

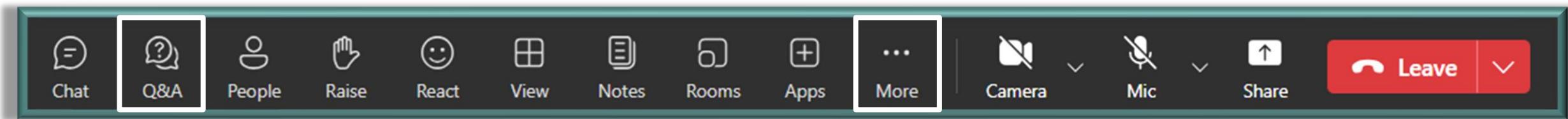
# Social Security's Information Session

## 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.

A photograph of four diverse business professionals in an office environment. A woman with blonde hair is in the foreground, looking down at a computer screen. Behind her, a man with dark hair and a woman with short blonde hair are also focused on the screen. To the right, a man with curly hair is smiling and looking towards the camera. The office has a modern feel with large windows and indoor plants.

# 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.

A photograph of a presentation in progress. A woman with long, light-colored hair and glasses, wearing a grey and white checkered blouse, stands on the right side of the frame, facing a group of people. She is gesturing with her hands and holding a small object. The audience, consisting of several individuals of diverse ethnicities and styles, is seated on the left, looking towards her. The room is bright with large windows in the background. A large white rectangular box is overlaid on the lower half of the image, containing the text.

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.



# 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.

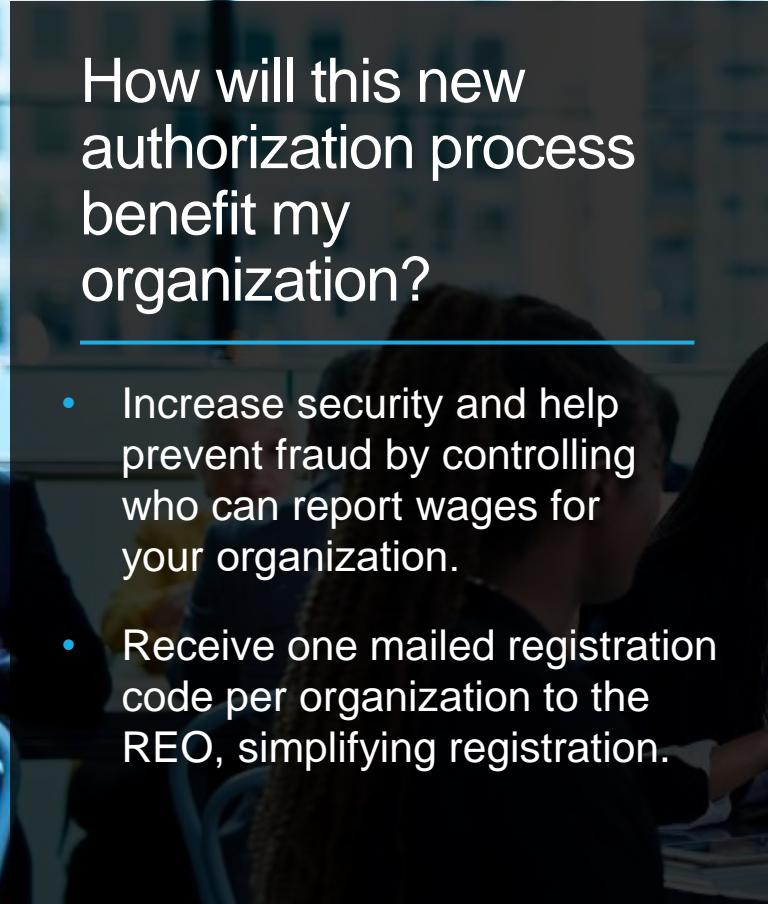
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- Chief Executive Officer (CEO)
- Director and Senior Manager
- Board of Directors or Authorized Board Member
- Employee with Power of Attorney
- Owner of an LLC
- General or Limited Partner of a Partnership
- Business Owner (Sole Proprietorship)
-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

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

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- 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?

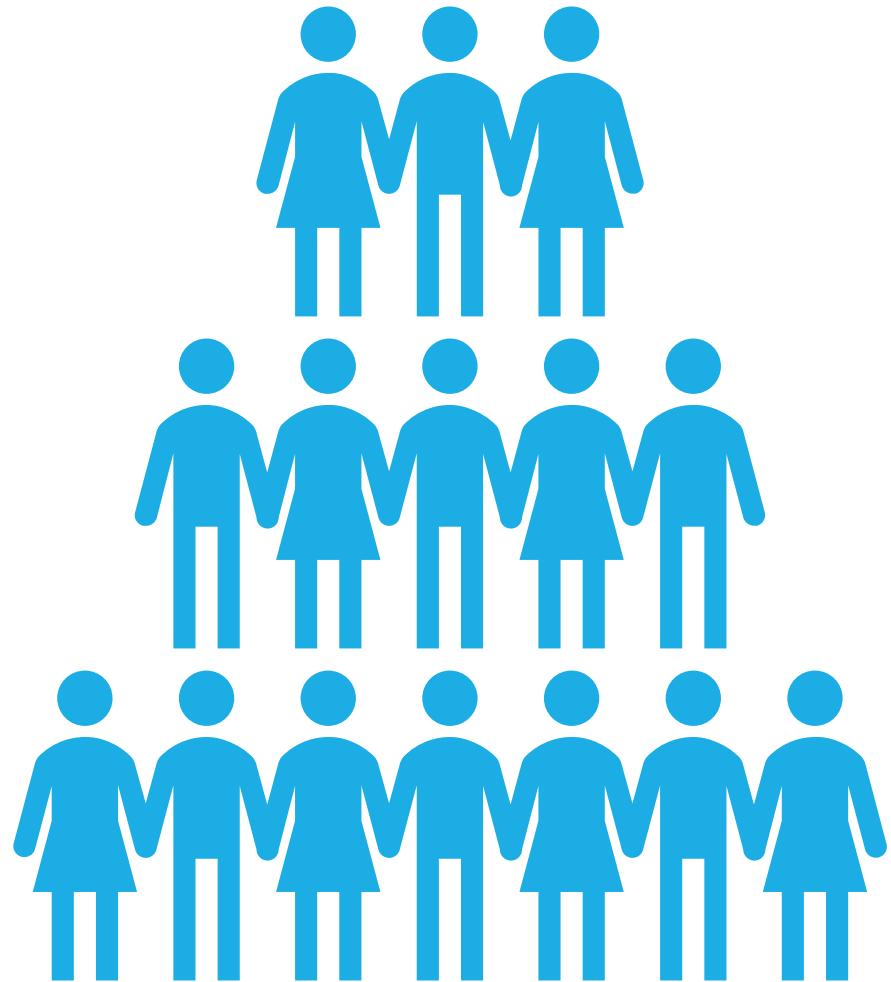
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Social Security will pilot the new authorization process for a future wage reporting season. Registration for those interested in participating will be open from January 10, 2026, through February 2, 2026.

