

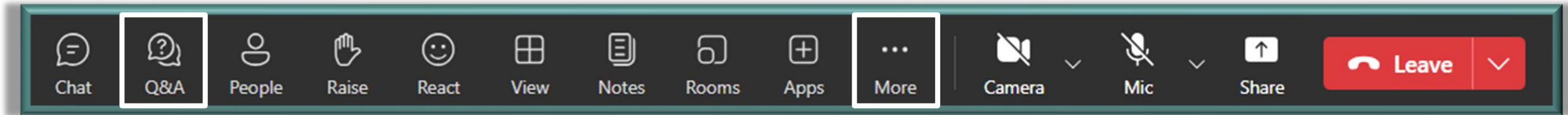


# Social Security's Information Session


## New Authorization Process for Business Services Online

# Housekeeping

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If you have a question or comment, use the Q&A option.  
For captions and audio, use the More option.  
Other housekeeping items are at the top of the Q&A.



# New Authorization Process for Business Services Online

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# What is the new authorization process?

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- The new BSO authorization process provides employers with the ability to assign and delegate who can submit wage reports and do business on their behalf.
- To access the new authorization process when it becomes available, a **Responsible Entity Officer (REO)** will be required to register your organization.

# What is the new authorization process?

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The new BSO authorization process provides employers with the ability to assign and delegate who can submit wage reports and do business on their behalf.



Who will use this process?

# REO - Responsible Entity Officer

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An individual who is authorized to execute agreements on behalf of the entity that are legally binding and enforceable.





# EBA - Entity Business Administrator

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Assigned by the REO to administer roles and services to an individual or a third-party submitter.

# ESA - Entity Service Administrator

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Assigned by an REO or EBA to manage and delegate a subset of services to service users.





# Service User

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Authorized to use a service on behalf of an organization.


A group of people are gathered in a meeting. In the foreground, a woman with dark hair in a ponytail is looking towards the left. Behind her, a man in a grey sweater is also looking left. To the right, two more women are standing, looking in the same direction. In the background, a whiteboard is visible with handwritten notes: "hotel", "alcohol", "pool", and "Shopping".

# REO Position Examples

Please note, the list above is not authoritative (i.e., it may be overinclusive or underinclusive). According to IRC section 6103(e)(1), only individuals with a “material interest” in the EIN may access tax return information. IRS policy, as outlined in an Internal Revenue Manual (IRM), provides specific criteria for determining who qualifies as having “material interest,” particularly in the context of partnerships, corporations, or subsidiaries of corporations.


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- Chief Executive Officer (CEO)
- Director and Senior Manager
- Board of Directors or Authorized Board Member
- Employee with Power of Attorney
- Owner of an LLC
- General or Limited Partner of a Partnership
- Business Owner (Sole Proprietorship)
- Individual who has control over the church’s funds or assets

A photograph of three business professionals in a modern office setting. Two women and one man are seated around a small round table, engaged in a discussion. One woman is using a laptop. The office has large windows overlooking a city skyline, and there are indoor plants and modern lighting fixtures.

## How will this new authorization process benefit my organization?

- Increase security and help prevent fraud by controlling who can report wages for your organization.
- Receive one mailed registration code per organization to the REO, simplifying registration.



# When will the new authorization process be available?

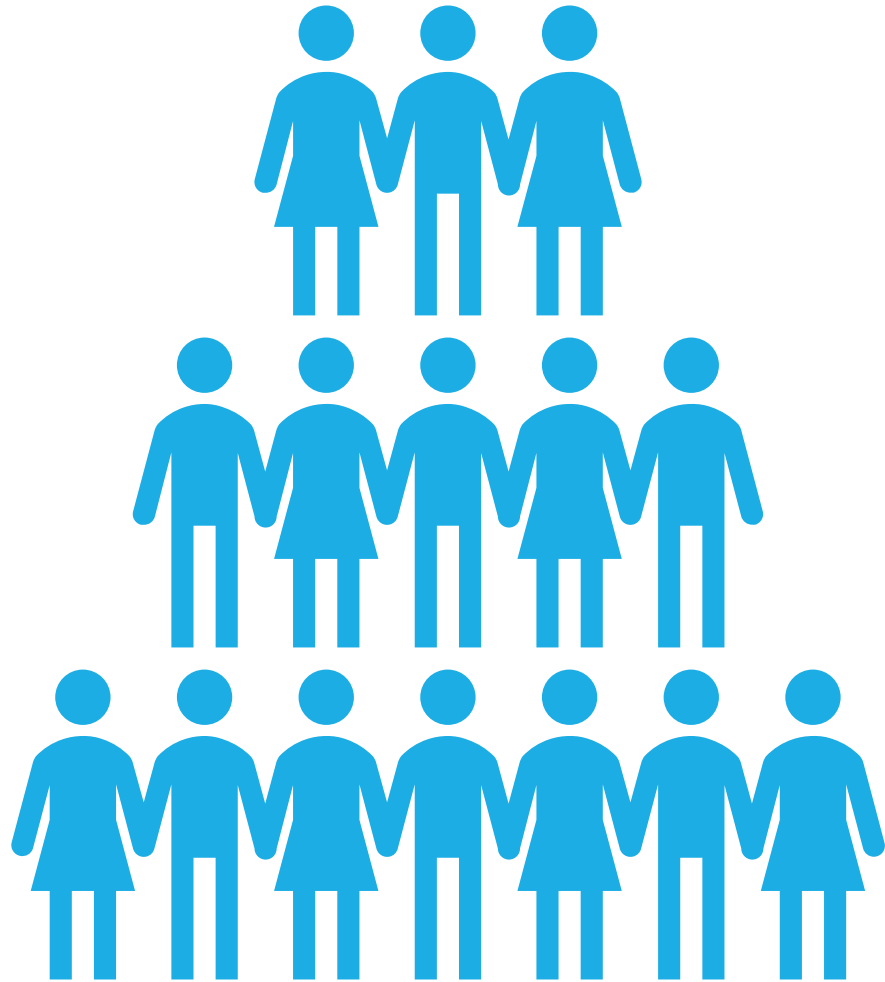
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Social Security will pilot the new authorization process for a future wage reporting season. Registration for those interested in participating will be open from January 10, 2026, through February 2, 2026.

