

# FIRST TIME USER PATH

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SIGN IN WITH LOGIN.GOV



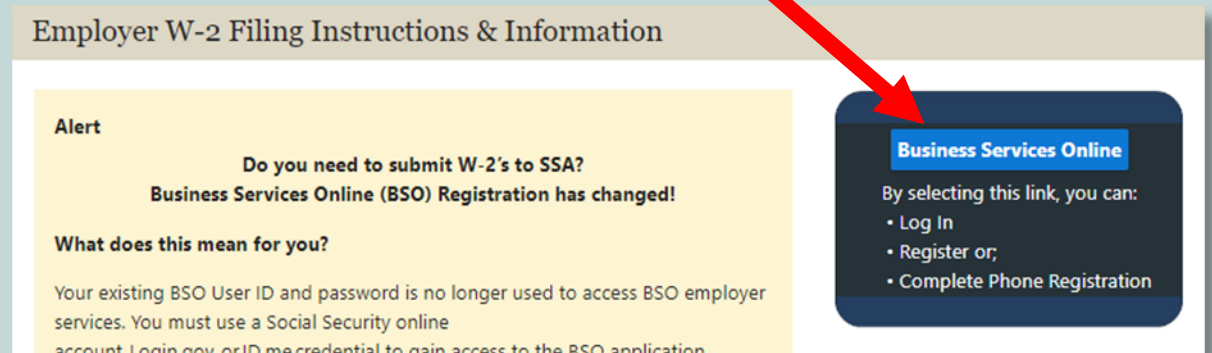
*Disclaimer: The information in this power point is current at this time, but Social Security policy is subject to change.*

# STARTING FROM SSA.GOV HOMEPAGE

**Step 1:** On the Social Security Administration (SSA) homepage ([www.ssa.gov](http://www.ssa.gov)), in the “Services for” section at the bottom of the page, select the Employers & businesses link.



**Step 2:** On the Employer W-2 Filing Instructions & Information page, select the Business Services Online button. The system will display the Business Services Online page.



SELECT THE  
'CREATE  
ACCOUNT' LINK



An official website of the United States government [Here's how you know](#)

Social Security Benefits Medicare Card & record Search SSA.gov Español Sign In

## Business Services Online

The [Business Services Online Suite of Services](#) allows organizations, businesses, individuals, employers, attorneys, non-attorneys representing Social Security claimants, and third-parties to exchange information with Social Security securely over the internet. You must register and create your own password to access Business Services Online.

[Login](#)  
[Create account](#)  
[Employer information](#)

For questions: [employerinfo@ssa.gov](mailto:employerinfo@ssa.gov)

**For employers to:**

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

[Login](#)  
[Create account](#)  
[Employer information](#)

For questions: [employerinfo@ssa.gov](mailto:employerinfo@ssa.gov)

**Representative Payees**

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

[Login](#)  
[Register](#)  
[Complete phone registration](#)  
[Information about being a payee](#)

**Appointed Representatives**

For appointed representatives of individuals with cases pending at the hearings or appeals levels.

[Login](#)  
[Register for online services](#)  
[Appointed Representative Services \(ARS\)](#)  
[Representing Social Security claimants](#)  
[Electronics Records Express](#)

**Consent Based Verification (CBSV)**

For companies that typically provide banking and mortgage services, process credit checks, provide background checks, satisfy licensing requirements, etc.

[Login](#)  
[How to enroll](#)  
[Complete phone registration](#)  
[Learn more about CBSV](#)

For questions: [ssa.cbsv@ssa.gov](mailto:ssa.cbsv@ssa.gov)

## Employers

For employers to:

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

[Log in](#)

[Create account](#)

[Employer information](#)

[Customer support for wage reporting](#)

For questions: [employerinfo@ssa.gov](mailto:employerinfo@ssa.gov)

SELECT CREATE AN  
ACCOUNT WITH  
LOGIN.GOV



Create an Account or Sign In

[Create an account with Login.gov](#)

Sign in with LOGIN.GOV

Sign in with ID.me

[Learn more](#)

Sign in with Social Security Username

For accounts created *before* September 18, 2021

[Don't know which option to sign in with?](#)

Are you now, or have you ever been a victim of domestic violence? Identity theft? Do you have other concerns?

