online by selecting the Re-register button below.

If you did not deactivate your own User ID please, call:
1-800-772-6270. For TDD/TTY call 1-800-325-0778
to speak with an Employer Customer Service Representative.

BSO Welcome
Re-register
www.socialsecurity.gov
BSO Welcome | BSO Information | Keyboard Navigation

78.0 FORGOT PASSWORD UPDATE SUCCESSFUL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BSO Welcome
Log In
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BSO Welcome | BSO Information | Keyboard Navigation

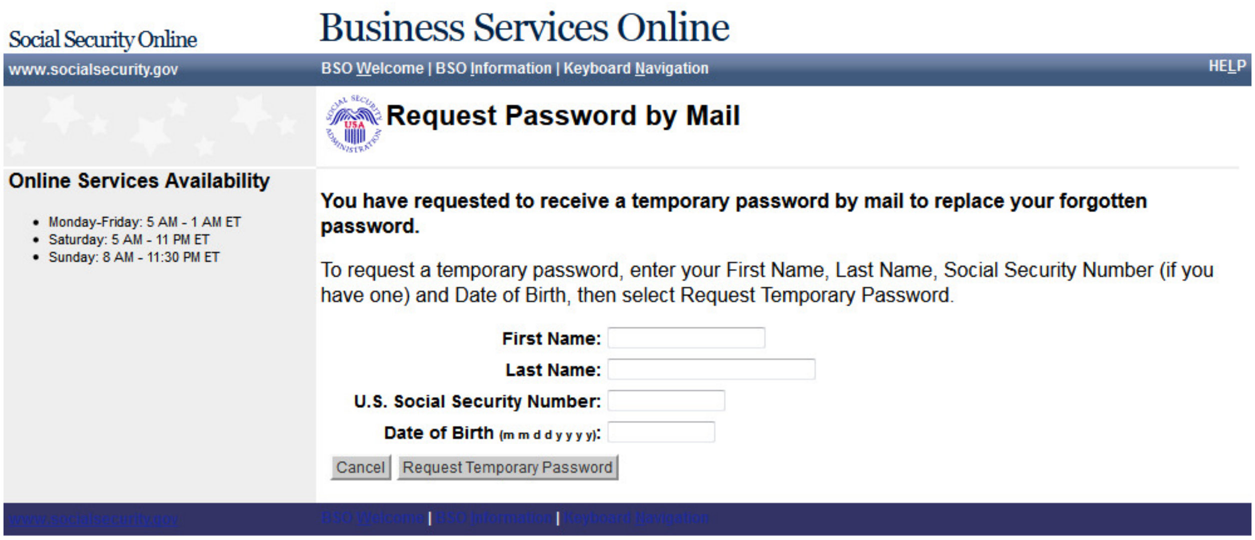
Forgot Password Update Successful

Online Services Availability

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

Your forgotten password has been successfully changed.

79.0 REQUEST PASSWORD BY MAIL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Business Services Online
www.socialsecurity.gov
BSO Welcome | BSO Information | Keyboard Navigation
HELP
Cancel
Request Temporary Password
www.socialsecurity.gov
BSO Welcome | BSO Information | Keyboard Navigation