# Why should my organization participate in the pilot?

By participating in the pilot now, you will:

- Increase security and help prevent fraud by controlling who can report wages for your organization.
- Receive one mailed authorization code per organization to the REO, simplifying registration.
- Help improve the new authorization process.
- Retain access to the new authorization process for any future rollout.



# Who can participate?

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To be eligible, the organization's REO must participate.

If the REO successfully registers, the REO may delegate other individuals to act on behalf of the organization, which may include the ability to delegated responsibilities to additional users. The REO can perform all tasks within the application and is not required to delegate responsibilities to other users. Delegated users may include third-party submitters if designated by the REO (or a delegated user with such authority).

# How can organizations participate in the pilot and how will the pilot work?

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## How To Participate


- Visit the [BSO welcome page](#) and look for the pilot registration link. The link will be available January 10, 2026.
- Complete the registration process.
- If you don't already have one, create a Login.gov or ID.me account.

## How The Pilot Works

- Registration will close once 1800 organizations have registered.
- REOs can create accounts, delegate wage reporting roles to users, and report wages.
- Both the new and existing wage reporting applications will be available during the pilot period.

During the pilot, a link will be available on [www.ssa.gov/bsa](http://www.ssa.gov/bsa).


[Benefits](#) 
[Medicare](#) 
[Card & record](#) 


[ES Español](#)

The new process makes it easier to manage and improve user access.

Visit [Pilot Opportunity](#) for details or [select here](#) to access the pilot and participate.

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.

## +

For employers and businesses to:

- Report wages.
- View submission and report status

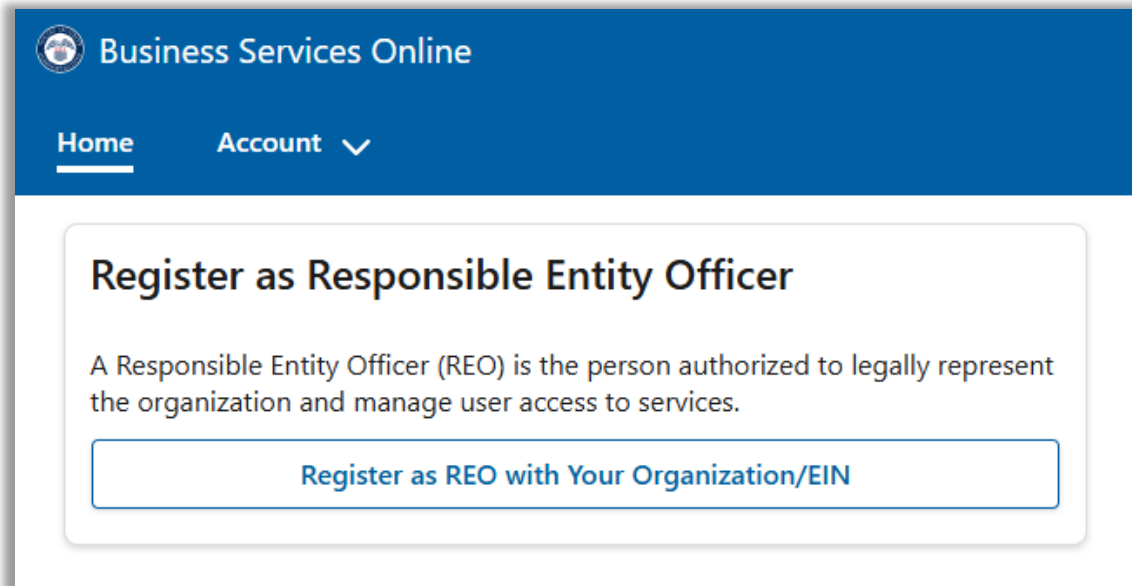
The image features a hand holding a transparent sphere. Inside the sphere are several business-related icons: a money bag with a dollar sign, a person in a suit and glasses, a target with an arrow, a bar chart with an upward arrow, a building, three interlocking gears, an envelope, and a group of three people. The word "Demo" is written in large, white, bold letters across the center of the sphere. The background consists of a blurred cityscape and a blue film strip with white sprocket holes that curves around the sphere.