# 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 delegate 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.



# How will you access the pilot?

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

**● SSA is looking for participants to pilot the new authorization process for BSO**

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

The pilot will run from January 10 until February 2. Current access to Employer Wage Reporting will remain available during the pilot period.

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

## 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



## Employers

For employers and businesses to:

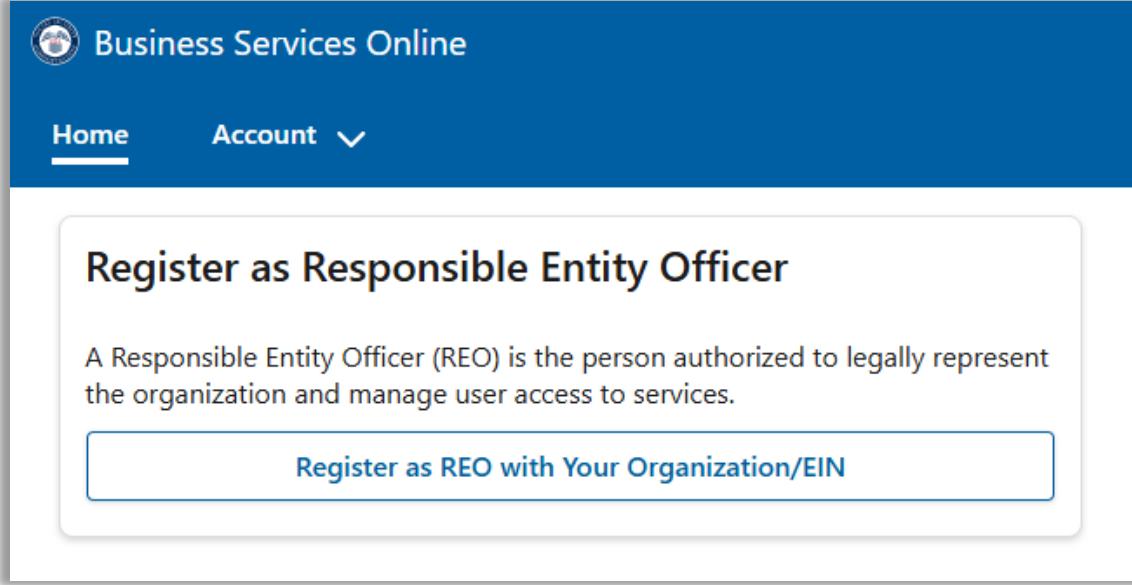
- Report wages.
- View submission and report status.



# Demo

# Registration

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



Business Services Online

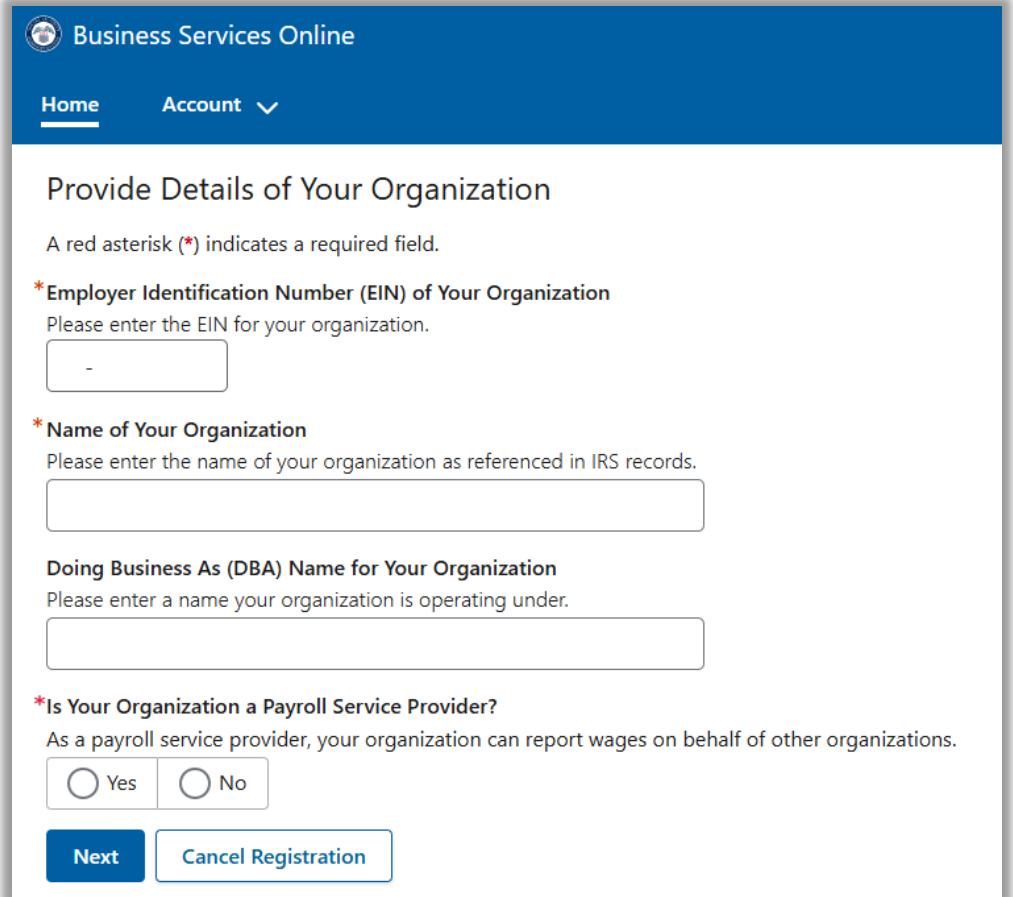
Home Account ▾

**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](#)

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



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.**

Next Cancel Registration

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.

