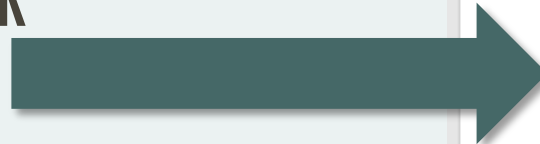


STANDARD TO ADVANCED PATH WITH LOGIN.GOV

DISCLAIMER: THE INFORMATION IN THIS POWER POINT IS CURRENT AT THIS TIME, BUT SOCIAL SECURITY POLICY IS SUBJECT TO CHANGE.

BSO WELCOME PAGE

YOU MUST START HERE FOR
EMPLOYER SERVICES



The screenshot shows the Social Security Business Services Online (BSO) welcome page. At the top, there is a navigation bar with the Social Security logo, links for Benefits, Medicare, and Card & record, a search bar for SSA.gov, and options for Español and Sign in. The main heading is "Business Services Online". Below this, a paragraph explains that the BSO 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. It states that users must register and create their own password to access Business Services Online. There is a link for "Información para el Empleador en Español".

The "BSO application hours" section lists the following hours:
Monday-Friday: 5 AM - 1 AM ET
Saturday: 5 AM - 11 PM ET
Sunday: 8 AM - 11:30 PM ET

The "Questions or comments?" section provides the phone number 1-800-772-6270 (TTY 1-800-325-0778) and the hours Monday-Friday, 7 AM - 7 PM ET.

The page is divided into four main service areas, each with a "Login" link and a "For questions:" email address:

- Employers:** For employers to:
 - Report wages
 - View submission and report status
 - Act on resubmission notices
 - Verify Social Security numbersLinks: [Login](#), [Create account](#), [Employer information](#). Email: employerinfo@ssa.gov
- Representative Payees:** For individuals and organization representatives to file their Representative Payee Report electronically. Links: [Login](#), [Register](#), [Complete phone registration](#), [Information about being a payee](#). Email: ssa.cbsv@ssa.gov
- Appointed Representatives:** For appointed representatives of individuals with cases pending at the hearings or appeals levels. Links: [Login](#), [Register for online services](#), [Appointed Representative Services \(ARS\)](#), [Representing Social Security claimants](#), [Electronics Records Express](#). Email: ssa.cbsv@ssa.gov
- Consent Based Verification (CBSV):** For companies that typically provide banking and mortgage services, process credit checks, provide background checks, satisfy licensing requirements, etc. Links: [Login](#), [How to enroll](#), [Complete phone registration](#), [Learn more about CBSV](#). Email: ssa.cbsv@ssa.gov

www.ssa.gov/bso

YOU MUST SELECT THE 'LOG IN' LINK



[Login](#)

[Create account](#)

[Employer information](#)

For questions: employerinfo@ssa.gov

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.

[Información para el Empleador en Español](#)

BSO application hours

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

Questions or comments?
Phone: 1-800-772-6270 (TTY 1-800-325-0778)
Monday - Friday: 7 AM - 7 PM ET

Employers

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

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

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

SELECTING LOG IN TAKES YOU TO
THE SOCIAL SECURITY SIGN IN
SCREEN.




Social Security

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.

SELECT SIGN IN WITH
LOGIN.GOV



 Social Security

Create an Account or Sign In

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

[Sign in with !\[\]\(3d496ca5740a387f002644c845f4275b_img.jpg\) LOGIN.GOV](#)

[Sign in with !\[\]\(78a029b04ee0ee05998c29299c47b06c_img.jpg\) ID.me](#)