Request Password by Mail

Online Services Availability

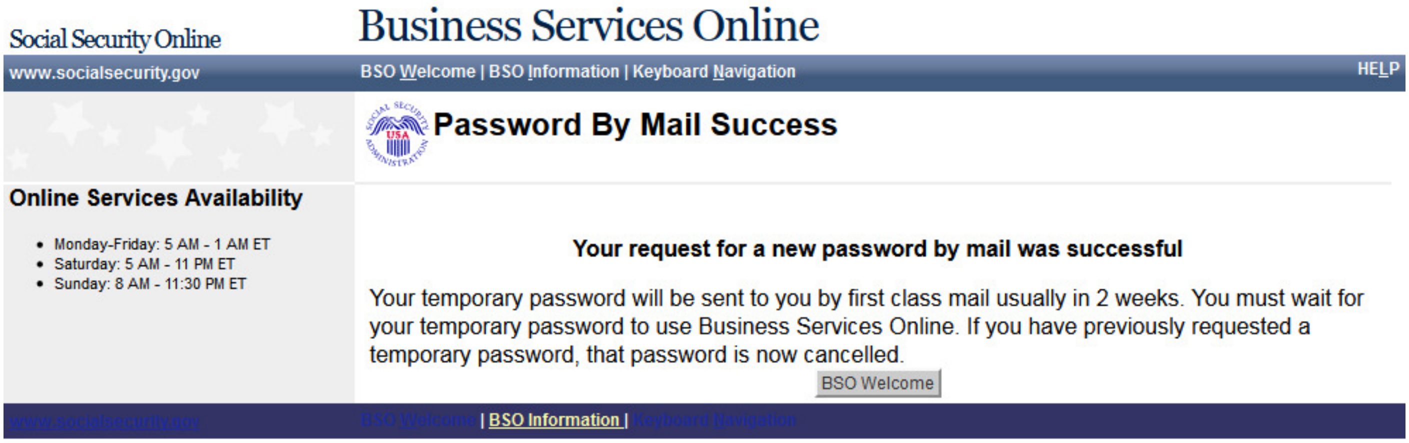
- Monday-Friday: 5 AM - 1 AM ET
- Saturday: 5 AM - 11 PM ET
- Sunday: 8 AM - 11:30 PM ET

You have requested to receive a temporary password by mail to replace your forgotten password.

To request a temporary password, enter your First Name, Last Name, Social Security Number (if you have one) and Date of Birth, then select Request Temporary Password.

First Name:
Last Name:
U.S. Social Security Number:
Date of Birth (m m d d y y y y):

