

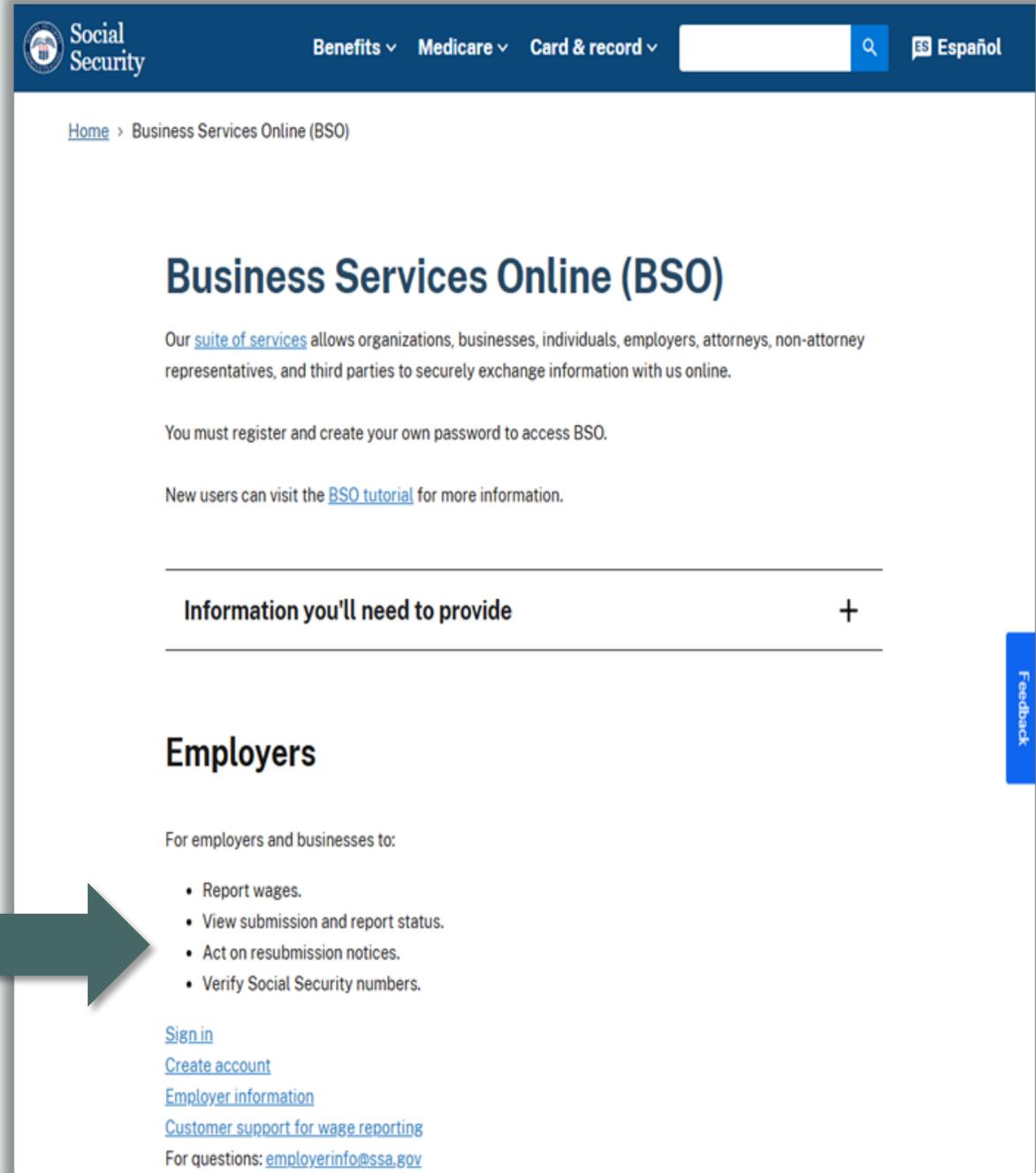
# STANDARD TO ADVANCED PATH WITH LOGIN.GOV

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

[www.ssa.gov/bsa](http://www.ssa.gov/bsa)



**Social Security** Benefits ▾ Medicare ▾ Card & record ▾

[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.