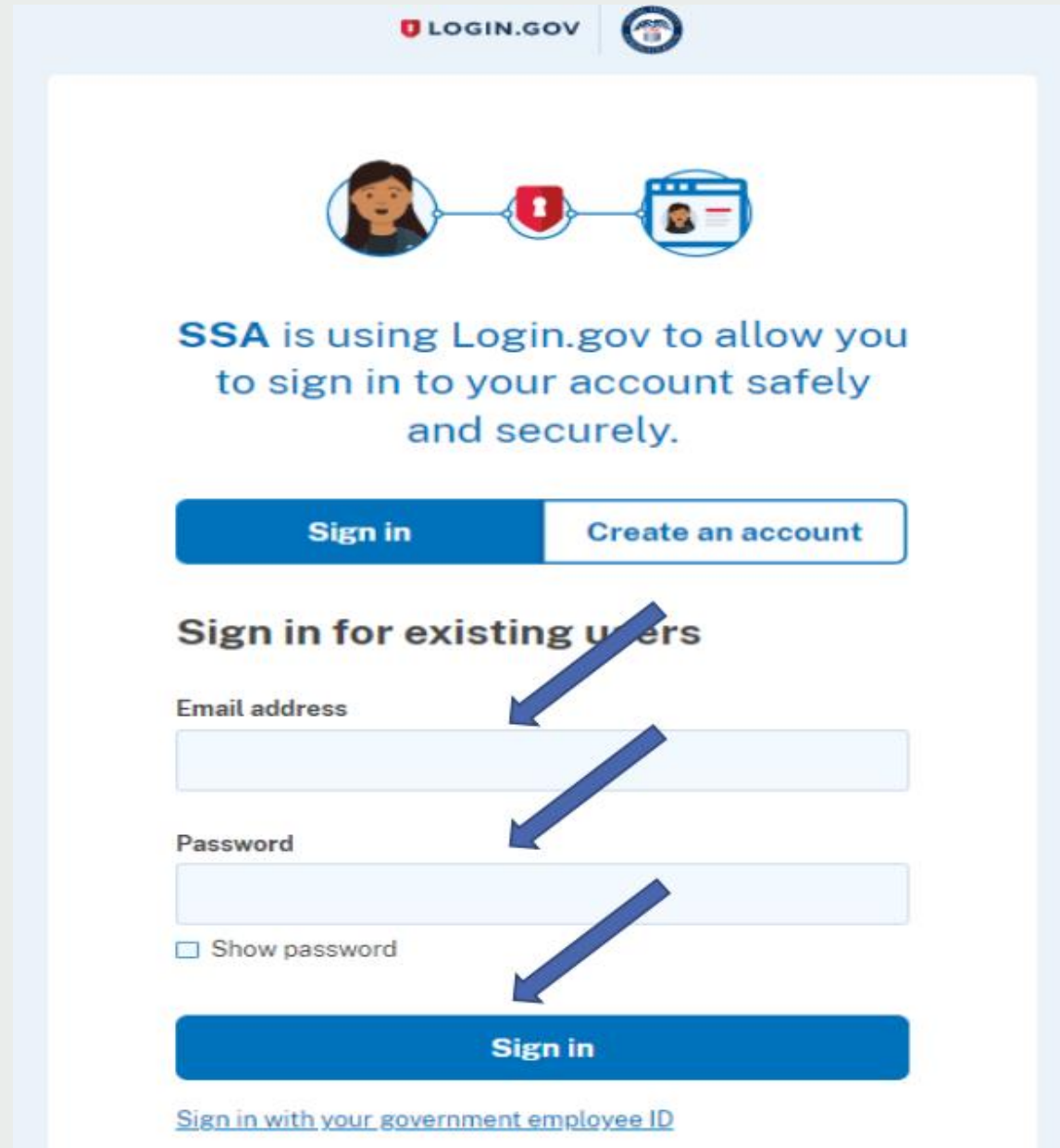
[Learn more](#)

[Sign in with Social Security Username](#)