You can [contact us](#) to block electronic access to your information at any time, for any reason.

**NOTE: IF YOU ALREADY HAVE A SOCIAL SECURITY ACCOUNT, LOGIN.GOV, OR ID.ME ACCOUNT, PLEASE SIGN IN WITH ONE OF THOSE OPTIONS.**

# FOLLOW THE LOGIN.GOV PROCESS

LOGIN.GOV

SSA is using Login.gov to allow you to sign in to your account safely and securely.

Email address

Password  Show password

[Sign in](#)

[Create an account](#)

[Sign in with your government employee ID](#)

[Back to SSA](#)

[Forgot your password?](#)

[Security Practices and Privacy Act Statement](#)



LOGIN.GOV

### Authentication method setup

Add a second layer of security so only you can sign in to your account.

**Keep this information safe.** You will be locked out and have to create a new account if you lose your authentication method.

Select an option to secure your account:

- Security key**  
Use a security key that you have. It's a physical device that you plug in or that is built in to your computer or phone (it often looks like a USB flash drive). Recommended because it is more phishing resistant. **MORE SECURE**
- Government employee ID**  
Insert your government or military PIN or CAC card and enter your PIN. **MORE SECURE**
- Authentication application**  
Get codes from an app on your phone, computer, or tablet. Recommended because it is harder to intercept than texts or phone calls. **SECURE**
- Text or Voice Message**  
Get security codes by text message (SMS) or phone call. Please do not use web-based (VoIP) phone services. **LESS SECURE**
- Backup codes**  
We'll give you 10 codes. You can use backup codes as your only authentication method, but it is the least recommended method since notes can get lost. Keep them in a safe place. **LEAST SECURE**

[Continue](#)

[Federal account creation](#)



LOGIN.GOV

## You've verified your identity with Login.gov


We'll share this information with SSA:

- Full name
- Mailing address
- Phone number
- Email address
- Date of birth
- Social Security Number

SSA will only use this information to connect to your account

[Agree and continue](#)

# COMPLETE THESE ADDITIONAL STEPS TO FINALIZE THE PROCESS OF VERIFYING YOUR IDENTITY

 Social Security


Next Step

You need to verify your identity to access the requested service.

[Continue](#) [Exit](#)

[Privacy and Security](#)

[OMB No. 0960-0789](#) [Privacy Policy](#) [Privacy Act Statement](#) [Accessibility](#)

 Social Security

Tell us if you requested an activation code

- This code is different from the security code you just verified.
- Activation codes may be received by text, voice, postal mail, or at an office.


**Did you receive an activation code?**  
This code may begin with an A (Example: A-12345678) or a number (Example: 12345678).

Yes  No

[Next](#)

[Privacy and Security](#)

[OMB No. 0960-0789](#) [Privacy Policy](#) [Privacy Act Statement](#) [Accessibility](#)



### Terms of Service

You must be able to verify some information about yourself and:

- Have a valid email address;
- Have a Social Security number;
- Have a U.S. mailing address; and
- Be at least 18 years of age.

You may only create an account using your own personal information. Do not create an account using another person's information or identity, even if you have that person's written permission or are that person's representative payee or appointed representative.

For example, you cannot create an account for another person:

- With whom you have a business relationship;
- For whom you are a representative payee; or
- For whom you are an appointed representative.

You may obtain assistance with creating your account from someone you trust. However, by sharing your personal information with the person assisting you, you accept the risk that the person assisting you may misuse your personal information. A third party, including a representative payee or an appointed representative, may not create an account on your behalf, but you may ask your representative payee or appointed representative to assist you to create your account if you trust the individual.

In order to protect your privacy and prevent fraud, do not share your username and password.

#### What will we do with your information?

We use the information you give us to verify your identity against our records. We also use an external Identity Services Provider to verify your information against their records. They keep your information only for the period of time permitted by federal laws, regulations, or guidelines.