Next Cancel Registration

# Attest as an REO and Accept the Declaration

Business Services Online OMB No. 0960-000

Home Account ▾

Attest as a Responsible Entity Officer for EIN XX-XXXXXXX

**i 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**

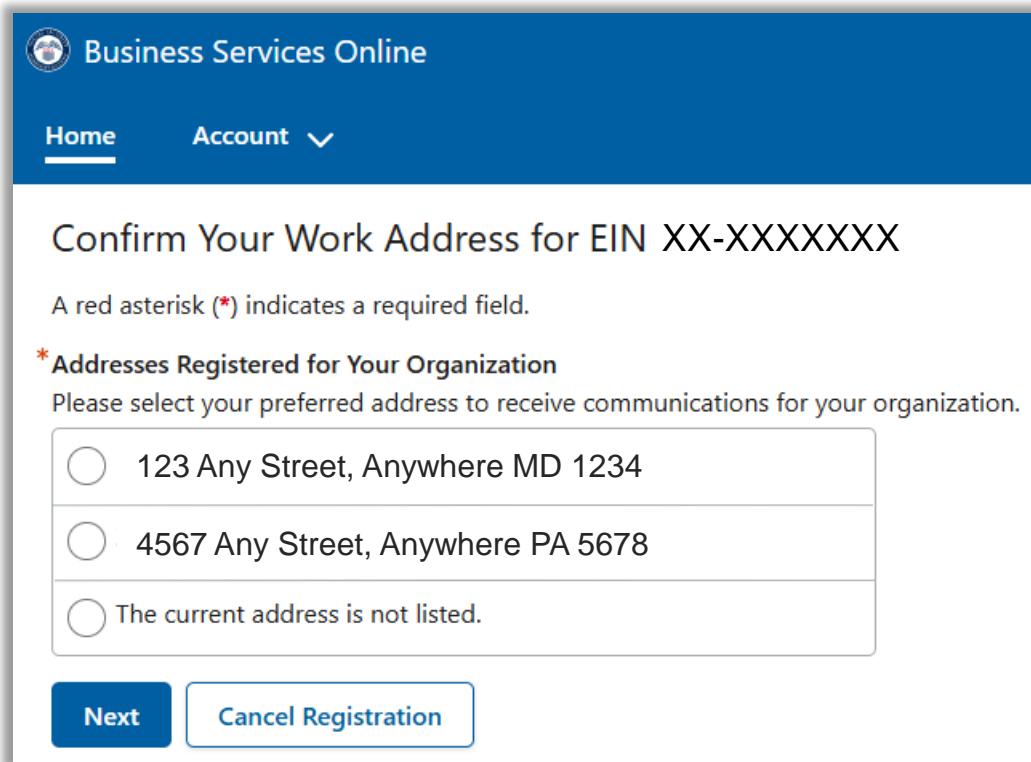
\* I declare under penalty of perjury that the information I provided herein is true and correct to the best of my knowledge.

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.

Close Submit

# Provide Your Organization Information

Select the address on file with IRS.



Business Services Online

Home Account ▾

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.

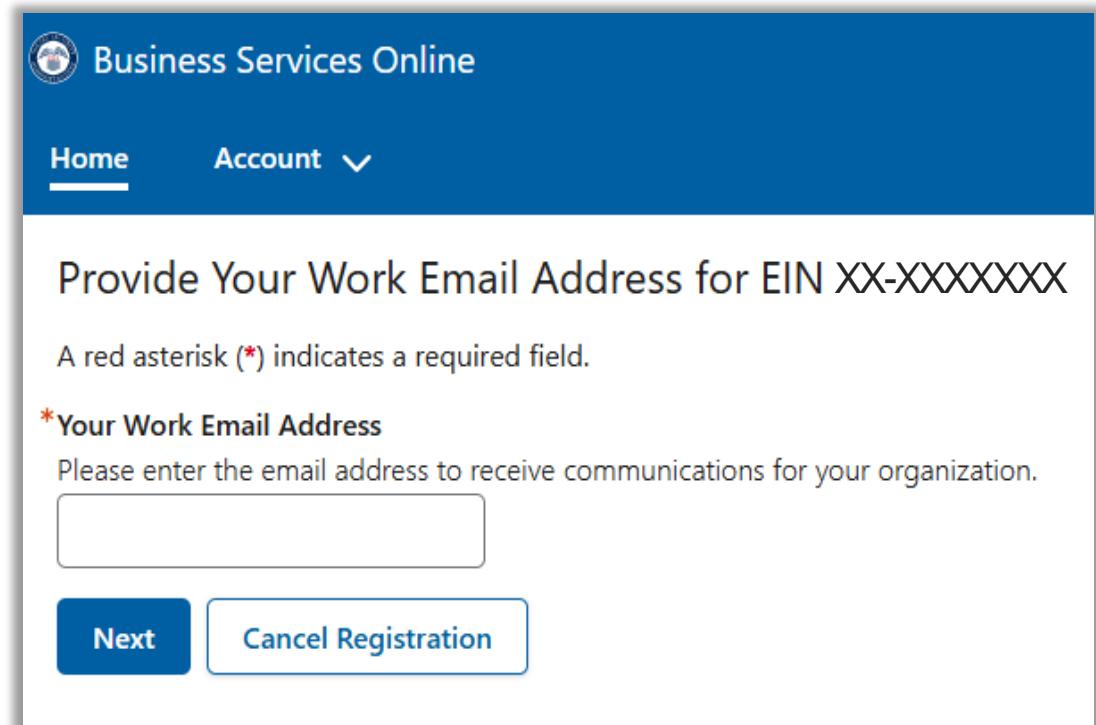
123 Any Street, Anywhere MD 1234

4567 Any Street, Anywhere PA 5678

The current address is not listed.

**Next** **Cancel Registration**

Next, enter your work email.