For accounts created *before* September 18, 2021

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

ENTER YOUR EMAIL ADDRESS
PASSWORD AND SELECT THE
“SIGN IN” BUTTON



LOGIN.GOV

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

Sign in Create an account

Sign in for existing users

Email address

Password

Show password

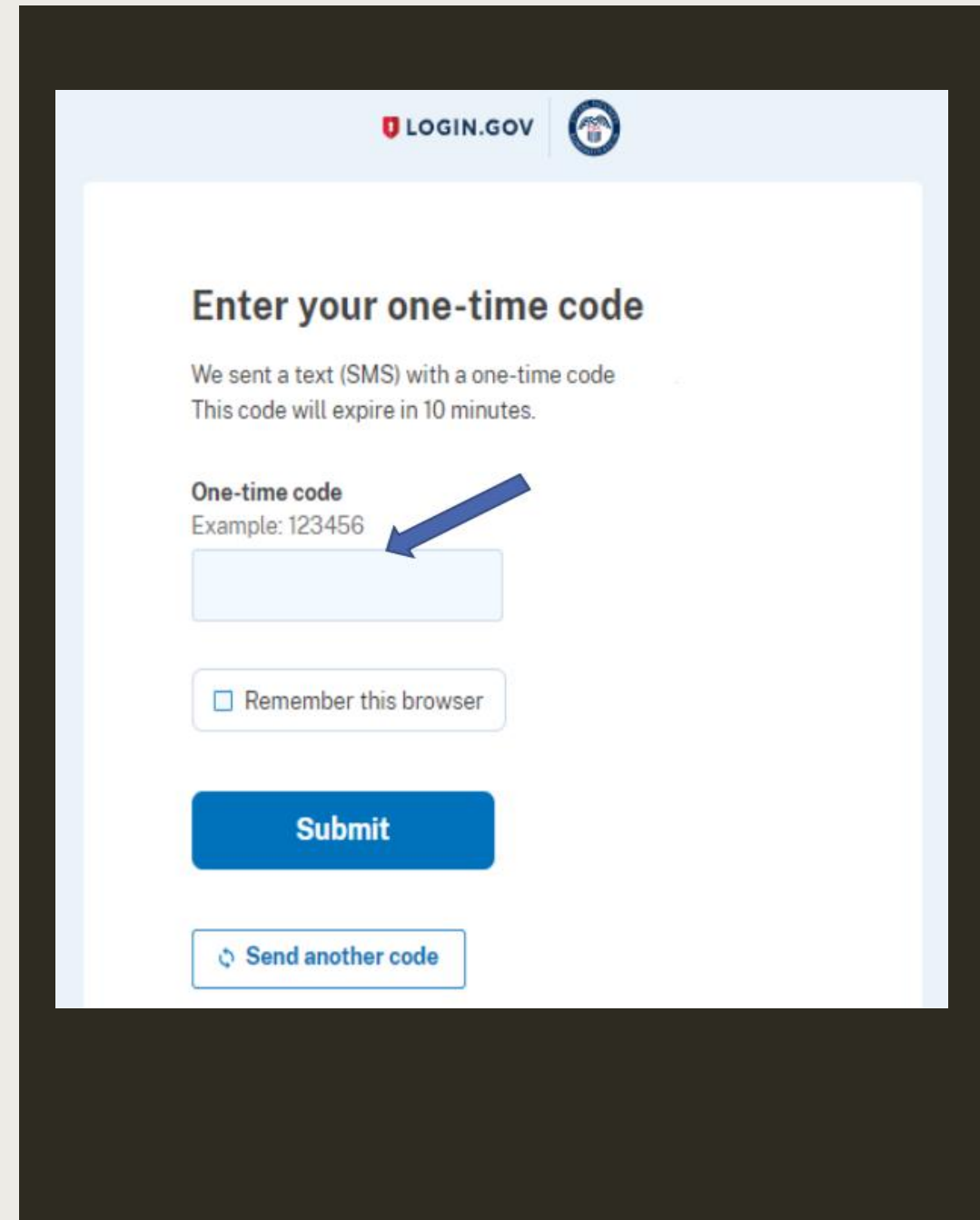
Sign in

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

The screenshot shows the SSA Login.gov sign-in interface. At the top, there is a navigation bar with the 'LOGIN.GOV' logo and the SSA seal. Below this is a header section with three icons: a person, a shield, and a computer monitor. The main heading states that SSA is using Login.gov for secure sign-in. There are two buttons: 'Sign in' and 'Create an account'. Below these is a section for existing users with input fields for 'Email address' and 'Password', and a 'Show password' checkbox. A large blue 'Sign in' button is at the bottom. Three blue arrows point from the right side of the page to the 'Email address' field, the 'Password' field, and the 'Sign in' button, indicating the steps mentioned in the text on the left.