80.0 PASSWORD BY MAIL SUCCESS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Password By Mail Success

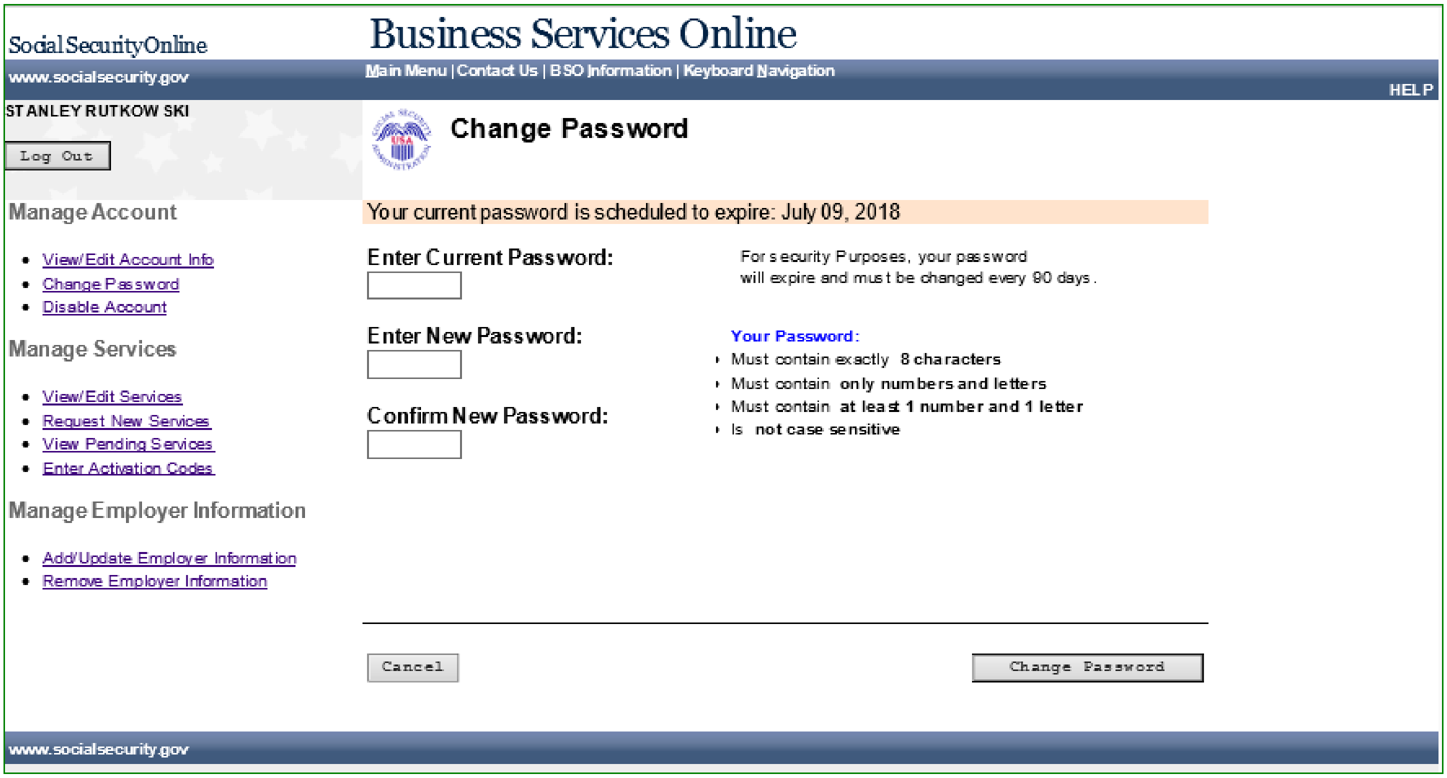
Online Services Availability

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

Your request for a new password by mail was successful

Your temporary password will be sent to you by first class mail usually in 2 weeks. You must wait for your temporary password to use Business Services Online. If you have previously requested a temporary password, that password is now cancelled.

81.0 CHANGE PASSWORD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View/Edit Services
Request New Services
View Pending Services
Enter Activation Codes
Manage Employer Information
Add/Update Employer Information
Remove Employer Information
Cancel
Change Password
www.socialsecurity.gov

Change Password

Your current password is scheduled to expire: July 09, 2018

Enter Current Password:

For security Purposes, your password will expire and must be changed every 90 days.

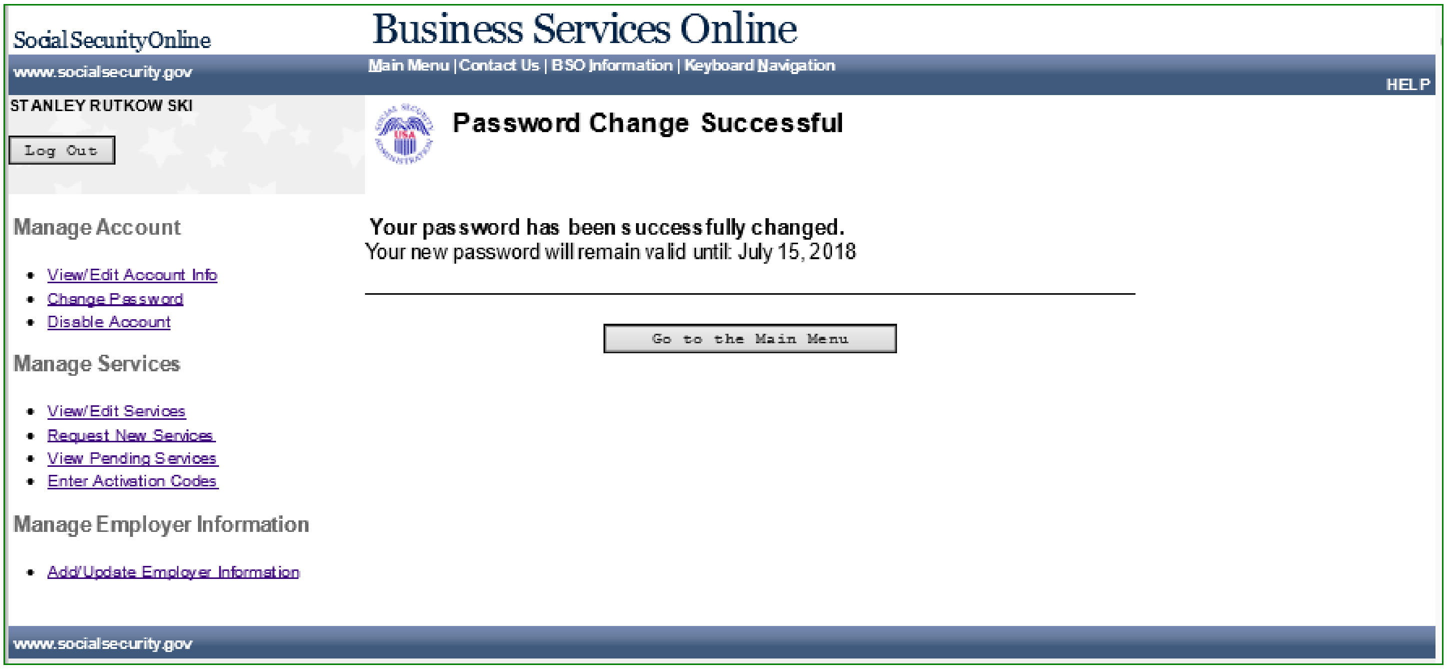
Enter New Password:

Confirm New 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**

82.0 PASSWORD CHANGE SUCCESSFUL



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View/Edit Services
Request New Services
View Pending Services
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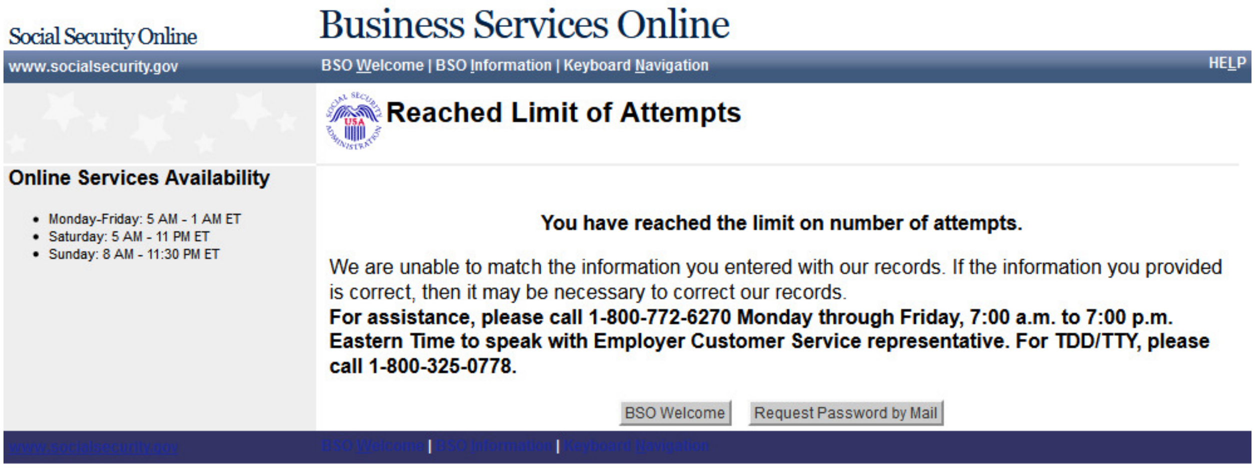
Password Change Successful
Go to the Main Menu
www.socialsecurity.gov

Your password has been successfully changed.
Your new password will remain valid until: July 15, 2018

83.0 REACHED LIMIT OF ATTEMPTS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BSO Welcome
Request Password by Mail
www.socialsecurity.gov
BSO Welcome | BSO Information | Keyboard Navigation