# Demo

# Registration

Select “Register as REO with Your Organization/EIN.”

Next, enter EIN and name of your organization in the mandatory fields.



The screenshot shows the 'Business Services Online' header with a logo and navigation links for 'Home' and 'Account'. The main content area is titled 'Register as Responsible Entity Officer'. Below the title, a paragraph explains that a Responsible Entity Officer (REO) is the person authorized to legally represent the organization and manage user access to services. At the bottom of this section is a button labeled 'Register as REO with Your Organization/EIN'.

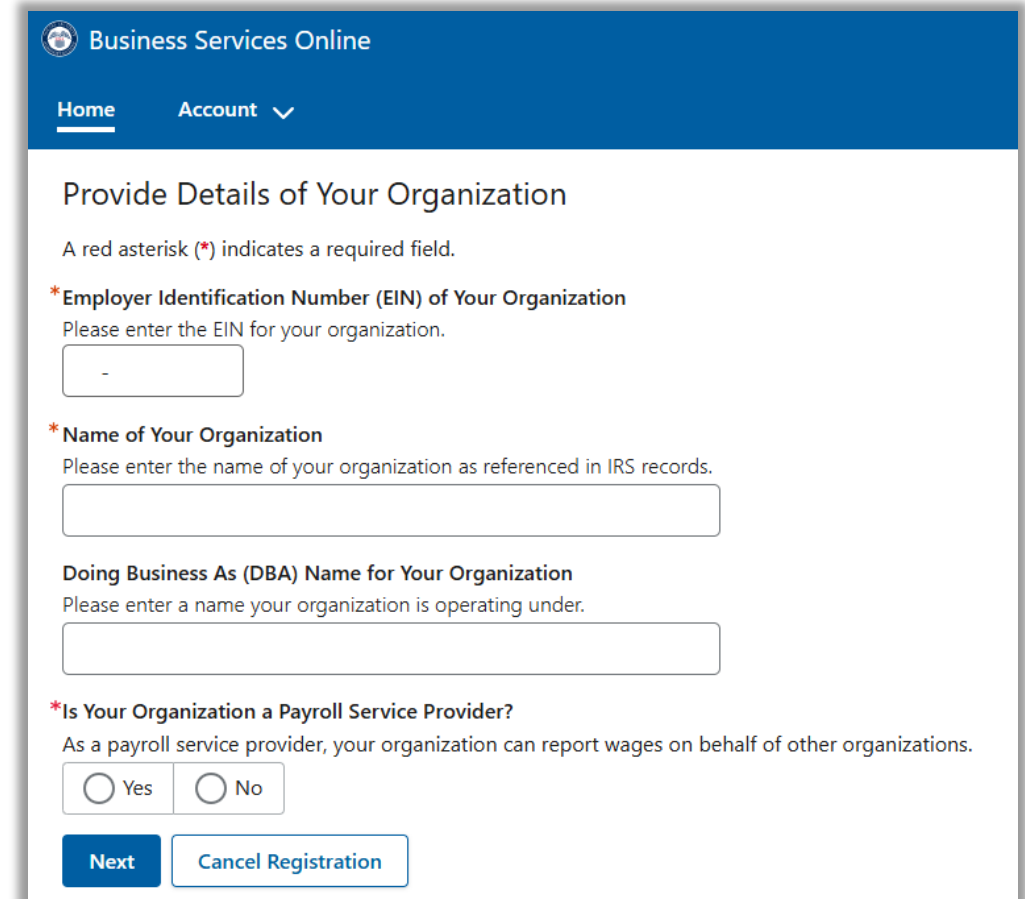
**Business Services Online**

[Home](#) [Account](#) ▼

### Register as Responsible Entity Officer

A Responsible Entity Officer (REO) is the person authorized to legally represent the organization and manage user access to services.