ENTER YOUR ONE-TIME CODE INTO THE BOX AND SELECT "SUBMIT"

THIS IS AN EXAMPLE FOR THE "PHONE" AUTHENTICATION METHOD.



The screenshot shows the LOGIN.GOV interface for entering a one-time code. At the top right, there is the LOGIN.GOV logo and a circular icon with an American flag. The main heading is "Enter your one-time code". Below it, a message states: "We sent a text (SMS) with a one-time code. This code will expire in 10 minutes." The "One-time code" label is followed by an example "Example: 123456". A blue arrow points to a light blue input box. Below the input box is a checkbox labeled "Remember this browser". At the bottom, there is a blue "Submit" button and a "Send another code" button with a refresh icon.

LOGIN.GOV

Enter your one-time code

We sent a text (SMS) with a one-time code
This code will expire in 10 minutes.


One-time code
Example: 123456

Remember this browser

Submit

[Send another code](#)

YOU MUST CHECK BOX “I AGREE TO THE TERMS OF SERVICE”. SELECT “NEXT”

 Social Security

Terms of Service

The terms of service in this section apply to all Social Security online services. Depending on the specific Social Security online service you access, you may be asked to agree to added terms to use that service.

By checking I agree to the Terms of Service, I acknowledge the following conditions:

- I understand that I am accessing a U.S. Government system.
- I understand that my usage of this system may be monitored, recorded, and subject to audit.
- I understand that unauthorized or improper use of this system is prohibited and may result in administrative, civil, or criminal penalties and/or other actions.
- I understand that it is a federal crime to:
 - Give false or misleading statements to obtain information in Social Security records;
 - Give false or misleading information to obtain or alter Social Security benefits; or
 - Deceive the Social Security Administration about an individual's identity.
- I understand that the Social Security Administration may stop me from using Social Security online services if it finds or suspects fraud or misuse.
- I accept that I am responsible for properly protecting any information provided to me by the Social Security Administration.
- I agree that the Social Security Administration is not responsible for the improper disclosure of any information that the Social Security Administration has provided to me or any information that is on or from my computer or other device, whether due to my negligence or the wrongful acts of others.

I agree to the Terms of Service.

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

Privacy and Security

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

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 Help](#)

You will land on this page to upgrade your standard credential to advanced credential, which is required to access your BSO employer services.

Select “Continue”.

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'

PROVIDE YOUR HOME
ADDRESS AND PHONE
NUMBER DETAILS
THEN SELECT “NEXT
BUTTON”



Please enter your home address and phone number

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

10-digit Number

Next

Exit

[Privacy and Security](#)

[OMB No. 0960-0789](#)

[Privacy Policy](#)

[Privacy Act Statement](#)

[Accessibility Help](#)

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](#)

[Privacy and Security](#)

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

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.

1ST 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

2ND 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



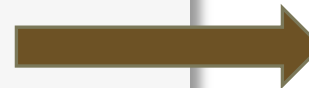
 Social Security


Please enter ID information

What type of ID do you have?

- Drivers License
- Learners Permit
- State-Issued ID Card
- I do not have any of these.
I need to answer credit history questions.