Reached Limit of Attempts

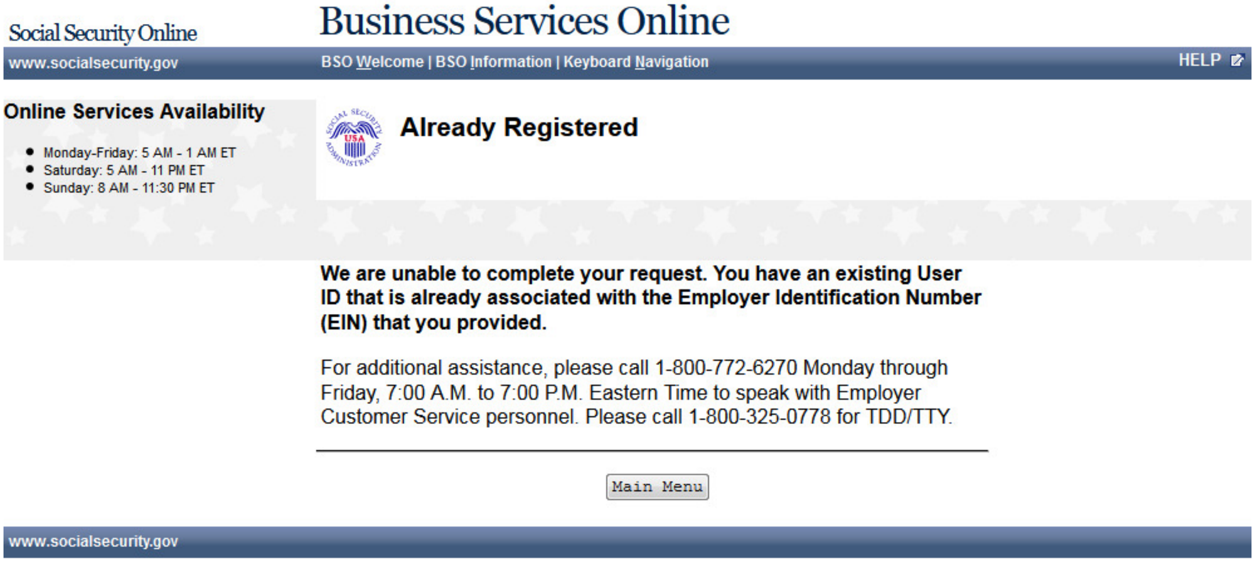
Online Services Availability

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

You have reached the limit on number of attempts.

We are unable to match the information you entered with our records. If the information you provided is correct, then it may be necessary to correct our records.
For assistance, 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 representative. For TDD/TTY, please call 1-800-325-0778.

84.0 ALREADY REGISTERED


Social Security Online
Business Services Online
www.socialsecurity.gov
BSO Welcome | BSO Information | Keyboard Navigation
HELP
Main Menu
www.socialsecurity.gov

Online Services Availability

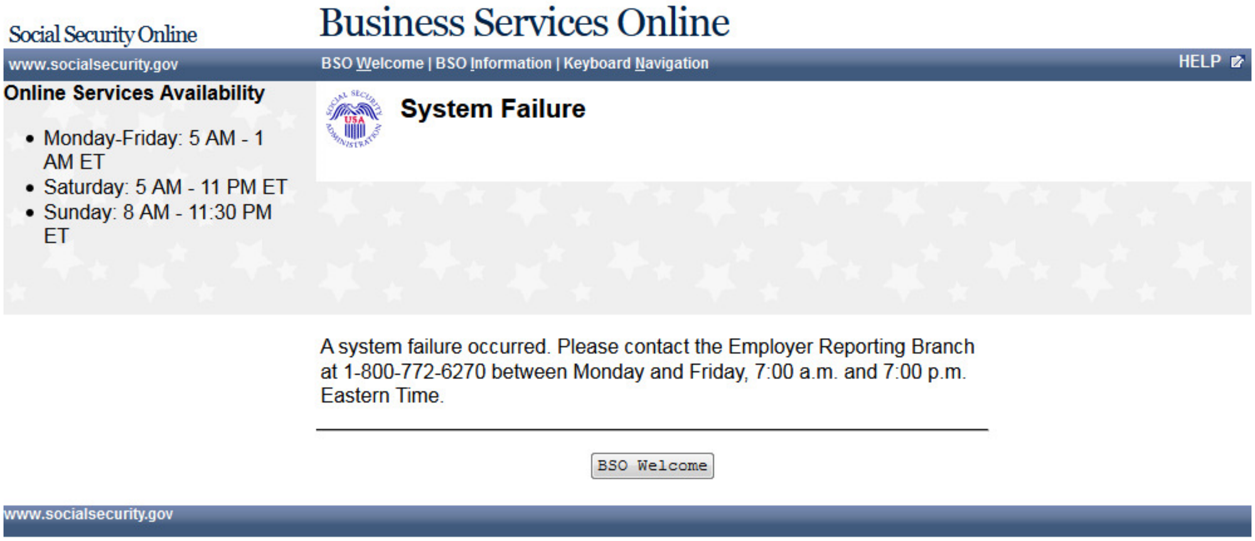
- Monday-Friday: 5 AM - 1 AM ET
- Saturday: 5 AM - 11 PM ET
- Sunday: 8 AM - 11:30 PM ET

Already Registered

We are unable to complete your request. You have an existing User ID that is already associated with the Employer Identification Number (EIN) that you provided.

For additional assistance, 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. Please call 1-800-325-0778 for TDD/TTY.

