

FIRST TIME USER PATH

SIGN IN WITH LOGIN.GOV



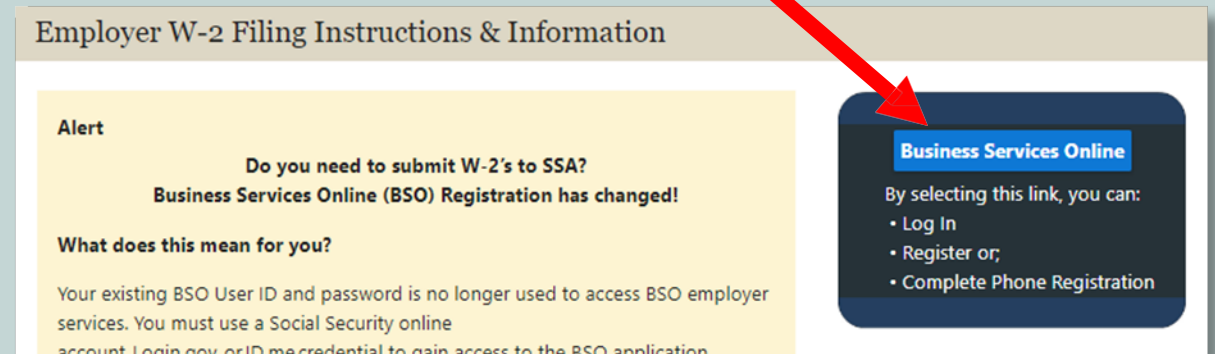
Disclaimer: The information in this power point is current at this time, but Social Security policy is subject to change.

STARTING FROM SSA.GOV HOMEPAGE

Step 1: On the Social Security Administration (SSA) homepage (www.ssa.gov), 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



[Sign in](#)
[Create account](#)
[Employer information](#)
[Customer support for wage reporting](#)
For questions: employerinfo@ssa.gov

Social Security Benefits Medicare Card & record [ES Español](#)

[Home](#) > Business Services Online (BSO)

Business Services Online (BSO)

Our [suite of services](#) allows organizations, businesses, individuals, employers, attorneys, non-attorney representatives, and third parties to securely exchange information with us online.

You must register and create your own password to access BSO.

New users can visit the [BSO tutorial](#) for more information.

Information you'll need to provide +

Employers

For employers and businesses to:

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

[Sign in](#)
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Feedback

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[Sign in](#)

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SELECT CREATE AN
ACCOUNT WITH
LOGIN.GOV

Sign In or Create an Account

If you already have a Login.gov or ID.me account, do not create a new one. You can use your existing account to access Social Security services.

Sign in with  LOGIN.GOV

Sign in with  ID.me

 The Social Security username sign-in option is no longer available.

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

 [Create an account with ID.me](#)

 [Sign in Help and Support](#)

[External Site Disclaimer](#)

NOTE: IF YOU ALREADY HAVE A 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](#)

[Learn about 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](#)

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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



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

[Feedback](#)

[Next](#)

[Exit](#)

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

Get an activation code for your Social Security online account

We will send an activation code to (443) 123-4567 to verify your identity.

Text message and call rates still apply.

How do you want to receive your activation code?

Text Message

Phone Call

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CHOOSE HOW YOU WANT TO RECEIVE THE
ACTIVATION CODE

i 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

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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](#)

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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.

1ST RADIO BUTTON PATH

 Social Security

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.

i 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.

Next Previous

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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

Next Exit

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YOU HAVE SUCCESSFULLY AUTHENTICATED



Social Security



Congratulations! You now have access to secure online services.