Business Services Online

Home Account ▾

Provide Your Work Email Address for EIN XX-XXXXXXX

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

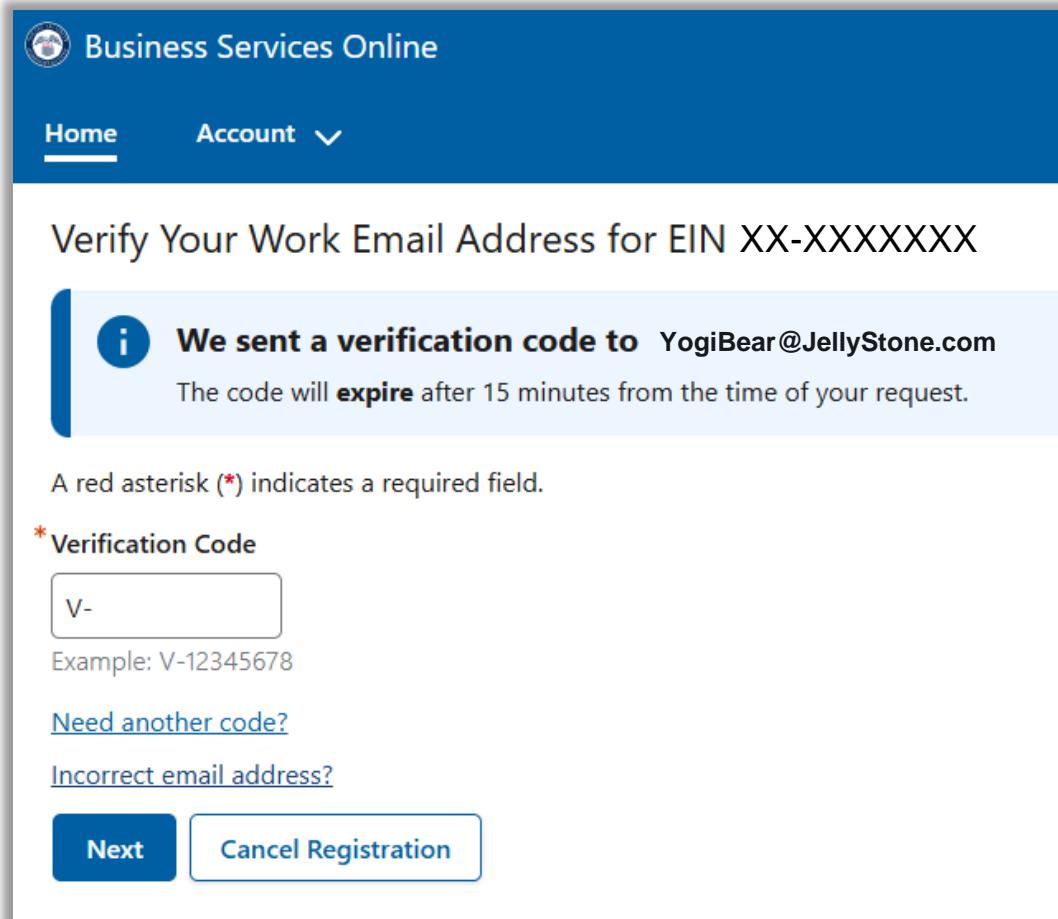
**\* Your Work Email Address**

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

**i** We sent a verification code to [YogiBear@JellyStone.com](mailto: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**

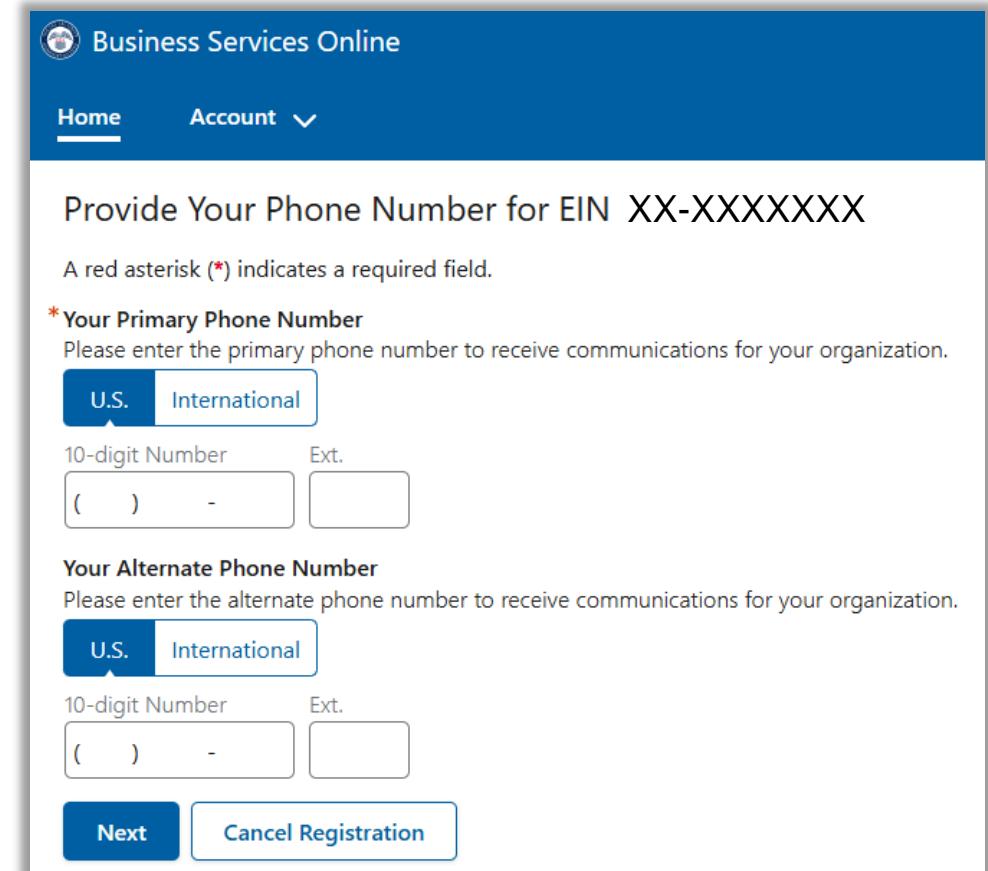
Example: V-12345678

[Need another code?](#)

[Incorrect email address?](#)

**Next** **Cancel Registration**

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.