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**Information you'll need to provide**

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### Employers

For employers and businesses to:

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

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

**Feedback**

YOU MUST SELECT THE  
'SIGN IN' LINK



[Sign in](#)  
[Create account](#)  
[Employer information](#)  
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Social Security Benefits Medicare Card & record ES Español

Home > Business Services Online (BSO)

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

## 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](#)

SELECT SIGN IN WITH  
LOGIN.GOV



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[External Site Disclaimer](#)

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

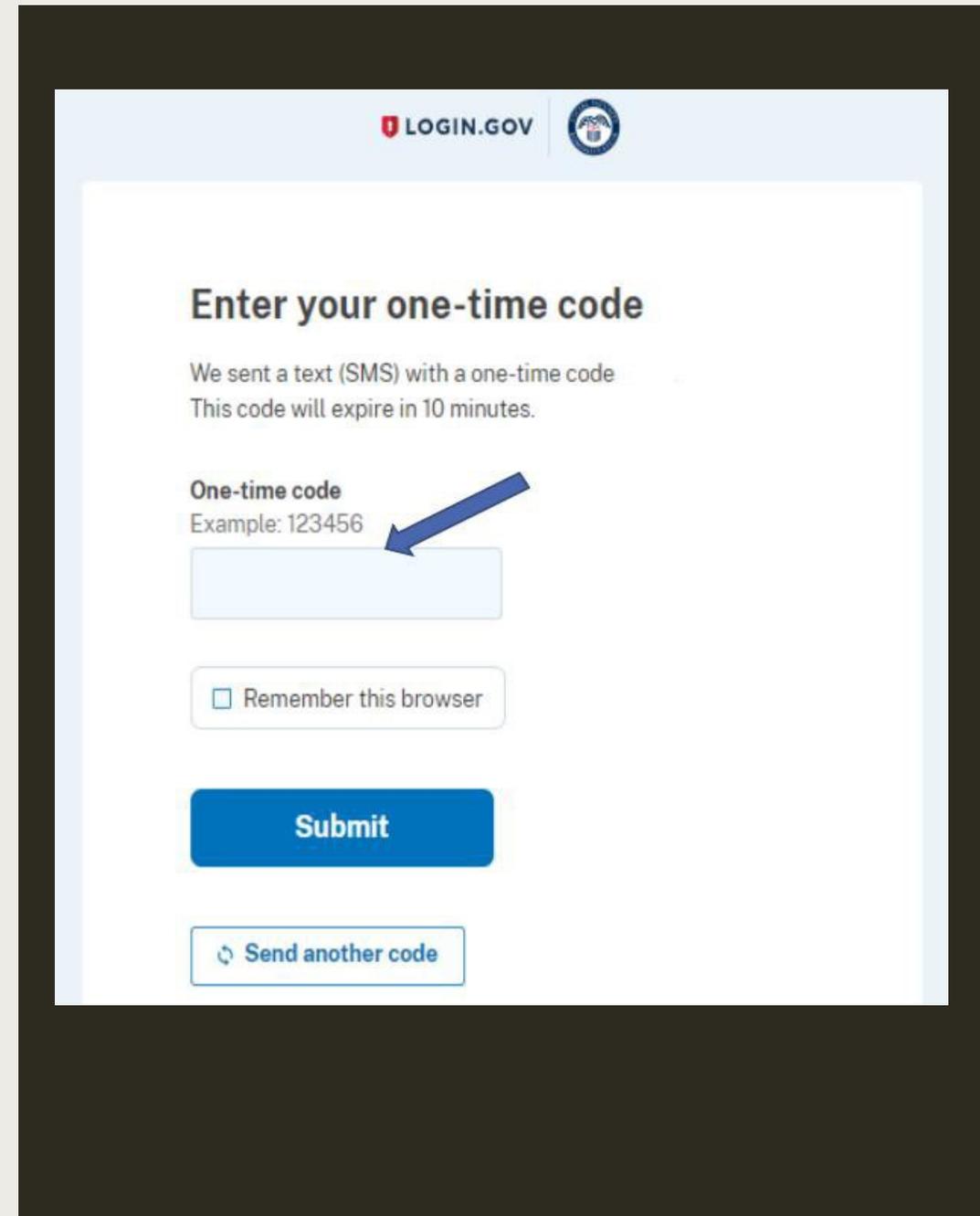
Show password

[Sign in](#)

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

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 the official seal of the United States. The main heading is "Enter your one-time code". Below this, a message states: "We sent a text (SMS) with a one-time code. This code will expire in 10 minutes." The form includes a label "One-time code" with 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". A prominent blue "Submit" button is centered below the checkbox. At the bottom, there is a button with a refresh icon and the text "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