When you make a verification request to establish your account, our Identity Services Provider may use information from your credit report to help verify your identity. As a result of using information from your credit report, you may see a "soft" inquiry entry on your credit report with the Identity Services Provider, indicating that the Social Security Administration made an inquiry at your request and the date of that request. Soft inquiries do not affect your credit score, and you do not incur any charges related to them. Soft inquiries are displayed in the version of the credit report provided to a consumer and are not reported to lenders. Soft inquiries will not appear on your credit report from other providers. Soft inquiries are generally removed from your credit report after 12 months. Once you have registered for an online account, you will not generate additional soft inquiries by logging in to access our services.

You understand that by checking "I agree to the Terms of Services", you are providing "written instructions" to SSA under the Fair Credit Reporting Act authorizing SSA to obtain information from your personal credit profile or other information from Experian. You authorize SSA to obtain such information solely to provide you access to personally identifiable information and prevent fraudulent transactions.

SSA may need to verify mobile phone data through an external service provided by Boku, Inc. You authorize your wireless carrier to use or disclose information about your account and your wireless device, if available, to SSA or its service provider for the duration of your business relationship, solely to help them identify you or your wireless device and to prevent fraud. See our Privacy Policy for how we treat your data.

#### What happens if you provide false information or misuse this service?

You may be subject to criminal or civil penalties, or both, if you provide false or misleading statements to sign in or create an account or engage in unauthorized use of this service.

#### Who is responsible if the device you are using is not adequately safeguarded?

You accept that the responsibility to properly protect any information provided to you by Social Security is yours and that you are the responsible party should any information on or from your computer or other device be improperly disclosed. You agree that Social Security is not responsible for the improper disclosure of any information that Social Security has provided to you, whether due to your own negligence or the wrongful acts of others.

#### Social Security is Going "Green"

When you create a [my Social Security](#) account, you will no longer receive a paper Social Security Statement in the mail. You will, however, receive an email reminder — which contains no personal information — approximately three months before your birthday, to remind you to review your Statement online.

If you need a Statement by mail, please follow these instructions.

If you have a [my Social Security](#) account, you can immediately view, download, or print your Statement. Your online Statement contains the most up-to-date information in our records about your earnings and benefits.


I agree to the Terms of Service.

[Next](#) [Exit](#)

SELECT 'I AGREE TO THE TERMS OF SERVICE'

THEN SELECT 'NEXT'

# VERIFY YOUR IDENTITY



## Social Security

**i** Next, we need to verify your identity to give you access to online services.

Please tell us who you are

**Your Name**  
As shown on your Social Security card.

First  M.I.  Last  Suffix

**Social Security Number (SSN)**

-  -

Example: 000-00-0000

**Date of Birth**

Month  Day  Year

**Home Address**  
We cannot accept a business address unless it is also the place where you live. The information you provide here will not update any information we have on file.

Street Address  Apartment, Suite, Building, Etc.

City/Town  State/Territory  ZIP Code

**Phone Number** [Tell me more.](#)

10-digit Number

[Next](#) [Exit](#)

[Feedback](#)

[Privacy and Security](#)

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**!** Even if you already received a code by phone, please do this again for your security. [Why another code?](#)

### Get your activation code

We will send an activation code to (111) 111-1111 to verify your identity.

Text message and call rates still apply.

#### How do you want to receive your activation code?

Text Message

Phone Call

[Mail my activation code.](#)

[Next](#)

[Exit](#)

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CHOOSE HOW YOU WANT TO RECEIVE THE  
ACTIVATION CODE



We sent a text message to 111-111-1111

Please allow up to 2 minutes for the activation code to arrive.

The activation code will **expire** after 10 minutes from the time of your request.

Please enter your activation code

[Having trouble?](#)

Enter the activation code you just received.

Example: A-12345678

[Submit Activation Code](#)

[Previous](#)

[Exit](#)

[Privacy and Security](#)

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Enter the activation code and select  
'Submit Activation Code'

# CHOOSE HOW TO VERIFY YOUR ID



Social Security

Please choose how to verify your ID

Please choose one of the following:

**Take Photos of your ID with a Smartphone**

- Like depositing a check online.
- No uploading or emailing is needed.
- Photos are captured automatically.

**Input your ID & Financial Information**

You'll need **one** of the following:

- Credit card (last 8 digits) - Visa, Mastercard, or Discover;
- Social Security benefits amount;
- W-2 tax form; or
- 1040 Schedule SE tax form.