**U.S.** **International**

10-digit Number Ext.  
 -

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

**U.S.** **International**

10-digit Number Ext.  
 -

**Next** **Cancel Registration**

# 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

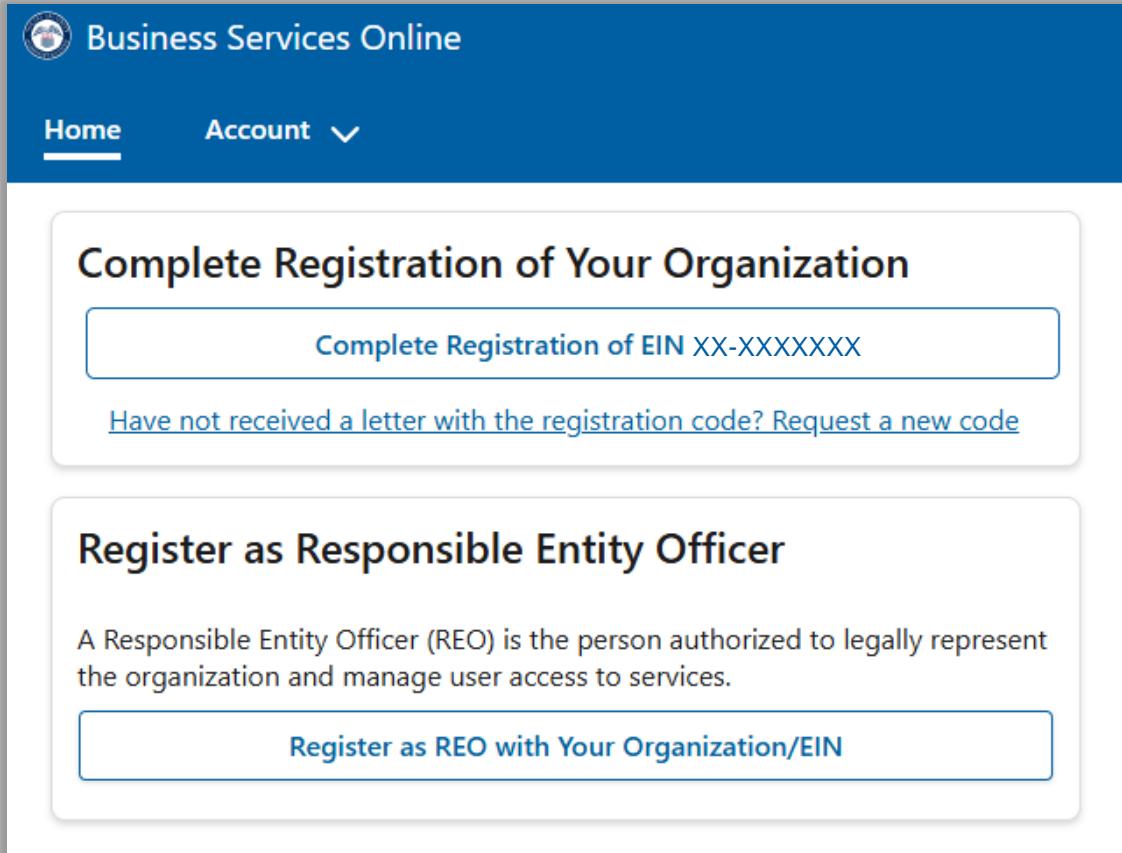
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Once you receive the letter, please use the code to complete this registration. The letter may take up to 15-20 days to arrive.

[Back to Dashboard](#)

# Complete Registration

Select, “Complete Registration of Your Organization.”



Business Services Online

Home Account ▾

**Complete Registration of Your Organization**

**Complete Registration of EIN XX-XXXXXXX**

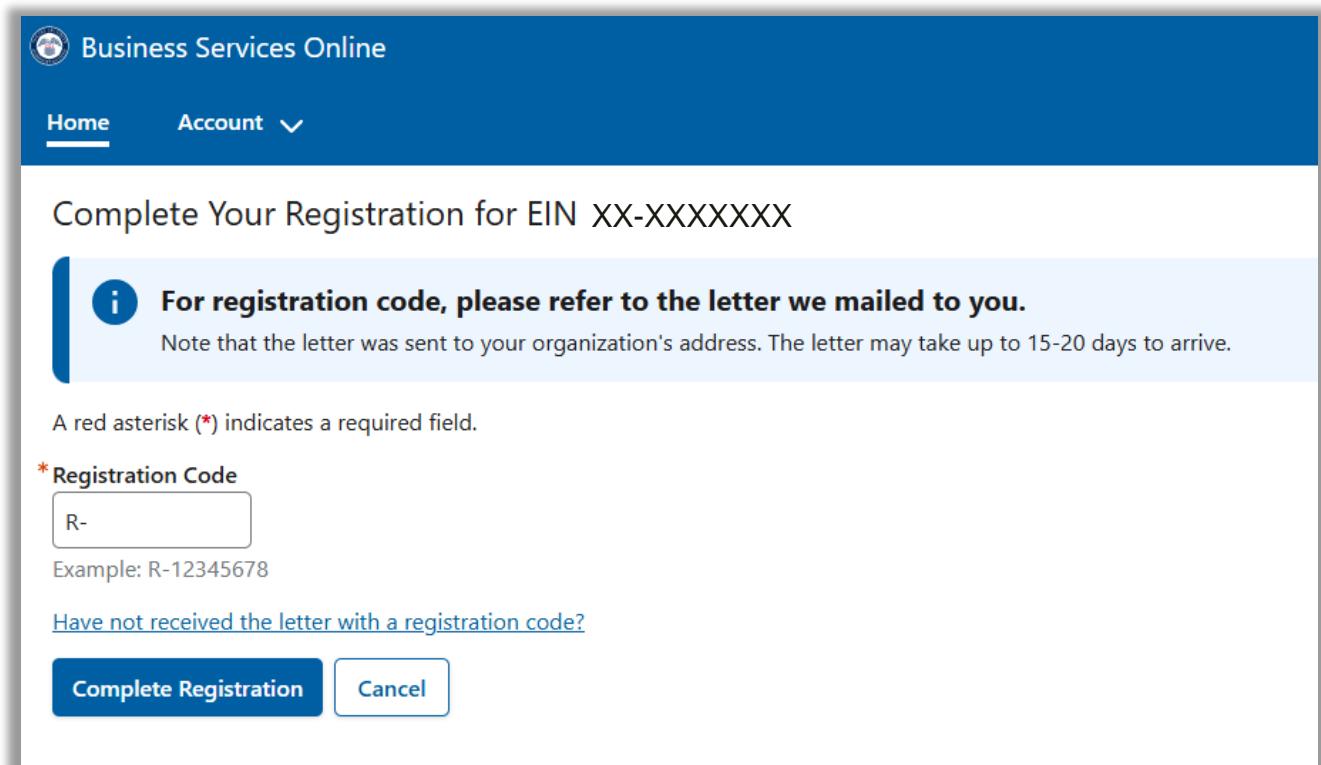
[Have not received a letter with the registration code? Request a new code](#)

**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**

Next, enter your code.



