



BSO Tutorial for Tax Year 2003 – Text-Only Version

Submission Status / Errors / Notice Information

Contains the following lessons:

- [View Current Submission Status](#)
- [View Detailed Information about Submissions](#)
- [View Resubmission Notices from SSA](#)
- [View Error Information for Previously Submitted Data](#)

Lesson 1: View the Current Submission Status

Follow the instructions below to check the status of your W-2 data submissions.

NOTE: If you filed using magnetic media or electronic data transmission, allow one to six weeks for your submission information to be available.

Step 1: Point your browser to the Business Services Online Welcome page:

www.socialsecurity.gov/bsowelcome.htm.

Step 2: Select the Login link on the Business Services Online Welcome page. The system displays the BSO - Privacy Policy Statement page.

Step 3: Select the I Accept button (located at the bottom of the page) after reading the conditions defined on the BSO - Privacy Policy Statement page. The system displays the Business Services Online Login page.

Step 4: Enter your PIN and password.

Step 5: Select the Login button to display the main menu. The system displays the BSO Home Page. (To return to the Business Services Online Welcome page, select the Cancel button.)

Step 6: Select the View Submission Status/Errors/Notice Information link. The system displays the Submission Selection page.

Step 7: Select the Receipt Year of your original submission from the Please Choose Receipt Year drop-down menu.

Step 8: Enter your WFID(s) for the selected Receipt Year. If you do not enter the WFID(s), the system displays all of the WFID(s) under your Employer Identification Number (EIN) for the selected Receipt Year. This step is optional.

NOTE: If you are self-employed, and did not register using an EIN, only Internet wage report submissions will be displayed.

Step 9: Select an option from the Sort List By drop-down menu. The Sort Options are by Receipt Date, WFID, Version, Submission Status, and Status Date.

Step 10: Select the Continue button. The system displays the Submission Information page. (Otherwise, select the Cancel button to return to the BSO Home Page.)

Step 11: Select the link in the Submission Status column of the specific submission to display a definition of the status. The system displays the Explanation of Processing Status Codes pop-up window.

Step 12: The status of your submission is located at the top of the pop-up window. A list of all status codes is also shown.

Step 13: Select the Close Browser Window button to close the pop-up window and return to the Submission Information page.

Lesson 2: View Submission Details

Follow the instructions below to view the detailed status of your submitted data.

NOTE: If you filed using magnetic media or electronic data transmission, allow one to six weeks for your submission information to be available.

Step 1: Point your browser to the Business Services Online Welcome page:

www.socialsecurity.gov/bsowelcome.htm.

Step 2: Select the Login link on the Business Services Online Welcome page. The system displays the BSO - Privacy Policy Statement page.

Step 3: Select the I Accept button (located at the bottom of the page) after reading the conditions defined on the BSO - Privacy Policy Statement page. The system displays the Business Services Online Login page.

Step 4: Enter your PIN and password.

Step 5: Select the Login button to display the main menu. The system displays the BSO Home Page. (To return to the Business Services Online Welcome page, select the Cancel button.)

Step 6: Select the View Submission Status/Errors/Notice Information link. The system displays the Submission Selection page.

Step 7: Select the Receipt Year of your original submission from the Please Choose Receipt Year drop-down menu.

Step 8: Enter your WFID(s) for the selected Receipt Year. If you do not enter the WFID(s), the system displays all of the WFID(s) under your EIN for the selected Receipt Year. This step is optional.

NOTE: If you are self-employed, and did not register using an EIN, only Internet wage report submissions will be displayed.

Step 9: Select an option from the Sort List By drop-down menu. The Sort Options are by Receipt Date, WFID, Version, Submission Status, and Status Date.

Step 10: Select the Continue button. The system displays the Submission Information page. (Otherwise, select the Cancel button to return to the BSO Home Page.)

Step 11: Select the Details link in the Details column of the specific submission. The system displays the Submission Details pop-up window.

Step 12: Select the Close Browser Window button to close the pop-up window and return to the Submission Information page.

Lesson 3: View Resubmission Notices

Follow the instructions below to view notices from SSA asking you to resubmit your data. Refer to the *Acknowledge Resubmission Notice* section for more information.

NOTE: If you filed using magnetic media or electronic data transmission, allow one to six weeks for your submission information to be available.

Step 1: Point your browser to the Business Services Online Welcome page:
www.socialsecurity.gov/bsowelcome.htm.

Step 2: Select the Login link on the Business Services Online Welcome page. The system displays the BSO - Privacy Policy Statement page.