[Register as REO with Your Organization/EIN](#)



The screenshot shows the 'Business Services Online' header with a logo and navigation links for 'Home' and 'Account'. The main content area is titled 'Provide Details of Your Organization'. Below the title, a paragraph explains that a red asterisk (\*) indicates a required field. The form contains several fields: 'Employer Identification Number (EIN) of Your Organization' (required), 'Name of Your Organization' (required), 'Doing Business As (DBA) Name for Your Organization', and 'Is Your Organization a Payroll Service Provider?'. The 'EIN' field has a placeholder '-'. The 'Name of Your Organization' and 'DBA' fields are empty. The 'Is Your Organization a Payroll Service Provider?' field has radio buttons for 'Yes' and 'No'. At the bottom are 'Next' and 'Cancel Registration' buttons.

**Business Services Online**

[Home](#) [Account](#) ▼

### Provide Details of Your Organization

A red asterisk (\*) indicates a required field.

**\*Employer Identification Number (EIN) of Your Organization**  
Please enter the EIN for your organization.

-

**\*Name of Your Organization**  
Please enter the name of your organization as referenced in IRS records.


**Doing Business As (DBA) Name for Your Organization**  
Please enter a name your organization is operating under.


**\*Is Your Organization a Payroll Service Provider?**  
As a payroll service provider, your organization can report wages on behalf of other organizations.

☐ Yes ☐ No

[Next](#) [Cancel Registration](#)

# Is Your Organization a Payroll Service Provider?

 Business Services Online

[Home](#) [Account](#) 

### Provide Details of Your Organization

A red asterisk (\*) indicates a required field.

**\*Employer Identification Number (EIN) of Your Organization**  
Please enter the EIN for your organization.

**\*Name of Your Organization**  
Please enter the name of your organization as referenced in IRS records.


  
  


**Doing Business As (DBA) Name for Your Organization**  
Please enter a name your organization is operating under.


  
  

**\*Is Your Organization a Payroll Service Provider?**  
As a payroll service provider, your organization can report wages on behalf of other organizations.

☒ Yes ☐ No

 Only individuals designated by your organization will be able to submit wage reports for your EIN.

 Business Services Online

[Home](#) [Account](#) 

### Provide Details of Your Organization

A red asterisk (\*) indicates a required field.

**\*Employer Identification Number (EIN) of Your Organization**  
Please enter the EIN for your organization.

**\*Name of Your Organization**  
Please enter the name of your organization as referenced in IRS records.

**Doing Business As (DBA) Name for Your Organization**  
Please enter a name your organization is operating under.

**\*Is Your Organization a Payroll Service Provider?**  
As a payroll service provider, your organization can report wages on behalf of other organizations.


☐ Yes ☒ No

**\*Do you want to limit who can report wages for your organization?**


☐ Yes. Only individuals or Payroll Service Providers designated by your organization will be able to submit wage reports for your EIN.

☐ No. Any individuals or Payroll Service Providers will be able to submit wage reports for your EIN.


# Attest as an REO and Accept the Declaration

 Business Services Online

OMB No. 0960-00

[Home](#) [Account](#) 

## Attest as a Responsible Entity Officer for EIN XX-XXXXXXX

 **Responsible Entity Officer: A Definition**

The Responsible Entity Officer (REO) is an individual who is authorized by the entity to legally bind the entity, including the ability to execute agreements that are binding and enforceable against the entity. The REO should have the authority to access, authorize disclosure of, and delegate other individuals to have access to, the information available through this Social Security service.

A red asterisk (\*) indicates a required field.

\* Does your organization have shares or interests traded on a public exchange, or is it registered with the U.S. Securities and Exchange Commission (SEC)?

☒ Yes ☐ No

\* Is your organization a corporation or a partnership?

☒ Corporation ☐ Partnership

\* Are you a principal officer of the corporation?

☒ Yes ☐ No

### Declaration


☒ \* I declare under penalty of perjury that the information I provided herein is true and correct to the best of my knowledge.


I certify that I have the authority on behalf of my organization to access, and authorize disclosure of, the confidential information available through this Social Security service. I understand that anyone who knowingly or willfully seeks or obtains access to personally identifiable information or tax return information, under false pretenses commits a crime and is subject to civil and criminal penalties.

# Provide Your Organization Information

Select the address on file with IRS.

Next, enter your work email.

 Business Services Online

[Home](#) [Account](#) 

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### Confirm Your Work Address for EIN XX-XXXXXXX

A red asterisk (\*) indicates a required field.


**\*Addresses Registered for Your Organization**  
Please select your preferred address to receive communications for your organization.


☐ 123 Any Street, Anywhere MD 1234

☐ 4567 Any Street, Anywhere PA 5678

☐ The current address is not listed.

[Next](#) [Cancel Registration](#)

 Business Services Online

[Home](#) [Account](#) 

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### Provide Your Work Email Address for EIN XX-XXXXXXX


A red asterisk (\*) indicates a required field.


**\*Your Work Email Address**  
Please enter the email address to receive communications for your organization.

[Next](#) [Cancel Registration](#)


# Enter Verification Code and Phone Number

Enter the verification code from your email.