Business Services Online

Home Account ▾

Complete Your Registration for EIN XX-XXXXXXX

**i 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.

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

**\*Registration Code**

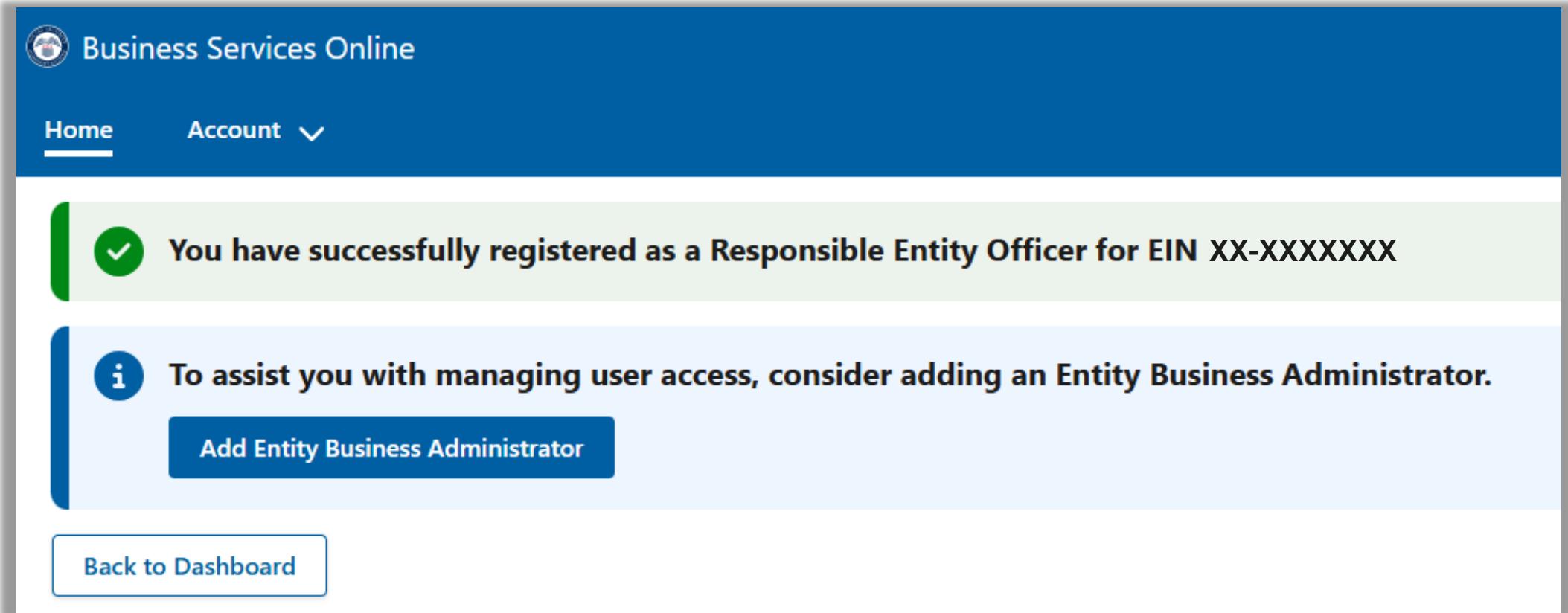
R-

Example: R-12345678

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

**Complete Registration** **Cancel**

# Success!



The screenshot shows a web page from the "Business Services Online" platform. The header is dark blue with the logo and the text "Business Services Online". Below the header, there are two navigation items: "Home" (underlined) and "Account" with a dropdown arrow. The main content area has a light gray background. It displays a green success message box containing the text "You have successfully registered as a Responsible Entity Officer for EIN XX-XXXXXXX". Below this, a blue information message box contains the text "To assist you with managing user access, consider adding an Entity Business Administrator." followed by a blue button labeled "Add Entity Business Administrator". At the bottom left, there is a blue button labeled "Back to Dashboard".

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](#)