Step 3: Select the I Accept button (located at the bottom of the page) after reading the conditions defined on the BSO - Privacy Policy Statement page. The system displays the Business Services Online Login page.

Step 4: Enter your PIN and password.

Step 5: Select the Login button to display the main menu. The system displays the BSO Home Page. (To return to the Business Services Online Welcome page, select the Cancel button.)

Step 6: Select the View Submission Status/Errors/Notice Information link. The system displays the Submission Selection page.

Step 7: Select the Receipt Year of your original submission from the Please Choose Receipt Year drop-down menu.

Step 8: Enter your WFID(s) for the selected Receipt Year. If you do not enter the WFID(s), the system displays all of the WFID(s) under your EIN for the selected Receipt Year. This step is optional.

NOTE: If you are self-employed, and did not register using an EIN, only Internet wage report submissions will be displayed.

Step 9: Select an option from the Sort List By drop-down menu. The Sort Options are by Receipt Date, WFID, Version, Submission Status, and Status Date.

Step 10: Select the Continue button. The system displays the Submission Information page. (Otherwise, select the Cancel button to return to the BSO Home Page.)

Step 11: Select the View link in the Resubmission Notice column of the specific submission. The system displays the most recent Resubmission Notice.

NOTE: The Resubmission Notice column may be empty if there is no resubmission notice for the specific submission.

Step 12: Select the Acknowledge This Notice button to acknowledge that you have received the notice. The system displays the Acknowledge Resubmission Notice page.

NOTE: The Acknowledge This Notice button will only be displayed if you have not previously acknowledged the notice.

Step 13: Enter your EIN, WFID, Version, and Receipt Year (exactly as they appear on the resubmission notice you received from SSA) and indicate the appropriate filing method.

Step 14: Select the Acknowledge Notice button to process the acknowledgement. (Otherwise, select the Cancel button to cancel the acknowledgement and return to the BSO Home Page.) The system displays the Notice Acknowledgement Receipt page.

Step 15: Select the BSO Home button to return to the BSO Home Page.

Lesson 4: View Error Information for Previously Submitted Data

Follow the instructions below to browse information about errors found in your submission data.

NOTE: If you filed using magnetic media or electronic data transmission, allow one to six weeks for your submission information to be available.

Step 1: Point your browser to the Business Services Online Welcome page:
www.socialsecurity.gov/bsowelcome.htm.

Step 2: Select the Login link on the Business Services Online Welcome page. The system displays the BSO - Privacy Policy Statement page.

Step 3: Select the I Accept button (located at the bottom of the page) after reading the conditions defined on the BSO - Privacy Policy Statement page. The system displays the Business Services Online Login page.

Step 4: Enter your PIN and password.

Step 5: Select the Login button to display the BSO Home Page. The system displays the BSO Home Page. (To return to the Business Services Online Welcome page, select the Cancel button.)

Step 6: Select the View Submission Status/Errors/Notice Information link. The system displays the Submission Selection page.

Step 7: Select the Receipt Year of your original submission from the Please Choose Receipt Year drop-down menu.

Step 8: Enter your WFID(s) for the selected Receipt Year. If you do not enter the WFID(s), the system displays all of the WFID(s) under your EIN or SSN for the selected Receipt Year. This step is optional.

NOTE: If you are self-employed, and did not register using an EIN, only Internet wage report submissions will be displayed.

Step 9: Select an option from the Sort List By drop-down menu. The Sort Options are by Receipt Date, WFID, Version, Submission Status, and Status Date.

Step 10: Select the Continue button. The system displays the Submission Information page. (Otherwise, select the Cancel button to return to the BSO Home Page.)

NOTE: The View Errors column will not include any links if there are no errors related to the specific submission.

Step 11: Select either the By Error Description or By Report Number link in the View Errors column of the specific submission to display any errors associated with the submission. Refer to Step 12 if you select the By Error Description link. Refer to Step 15 if you select the By Report Number link.

Step 12: Select the By Error Description link in the View Errors column of the specific submission you wish to view. The system displays the All Errors by Error Description page.

Step 13: Select the Details link in the row of the error description you wish to view. The system displays the Detailed Information for Error page.

Step 14: Select the Submission Information button to return to the Submission Information page.

Step 15: Select the By Report Number link in the View Errors column of the specific submission to display any errors associated with the submission. The system displays the All Errors by Report Number page.

Step 16: Select the Details link in the row of the report number you wish to view. The system displays the Detailed Information for Error page.

Step 17: Select the All Errors by Error Description button to access the All Errors by Error Description page. Select the All Errors by Report Number to access the All Errors by Report Number page. (Otherwise, select the Submission Information button to return to the Submission Information page.)