 Business Services Online

[Home](#) [Account](#) 

Verify Your Work Email Address for EIN XX-XXXXXXX

 **We sent a verification code to** YogiBear@JellyStone.com  
The code will **expire** after 15 minutes from the time of your request.

A red asterisk (\*) indicates a required field.


**\*Verification Code**


Example: V-12345678

[Need another code?](#)

[Incorrect email address?](#)

Next, enter the primary phone number.

 Business Services Online

[Home](#) [Account](#) 

Provide Your Phone Number for EIN XX-XXXXXXX

A red asterisk (\*) indicates a required field.

**\*Your Primary Phone Number**  
Please enter the primary phone number to receive communications for your organization.

10-digit Number      Ext.

**Your Alternate Phone Number**  
Please enter the alternate phone number to receive communications for your organization.

10-digit Number      Ext.

# Your Registration Code Will Be Mailed

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Business Services Online

OMB No. 0960-0000 | [Sign out](#)

[Home](#)

[Account](#) ▼



**We will be sending you a letter with a registration code.**

The code helps us verify your identity and improves security of your account. You will need to provide this code only once.

A letter addressed to you will be mailed to:

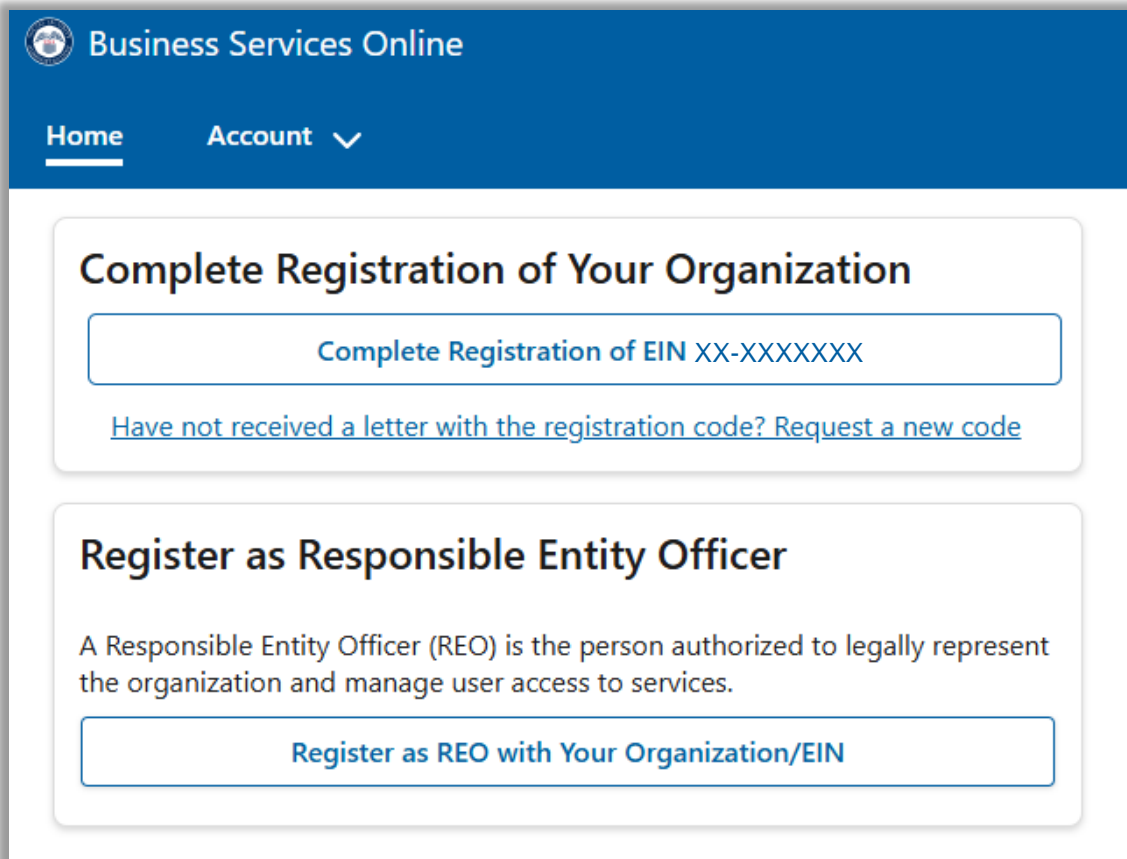
123 Any Street, Suite 501  
Anywhere MD 1234

Once you receive the letter, please use the code to complete this registration. The letter may take up to 15-20 days to arrive.