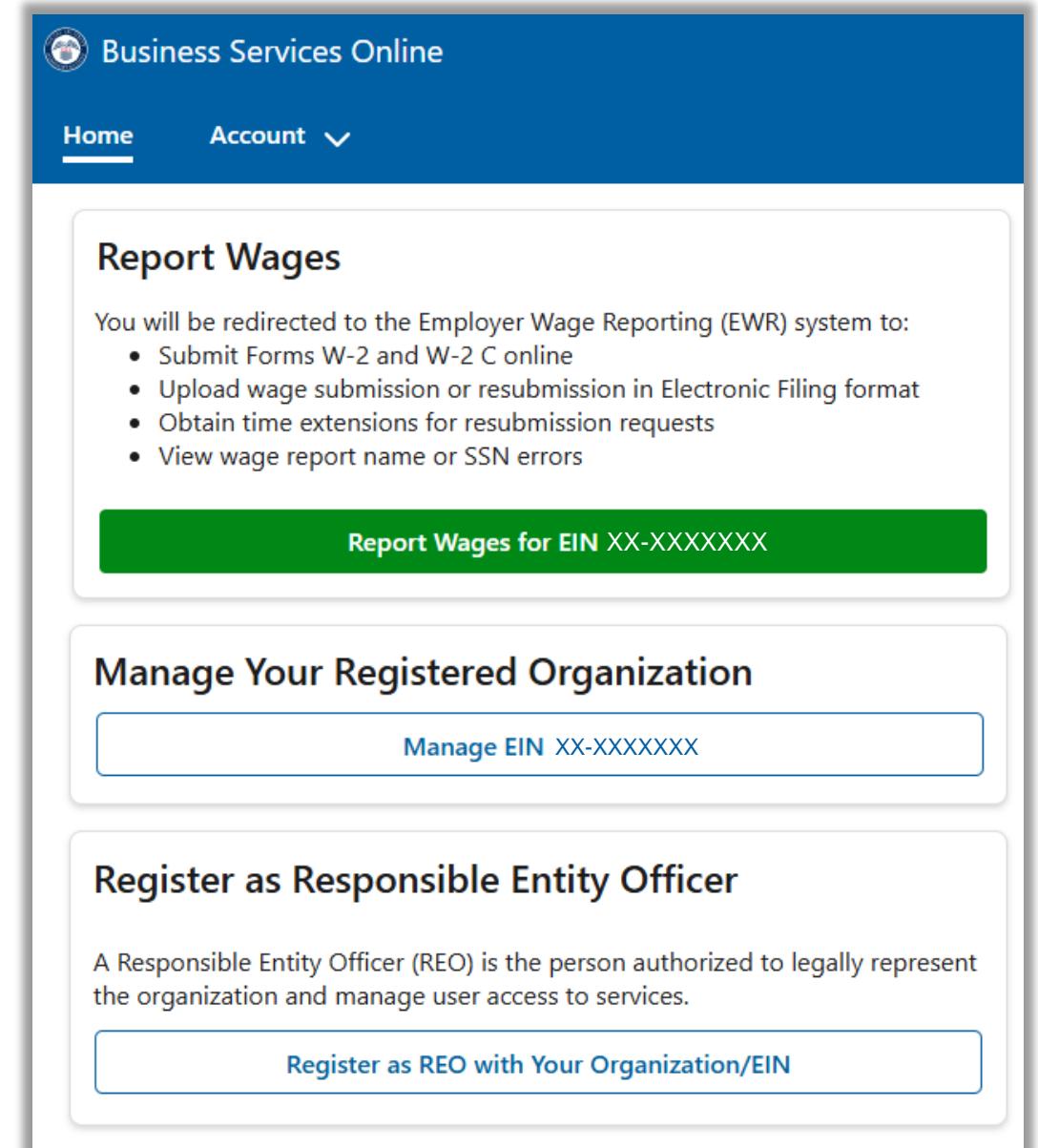
## Sign Back In to Report Wages

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**

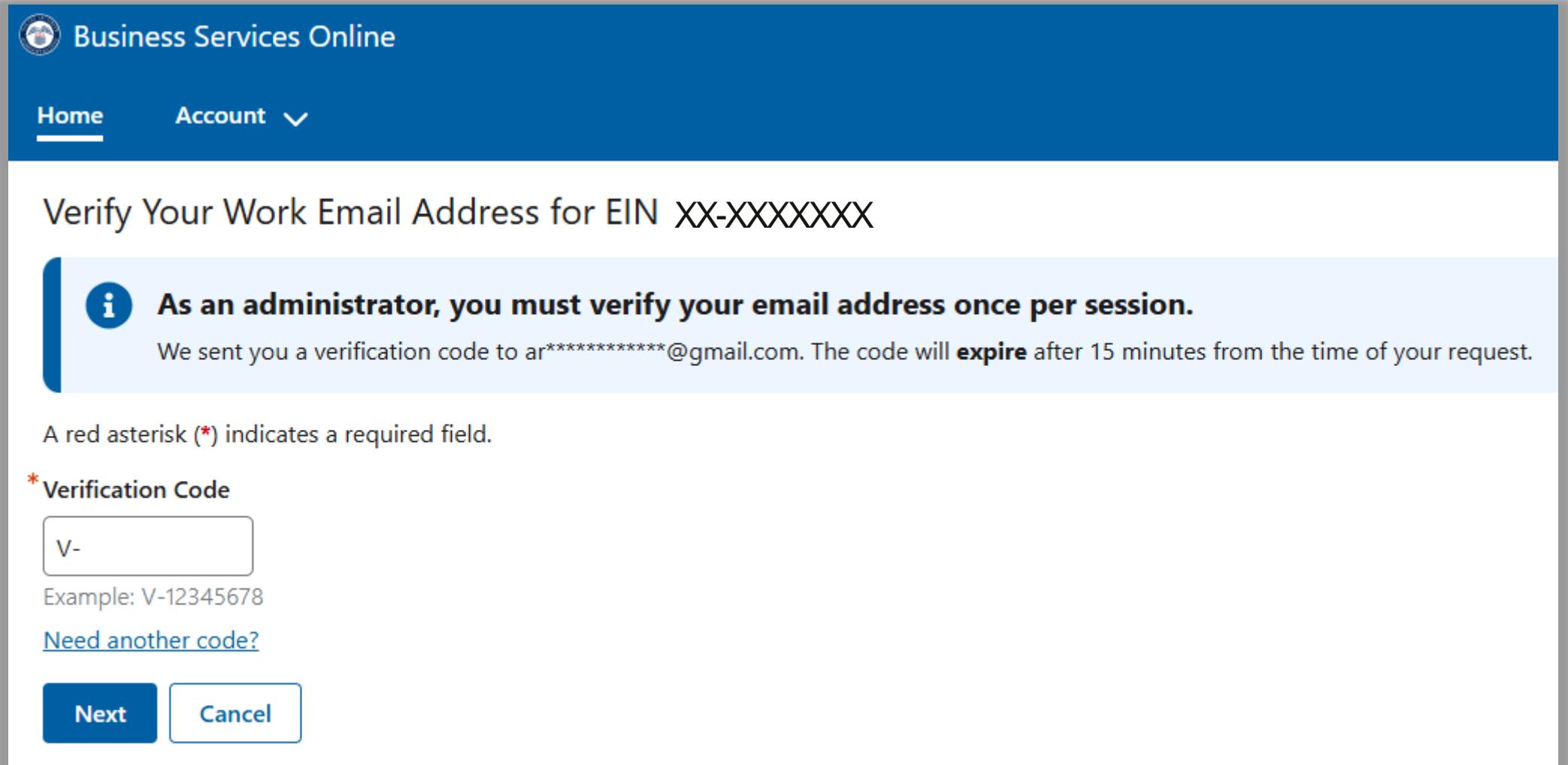
[Manage EIN XX-XXXXXXX](#)

**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



The screenshot shows a web page titled "Business Services Online" with a blue header. The "Home" menu item is underlined, indicating it is the active page. The "Account" menu item has a dropdown arrow. The main content area is titled "Verify Your Work Email Address for EIN XX-XXXXXXX". A blue information icon with an "i" is followed by the text: "As an administrator, you must verify your email address once per session." Below this, a message states: "We sent you a verification code to ar\*\*\*\*\*@gmail.com. The code will **expire** after 15 minutes from the time of your request." A note at the bottom left says, "A red asterisk (\*) indicates a required field." A required field for a "Verification Code" is present, containing the text "V-". An example code "V-12345678" is shown below the input field. A link "Need another code?" is available. At the bottom are "Next" and "Cancel" buttons.

