Overview

This tutorial explains registration instructions for Social Security's free Business Services Online tool.

Business Services Online, or BSO, allows you to:
- create or upload W-2s to SSA;
- check the status of the file you send us; and
- review any errors in your W-2 file.

BSO also allows you to:
- check whether the name and Social Security Number, or SSN, of your employees match SSA's records using the Social Security Number Verification Service (SSNVS); and
- you can also view any related errors in your W-2 file.

You will need to register for these services.

Before we get started, you will need your personally identifiable information. This is your:
- first and last name,
- SSN,
- address,
- phone number,
- email address, and
- an Employer Identification Number or EIN, if you have been issued one by the IRS.

Let's Get Started

Go to www.ssa.gov/employer .

The "Business Services Online" login box is on the right side of the page. Select the "Business Services Online" link at the top of the box.

This will take you to the Business Services Online home page.

The "Business Services Online" login box is on the right side of the page. Select the "Register" link in the middle of the box.

This will take you to the first page of the registration process. Here you will find a brief description of the registration process. This is the User Registration Attestation screen.

Please read all the information on this page and then select "I Accept" located at the bottom of the page to continue.

Register User

The next step in the BSO registration process is creating a login account. There are four steps to this process.

Step one is gathering information about you. Please enter all the required information and then select "Next" at the bottom of the page to continue on to Step two.

Step two is choosing a password. When choosing a password, you must follow the guidelines on the right side of your screen. Your password is not case sensitive and must contain:
- exactly eight characters;
- only numbers and letters;
- at least one number and one letter.

Once you have chosen a password, enter it into the password field here, and again just below to confirm it.

Next, you will have to choose five security questions in case you forget your password. You must choose five different security questions and provide answers. If you would like to print the security questions and answers for your records, you will be given the opportunity to do so on the next page.

Once you have completed this, select "Next" located at the bottom of the page.

Step three is to review the information you provided us on the previous screens. Please confirm the information you provided is correct.

If anything is incorrect or you would like to change some of the information, select the "Edit Personal Information" button or the "Edit Security Information" button. You will be taken back to the correct screen.

At this time, you can select the print option to print a copy of your personal information and your security questions and answers.

If everything is correct, go to the "User Certification for Business Online Services" box and select "I Accept". Then select "Submit" to continue on to Step four.

Congratulations! You successfully created a login account. Your user ID is displayed on the page.

Be sure to record your user ID and print a confirmation receipt using the link here.

Then select "Next" button located at the bottom of the page to continue.

Request Services Suite for Employers

Select the "SSA Services Suite for Employers" option. All other services are not necessary at this time. Then select "Next" located at the bottom of the page

Since we are only discussing Wage Reporting and the Social Security Number Verification Service, or SSNVS in this video, please only select "SSA Services Suite for Employers".

Now add your employer information.

To do so, select the "Add Your Employer Information" text in blue located at the top of the page. This will lead you to the next step.

Before adding your employer information, please read the certification information on the screen, then select "I Accept" located at the bottom of the page to continue.

We need you to tell us a little bit about your business by selecting one of the seven options here. The options are:
- 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 US 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; and
- I am a Volunteer for an organization that has an EIN

If you aren't sure which to select, select "this link" for more information to help you select the best choice.

Once you have selected the appropriate option, you will need to enter your EIN, if you have one, and the business or organization name in the boxes provided. If you are not certain how your organization's name is registered in the SSA database, you can select the "Look-up Name" box. Once you have entered all the required information, select the "Submit Employer Information" button located at the bottom of the page to continue.

The next screen acknowledges that you have successfully added your employer information.

Select the "Request Access to BSO Services" button to continue.

Now that you have successfully added your employer information, ensure the "SSA Services Suite for Employers" box is still selected.

Then select the "Next" button located at the bottom of page to continue.

As you did with your personal information, you will need to confirm the EIN and business or organization name are correct. If you have not provided us with an EIN or do not have one, the EIN field will be left blank. To edit the EIN, select the *Add/Update Employer Information link* located on the left side of the screen under "Manage Employer Information".

We have now associated you with the business where you work. Select "Next" to choose your services.

Request Access to BSO Services

To have the ability to electronically send your W-2s to SSA, please answer the two questions on this page.

Answer Yes to both questions "Do you want to report wages to Social Security and/ or test wage files using AccuWage?" and "Do you want to view wage report Name/SSN errors?" These services allow you to view information about your W-2 report online. Select "Next".

The Social Security Number Verification Service, or SSNVS allows you to verify SSNs for wage reporting purposes only.

Select "Yes" to request access to use SSNVS at any time to verify if SSN and Name combinations match SSA's records for all of your employees.

Select "Next" to continue.

Select "Confirm" to continue.

You have reached the final step in the "Business Services Online" registration process. This page is your receipt for the services you selected.

An activation code is required to view "Wage Report Name/SSN Errors" and to use the "Social Security Number Verification Service"; you cannot view SSNs or use the Social Security Number Verification Service without first entering the activation code.

SSA will mail a notice to your employer, at the address the IRS has in their records, with an activation code to complete the access process. It can take up to 10 business days to receive this code. Once you receive it, you will need to enter the code to gain access to these services.

For instructions on how to do that, please see the Activation Code instructions on the Employer Correction Notice page at www.ssa.gov/employer/notice.

Please do not forget to print this page and save it for your records. You can do so by selecting the "Print" button located at the bottom of the screen.

To log in to "Business Services Online" go to www.ssa.gov/employer.

If you have encountered any difficulties during this online registration process, please call the Employer Assistance Hotline at 1-800-772-6270.