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CHOOSE YOUR EXISTING BSO USER ID BY SELECTING THE DROPDOWN ARROW



 Social Security

BSO User ID

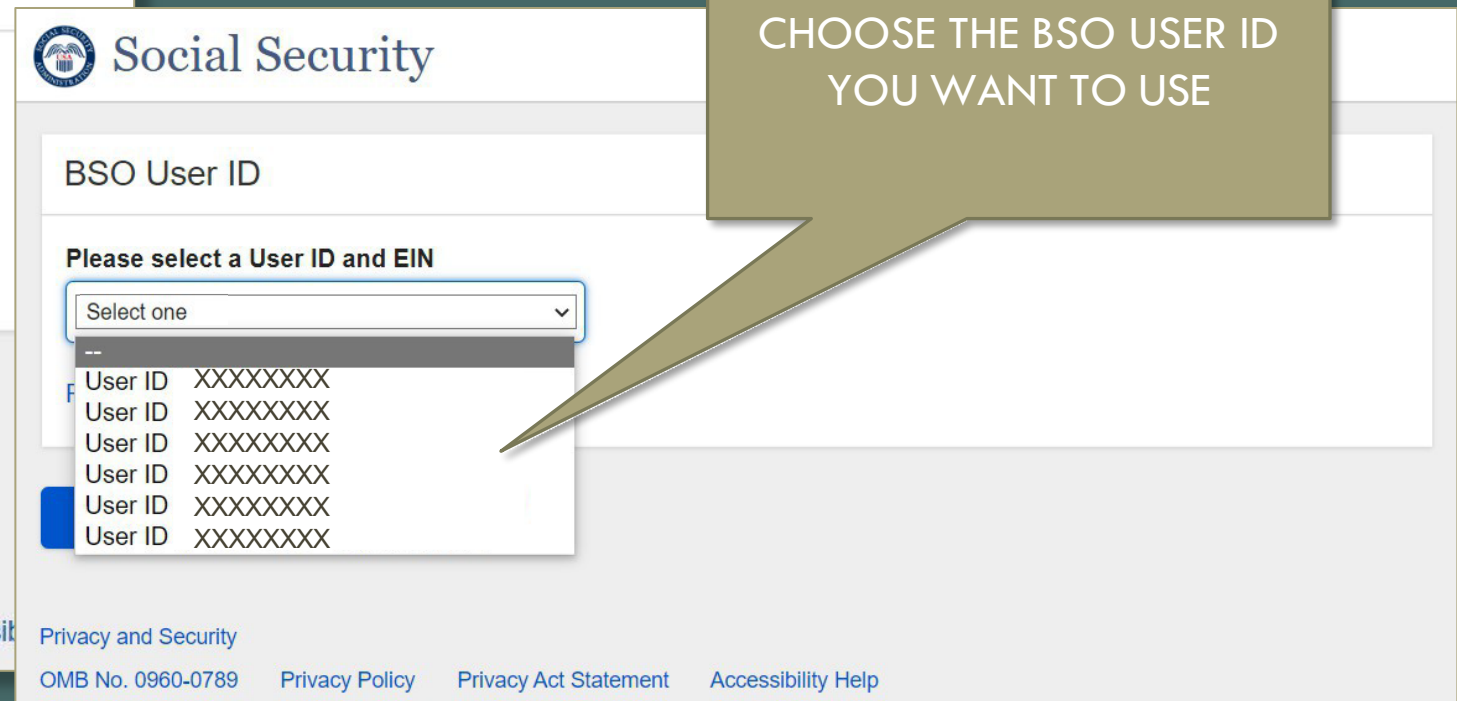
Please select a User ID and EIN


Select one 

[Request a new User ID](#)

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


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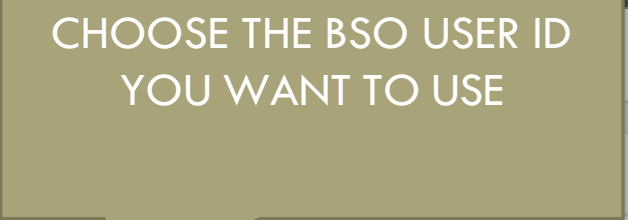
 Social Security

BSO User ID

Please select a User ID and EIN

Select one 

-
- User ID XXXXXXXX
- User ID XXXXXXXX
- User ID XXXXXXXX
- User ID XXXXXXXX
- User ID XXXXXXXX
- User ID XXXXXXXX



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Main Menu

[HELP](#)

[Logout](#)

Welcome,
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