[Back to Dashboard](#)

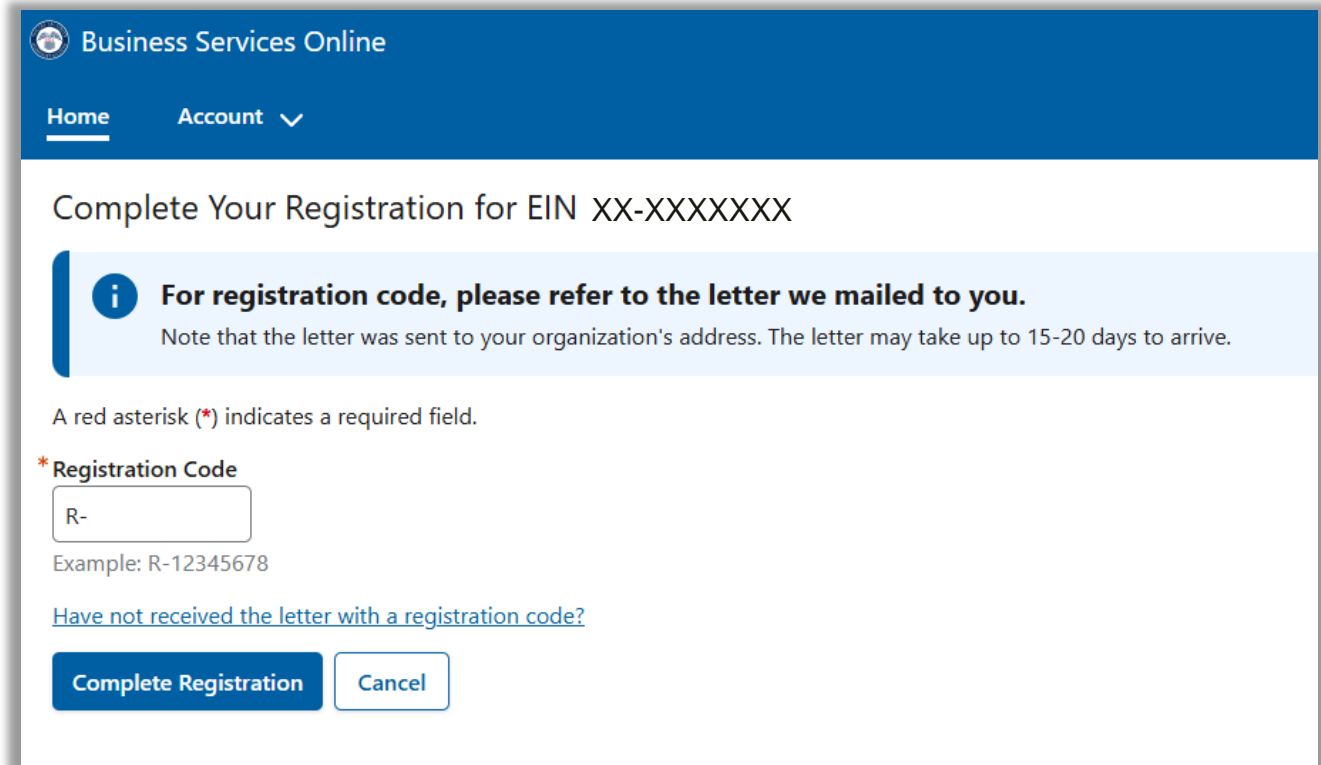
# Complete Registration

Select, “Complete Registration of Your Organization.”




The screenshot shows the 'Business Services Online' header with 'Home' and 'Account' links. Below the header, there are two main sections. The first section, titled 'Complete Registration of Your Organization', contains a large button labeled 'Complete Registration of EIN XX-XXXXXXX' and a link below it that says 'Have not received a letter with the registration code? Request a new code'. The second section, titled 'Register as Responsible Entity Officer', includes a brief explanation of a Responsible Entity Officer (REO) and a button labeled 'Register as REO with Your Organization/EIN'.

Next, enter your code.





The screenshot shows the 'Business Services Online' header with 'Home' and 'Account' links. Below the header, the page title is 'Complete Your Registration for EIN XX-XXXXXXX'. A blue information box contains an 'i' icon and the text: 'For registration code, please refer to the letter we mailed to you. Note that the letter was sent to your organization's address. The letter may take up to 15-20 days to arrive.' Below this, a note states: 'A red asterisk (\*) indicates a required field.' The form has a section for '\*Registration Code' with a text input field containing 'R-'. Below the input field is an example: 'Example: R-12345678'. A link below the example says 'Have not received the letter with a registration code?'. At the bottom, there are two buttons: 'Complete Registration' and 'Cancel'.

# Success!

 Business Services Online

[Home](#) [Account](#) ▼

 **You have successfully registered as a Responsible Entity Officer for EIN XX-XXXXXXX**

 **To assist you with managing user access, consider adding an Entity Business Administrator.**  
[Add Entity Business Administrator](#)

[Back to Dashboard](#)

# Add an Entity Business Administrator (EBA)

## Add Entity Business Administrator to EIN XX-XXXXXXX

A red asterisk (\*) indicates a required field.