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



 Social Security


Please choose how to provide financial information

Verify your identity with one of the following:


- Credit card (last 8 digits) - Visa, Mastercard, or Discover
We will not charge your card.
- Social Security benefits amount
- W-2 tax form
- 1040 Schedule SE tax form

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

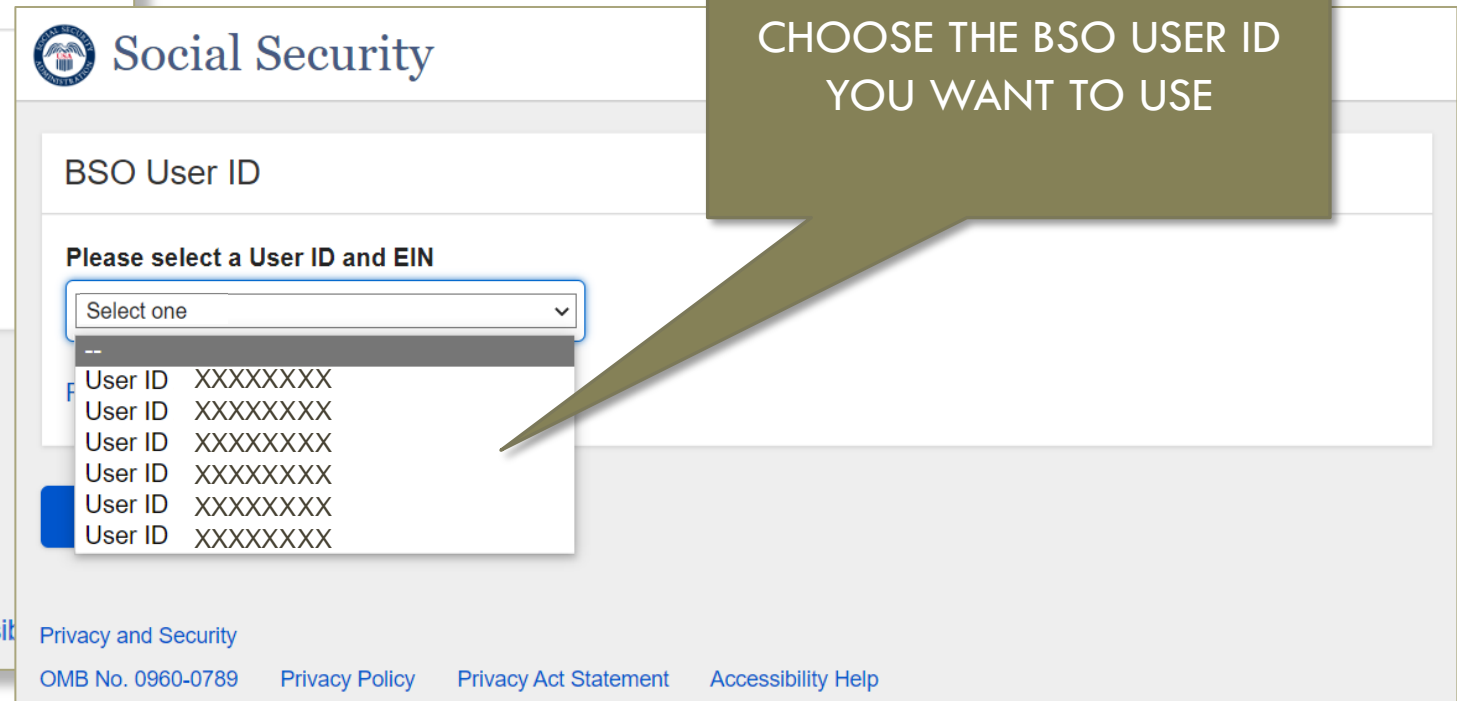
Please select a User ID and EIN


Select one 

[Request a new User ID](#)

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


[Privacy and Security](#)
OMB No. 0960-0789 [Privacy Policy](#) [Privacy Act Statement](#) [Accessib](#)



 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

CHOOSE THE BSO USER ID YOU WANT TO USE

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



Main Menu

[HELP](#)

STANLEY RUTKOWSKI

[Logout](#)

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

Manage Account

- [View / Edit Account Info](#)
- [Change Password](#)
- [Disable Account](#)

[Report Wages To Social Security](#)

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

Manage Services

- [View / Edit Services](#)
- [Request New Services](#)
- [View Pending Services](#)
- [Enter Activation Code\(s\)](#)

[Social Security Number Verification Service](#)

Request online SSN verification, or
Submit files for SSN verification

Manage Employer Information

- [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.

BSO MAIN MENU