[▶ Feedback](#)

Don't have a valid ID? [Answer credit history questions instead.](#)

[▼ How does this help Social Security verify my identity?](#)

[Next](#)

[Exit](#)

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# STEPS TO TAKE PHOTOS WITH YOUR SMART PHONE

Please choose one of the following:

- Take Photos of your ID with a Smartphone**
  - Like depositing a check online.
  - No uploading or emailing is needed.
  - Photos are captured automatically.

1<sup>ST</sup> RADIO BUTTON PATH



Please review these steps carefully

Step 1. Select the Request Text Message button below. (Rates still apply.)

Step 2. Select the link in the text message to capture photos.

Step 3. Return to this window to finish setting up your account.

[How we protect your information](#)

[Request Text Message](#)

[Previous](#)



Social Security



**Please do not close this window.**

You need to finish setting up your account after taking photos.



**We sent a text message to (111) 111 - 1111.**

Please allow up to 2 minutes for the text to arrive.

The link in the text message will **expire** after 15 minutes from the time of your request.

Please tell us when you have finished taking photos

[^ Hide](#)

- Check your phone's reception and settings.
- You may need to move to a location where your phone can receive a text message.

**Still having trouble?**

You can [request a new text message](#) or [type your information](#).

**Have you taken photos of your ID?**

- Yes, I finished taking photos.
- No, I need to type my information instead.

[Continue](#)

[▶ Feedback](#)

# STEPS TO VERIFY YOUR FINANCIAL INFORMATION

## 2<sup>ND</sup> RADIO BUTTON PATH

- Input your ID & Financial Information**  
You'll need **one** of the following:
  - Credit card (last 8 digits) - Visa, Mastercard, or Discover;
  - Social Security benefits amount;
  - W-2 tax form; or
  - 1040 Schedule SE tax form.

SELECT NEXT AS YOU  
PROVIDE THE REQUESTED  
INFORMATION

The screenshot shows the Social Security website header with the logo and the text "Social Security". Below the header is a section titled "Please enter ID information". Underneath, there is a question "What type of ID do you have?" followed by four radio button options: "Drivers License", "Learners Permit", "State-Issued ID Card", and "I do not have any of these. I need to answer credit history questions." At the bottom of the form are two buttons: "Next" (highlighted in blue) and "Previous". At the very bottom, there is a footer with the text "Privacy and Security" and a row of links: "OMB No. 0960-0789", "Privacy Policy", "Privacy Act Statement", and "Accessibility Help".

The screenshot shows the Social Security website header with the logo and the text "Social Security". Below the header is a section titled "Please choose how to provide financial information". Underneath, there is a question "Verify your identity with one of the following:" followed by four radio button options: "Credit card (last 8 digits) - Visa, Mastercard, or Discover. We will not charge your card.", "Social Security benefits amount", "W-2 tax form", and "1040 Schedule SE tax form". At the bottom of the form are two buttons: "Next" (highlighted in blue) and "Exit". At the very bottom, there is a footer with the text "Privacy and Security" and a row of links: "OMB No. 0960-0789", "Privacy Policy", "Privacy Act Statement", and "Accessibility Help".

# YOU HAVE SUCCESSFULLY AUTHENTICATED



Social Security




**Congratulations! You now have access to secure online services.**

Next

[Privacy and Security](#)


[OMB No. 0960-0789](#) | [Privacy Policy](#) | [Privacy Act Statement](#) | [Accessibility Help](#)

# CHOOSE YOUR EXISTING BSO USER ID BY SELECTING THE DROPDOWN ARROW

 Social Security

BSO User ID


Please select a User ID and EIN

Select one 

[Request a new User ID](#)


[Next](#) [Exit](#)

[Privacy and Security](#)  
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 Social Security

BSO User ID


Please select a User ID and EIN

Select one 

- 
- User ID XXXXXXXXX
- User ID XXXXXXXXX
- User ID XXXXXXXXX
- User ID XXXXXXXXX
- User ID XXXXXXXXX
- User ID XXXXXXXXX

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CHOOSE THE BSO USER ID YOU WANT TO USE

 **Main Menu**

[HELP](#)

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

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[Logout](#)

**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.

**[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

www.socialsecurity.gov

# BSO MAIN MENU