**\*Type of Identification** ?  
☐ Business Partner ID ☒ SSN

**\*Social Security Number (SSN)**  
- -

**Name**  
Provide the name of the user you are adding.

**\*First**

**\*Last**

**\*Work Email Address**  
Provide an email address to notify the user.

**\*Role**  
Select a role to assign to the user.

☒ Entity Business Administrator  
Manages users and administrators and their access to services

**\*Services**  
Select services for the user to access.

☒ Report Wages & View Wage Report Errors

**\*Start Date**  
12/29/2025

**End Date**  
mm/dd/yyyy

Add Entity Business Administrator

Cancel




## Sign Back In to Report Wages


To report wages, you must sign out and sign in again. This is a one-time security requirement.

[Sign back in to Report Wages](#)

# Activating Wage Reporting Roles

# Manage Your Registered Organizations

 Business Services Online

[Home](#) [Account](#) 

## Report Wages

You will be redirected to the Employer Wage Reporting (EWR) system to:

- Submit Forms W-2 and W-2 C online
- Upload wage submission or resubmission in Electronic Filing format
- Obtain time extensions for resubmission requests
- View wage report name or SSN errors

Report Wages for EIN XX-XXXXXXX

## Manage Your Registered Organization


Manage EIN XX-XXXXXXX


## Register as Responsible Entity Officer

A Responsible Entity Officer (REO) is the person authorized to legally represent the organization and manage user access to services.


Register as REO with Your Organization/EIN

# Verify as an Administrator

 Business Services Online

[Home](#) [Account](#) 

## Verify Your Work Email Address for EIN XX-XXXXXXX

 **As an administrator, you must verify your email address once per session.**  
We sent you a verification code to ar\*\*\*\*\*@gmail.com. The code will **expire** after 15 minutes from the time of your request.

A red asterisk (\*) indicates a required field.

**\*Verification Code**

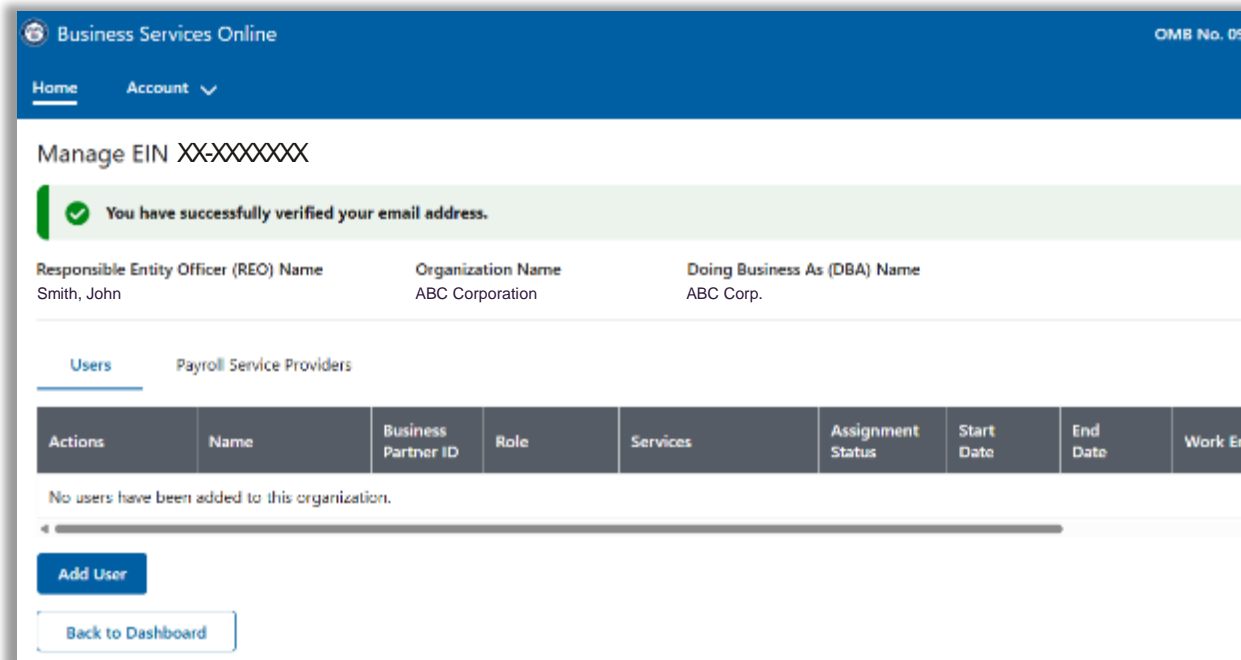
Example: V-12345678

[Need another code?](#)

# Add a User

Input required information.


Select, “Add User.”



Business Services Online

Home Account

Manage EIN XX-XXXXXX

 You have successfully verified your email address.