85.0 SYSTEM FAILURE


Social Security Online
Business Services Online
www.socialsecurity.gov
BSO Welcome | BSO Information | Keyboard Navigation
HELP

Online Services Availability

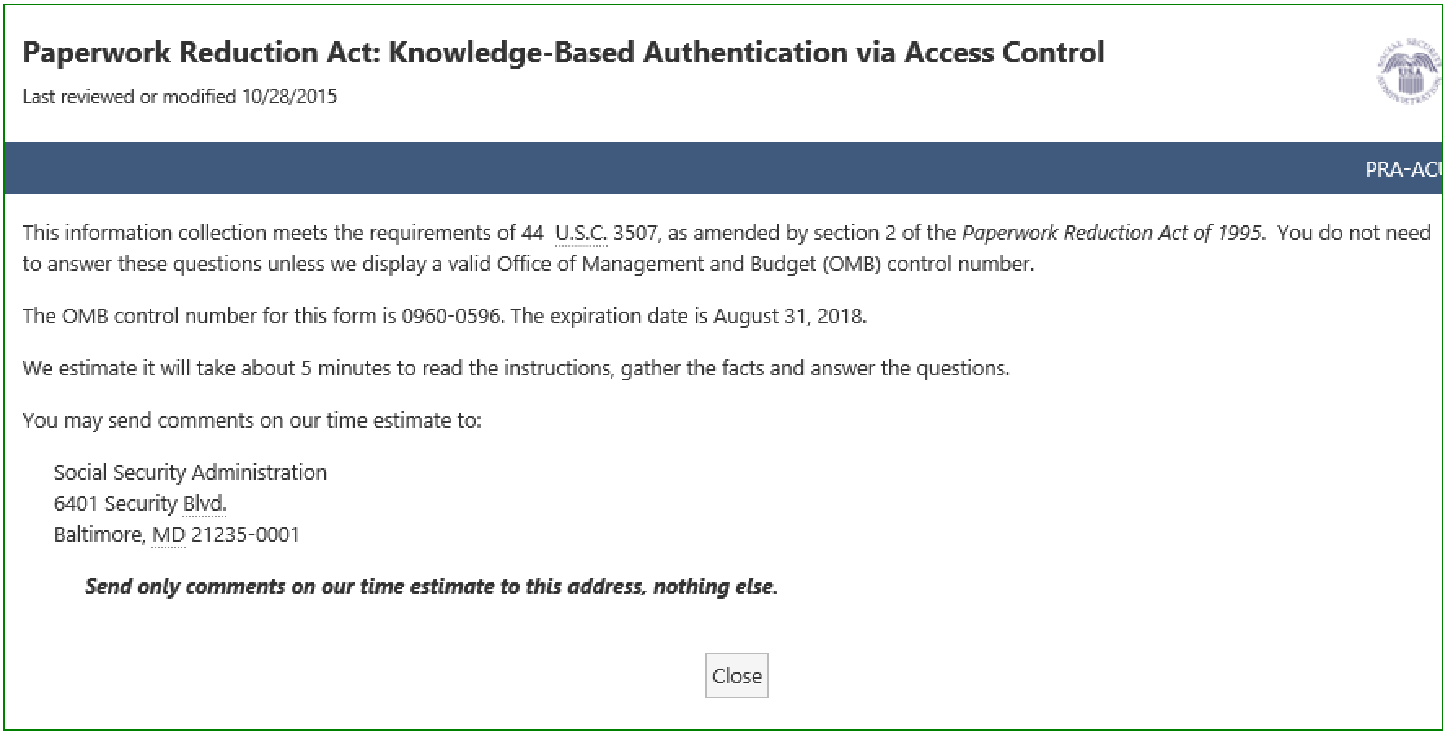
- Monday-Friday: 5 AM - 1 AM ET
- Saturday: 5 AM - 11 PM ET
- Sunday: 8 AM - 11:30 PM ET

System Failure

A system failure occurred. Please contact the Employer Reporting Branch at 1-800-772-6270 between Monday and Friday, 7:00 a.m. and 7:00 p.m. Eastern Time.