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# 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

The screenshot shows the Social Security website interface. At the top left is the Social Security logo. Below it is a yellow warning box with an exclamation mark icon: "Please do not close this window. You need to finish setting up your account after taking photos." Below that is a light blue information box with an 'i' icon: "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." The main heading is "Please tell us when you have finished taking photos". Below this is a "Hide" button and a list of instructions: "Check your phone's reception and settings." and "You may need to move to a location where your phone can receive a text message." There is a section titled "Still having trouble?" with a link: "You can [request a new text message](#) or [type your information](#)." Below this is a question: "Have you taken photos of your ID?" with two radio button options: "Yes, I finished taking photos." and "No, I need to type my information instead." At the bottom right is a blue "Feedback" button, and at the bottom center is a blue "Continue" button.

# 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



 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.

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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

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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

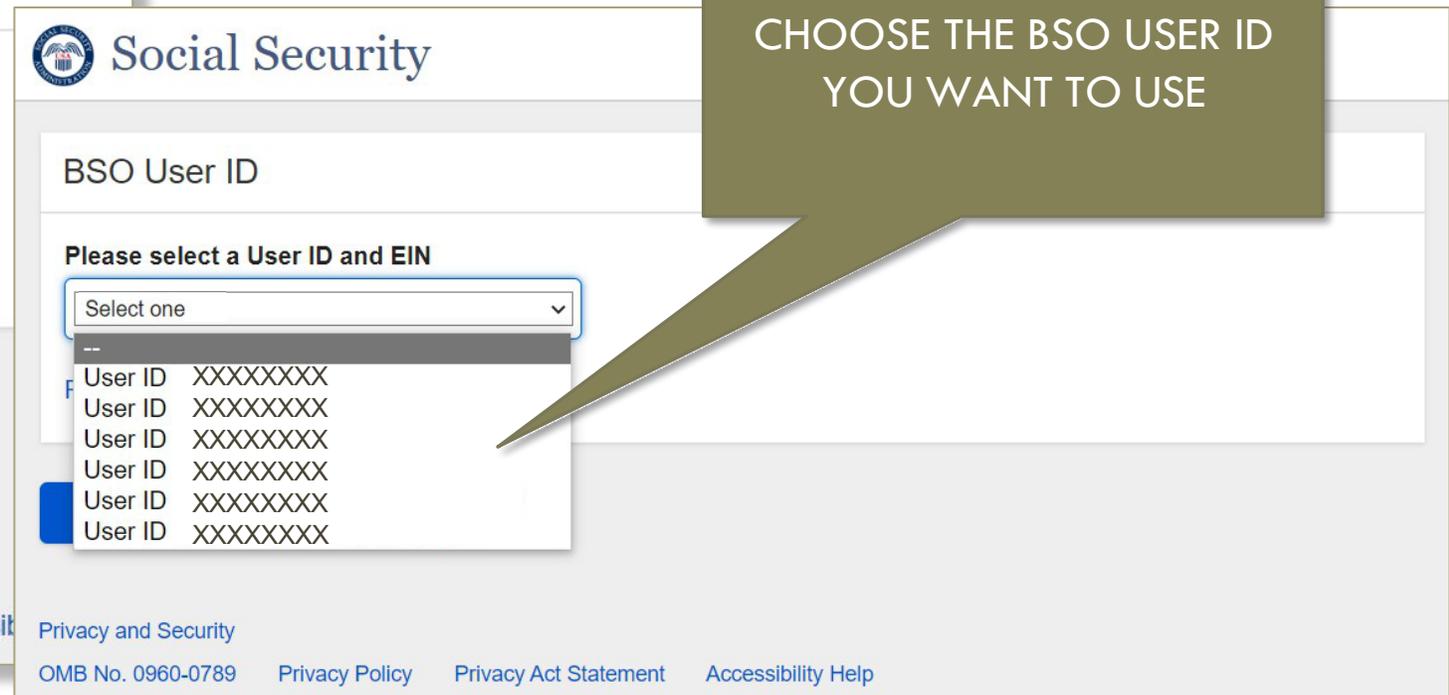
Please select a User ID and EIN

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 XXXXXXXXX

**CHOOSE THE BSO USER ID YOU WANT TO USE**

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## 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