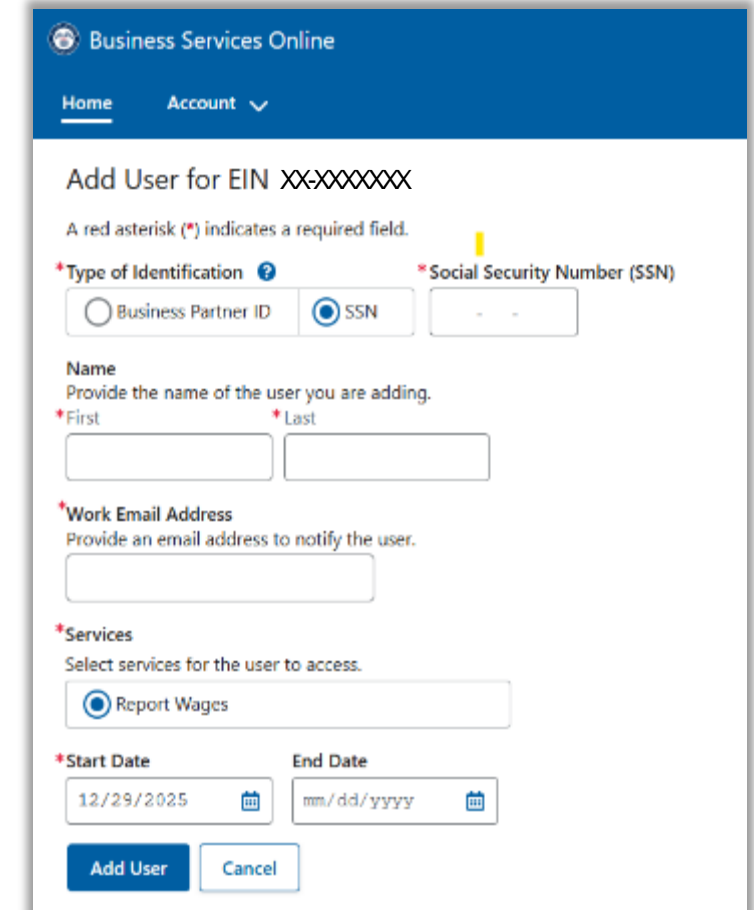
Responsible Entity Officer (REO) Name: Smith, John  
Organization Name: ABC Corporation  
Doing Business As (DBA) Name: ABC Corp.

Users Payroll Service Providers

Actions	Name	Business Partner ID	Role	Services	Assignment Status	Start Date	End Date	Work En
No users have been added to this organization.								

[Add User](#)

[Back to Dashboard](#)




Business Services Online

Home Account

Add User for EIN XX-XXXXXX

A red asterisk (\*) indicates a required field.

\*Type of Identification  \*Social Security Number (SSN)

☐ Business Partner ID ☒ SSN



Name  
Provide the name of the user you are adding.

\*First  \*Last

\*Work Email Address  
Provide an email address to notify the user.

\*Services  
Select services for the user to access.

☒ Report Wages

\*Start Date   End Date  

[Add User](#) [Cancel](#)

Responsible Entity Officer (REO) Name

Smith, John

Organization Name

ABC Corporation

Doing Business As (DBA) Name

ABC Corp.

Users

Payroll Service Providers


Actions	Name	Business Partner ID	Role	Services	Assignment Status	Start Date	End Date	Work Email A
<div>EditRemove</div>	Smith, John	XXXX1234	User	Report Wages	Accepted	12/02/2025	--	Smith.John@

Add User

Back to Dashboard

User Has Been Added

# Users Can Provide Feedback

 Business Services Online

OMB No. 0960-0000 | [Sign out](#)

[Home](#) | [Account](#) ▾

### Report Wages

You will be redirected to the Employer Wage Reporting (EWR) system to:

- Submit Forms W-2 and W-2 C online
- Upload wage submission or resubmission in Electronic Filing format
- Obtain time extensions for resubmission requests
- View wage report name or SSN errors

Report Wages for EIN XX-XXXXXXX

### Manage Your Registered Organization

Manage EIN XX-XXXXXXX

### Review Your Role Assignment

Review Role Assignment for EIN XX-XXXXXXX

### Complete Registration of Your Organization

Complete Registration of EIN XX-XXXXXXX

[Have not received a letter with the registration code? Request a new code](#)

### Register as Responsible Entity Officer

A Responsible Entity Officer (REO) is the person authorized to legally represent the organization and manage user access to services.

Register as REO with Your Organization/EIN

### Review Request for Payroll Services

Review Request for EIN XX-XXXXXXX

Take Pilot Survey

# Help Us Shape the Future of Employer Wage Reporting

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One registration code per organization simplifies registration.



Greater control over user access.



Provide feedback.

# Questions

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# Thank You

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This information is current at the time of the presentation, but Social Security policy is subject to change.

Please visit [www.ssa.gov/employer](https://www.ssa.gov/employer) for up-to-date information on our programs.