BSO Welcome
www.socialsecurity.gov

86.0 PAPERWORK REDUCTION ACT STATEMENT – ONLINE REGISTRATION



Paperwork Reduction Act: Knowledge-Based Authentication via Access Control

Last reviewed or modified 10/28/2015

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

The OMB control number for this form is 0960-0596. The expiration date is August 31, 2018.

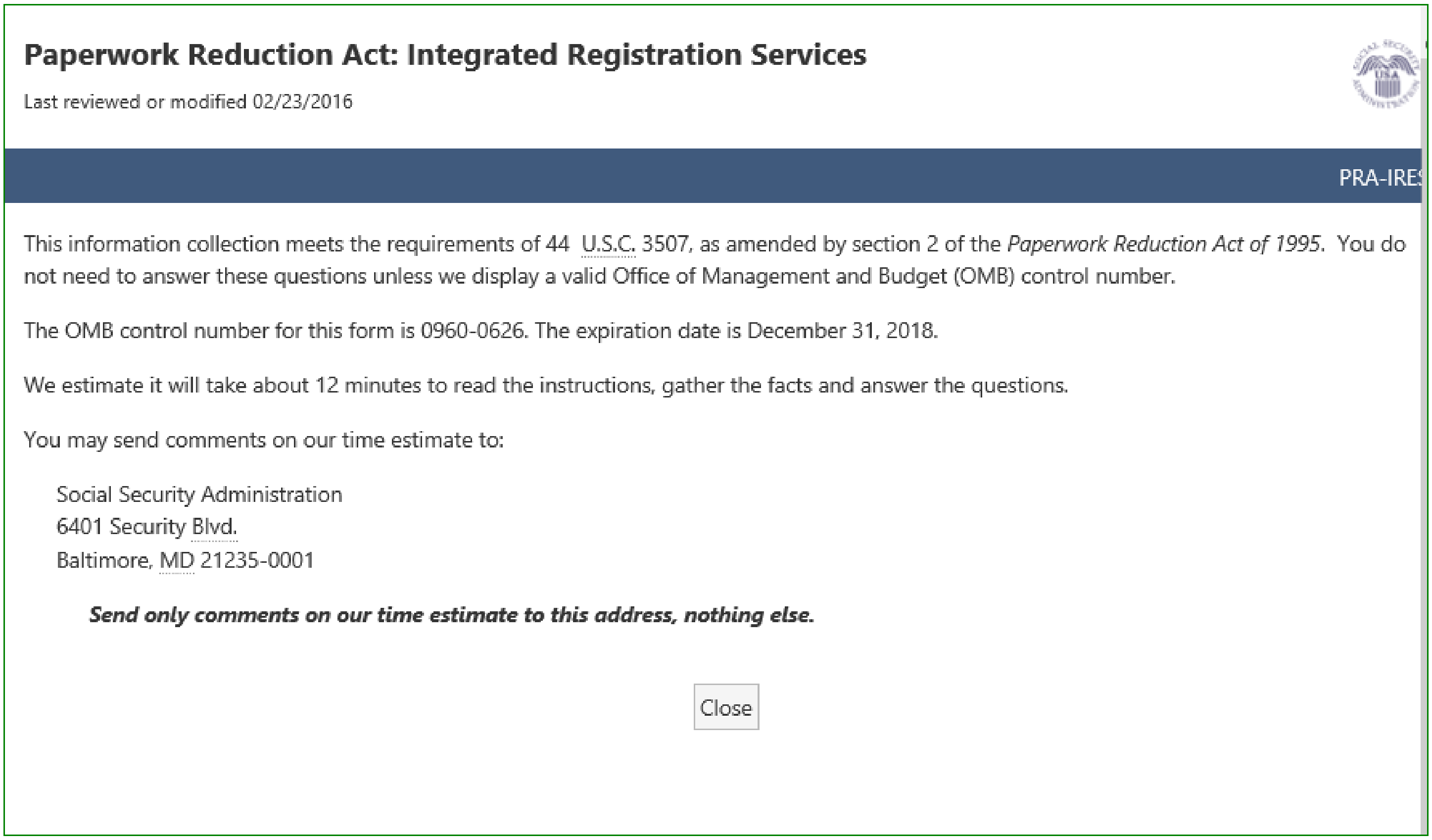
We estimate it will take about 5 minutes to read the instructions, gather the facts and answer the questions.

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



Paperwork Reduction Act: Integrated Registration Services

Last reviewed or modified 02/23/2016

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

The OMB control number for this form is 0960-0626. The expiration date is December 31, 2018.

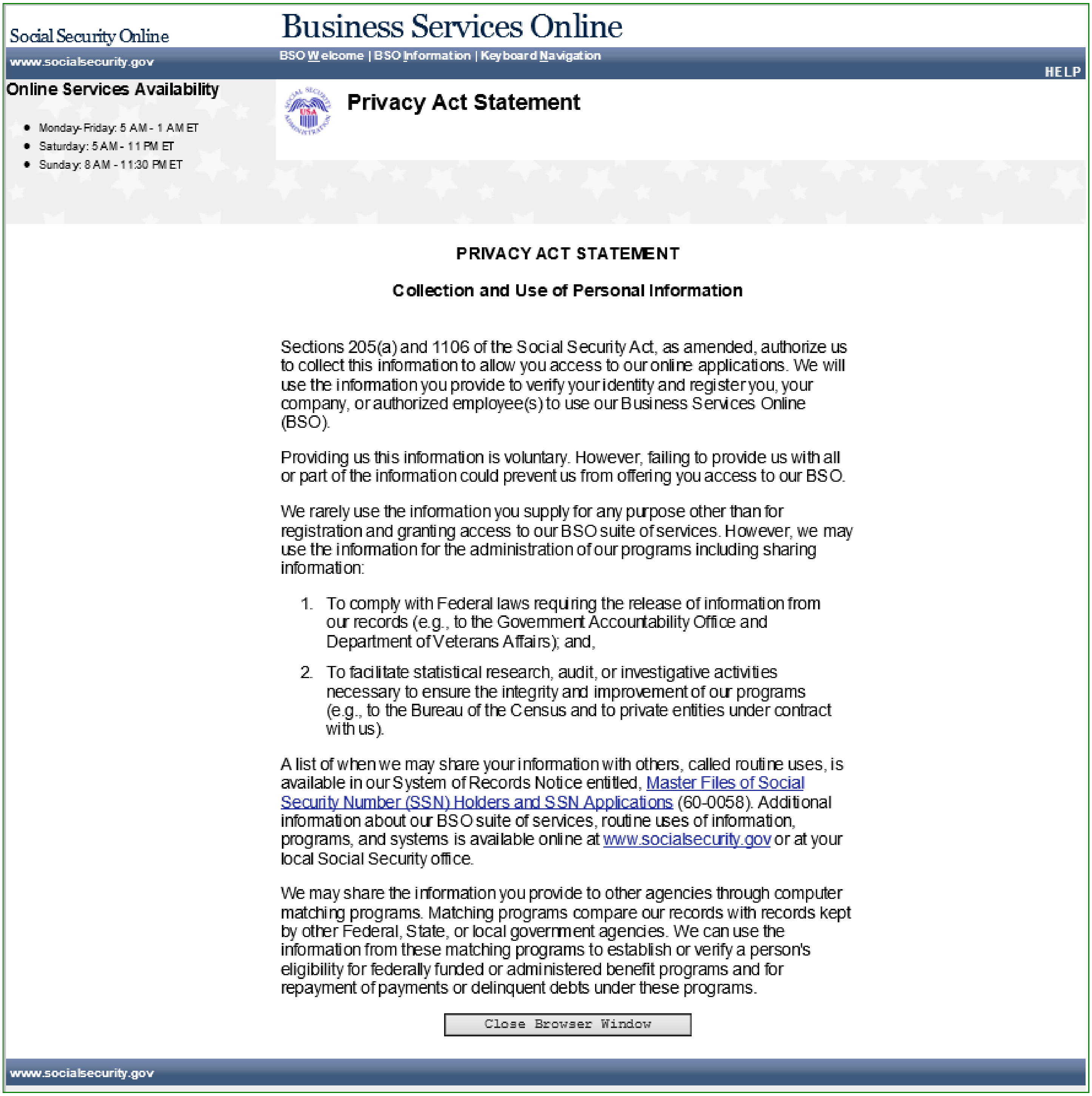
We estimate it will take about 12 minutes to read the instructions, gather the facts and answer the questions.

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.

88.0 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,
2. 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 with us).

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.