Business Services Online

Home Account ▾

Verify Your Work Email Address for EIN XX-XXXXXXX

**i** 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**

V-

Example: V-12345678

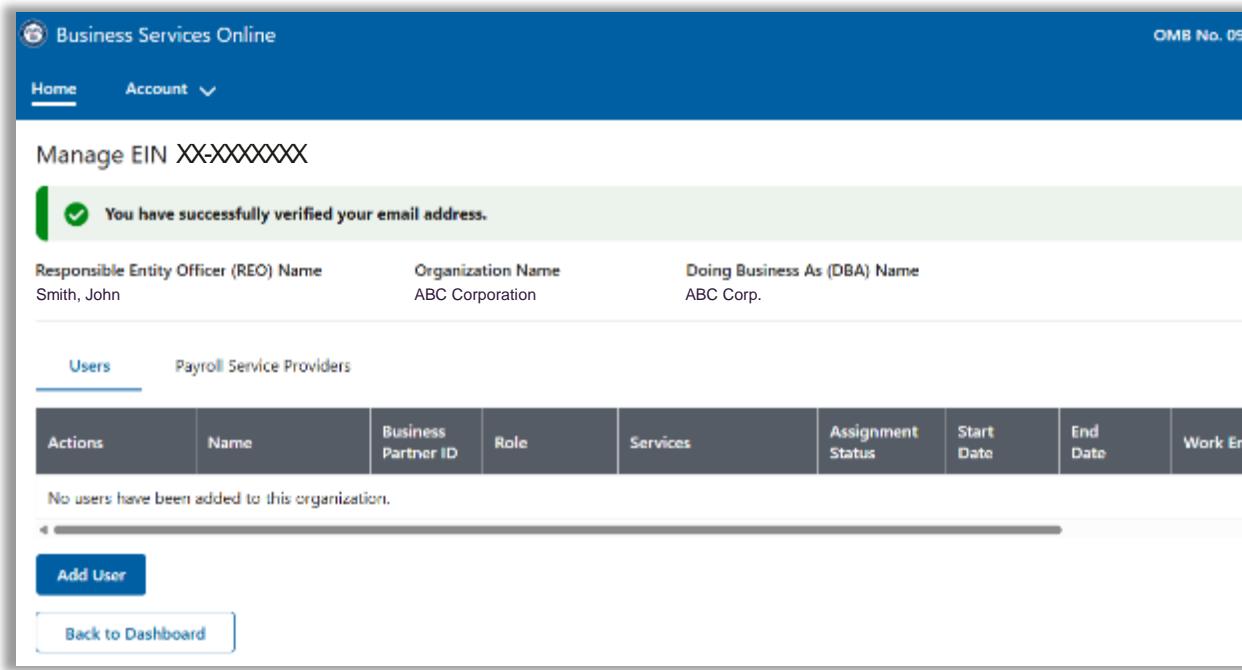
[Need another code?](#)

**Next** **Cancel**

# Add a User

Input required information.

Select, “Add User.”



Business Services Online

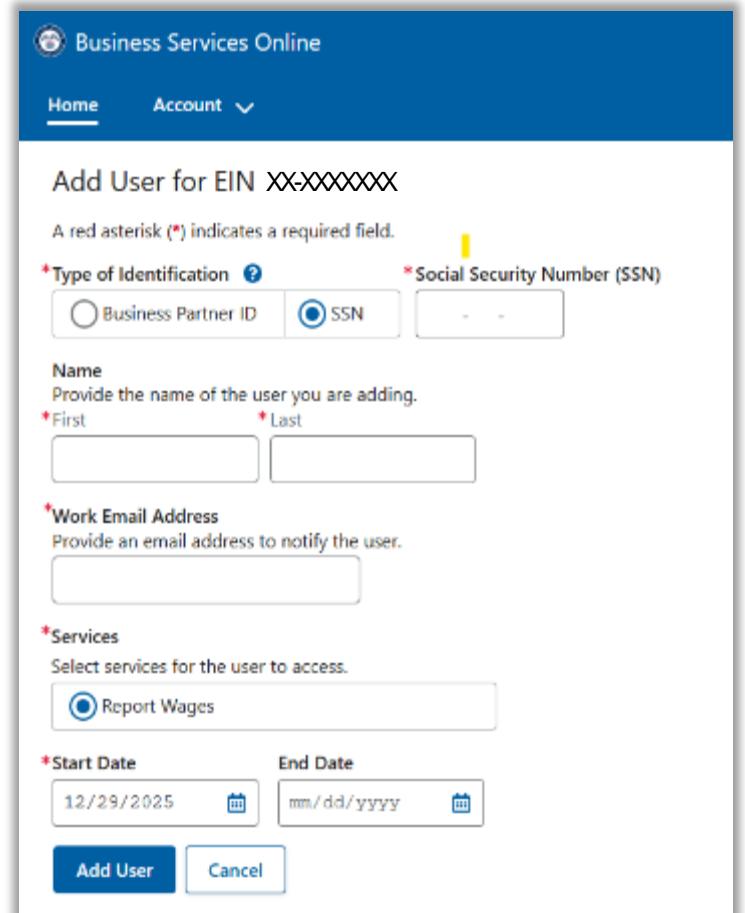
Manage EIN XX-XXXXXXX

You have successfully verified your email address.

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

Add User

Back to Dashboard



Business Services Online

Add User for 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.

\*Services

Select services for the user to access.

Report Wages

\*Start Date  End Date

Add User Cancel



You have successfully added Mily Balakirev to EIN XX-XXXXXXX



Responsible Entity Officer (REO) Name

Smith, John

Organization Name

ABC Corporation

Doing Business As (DBA) Name

ABC Corp.

Users

Payroll Service Providers

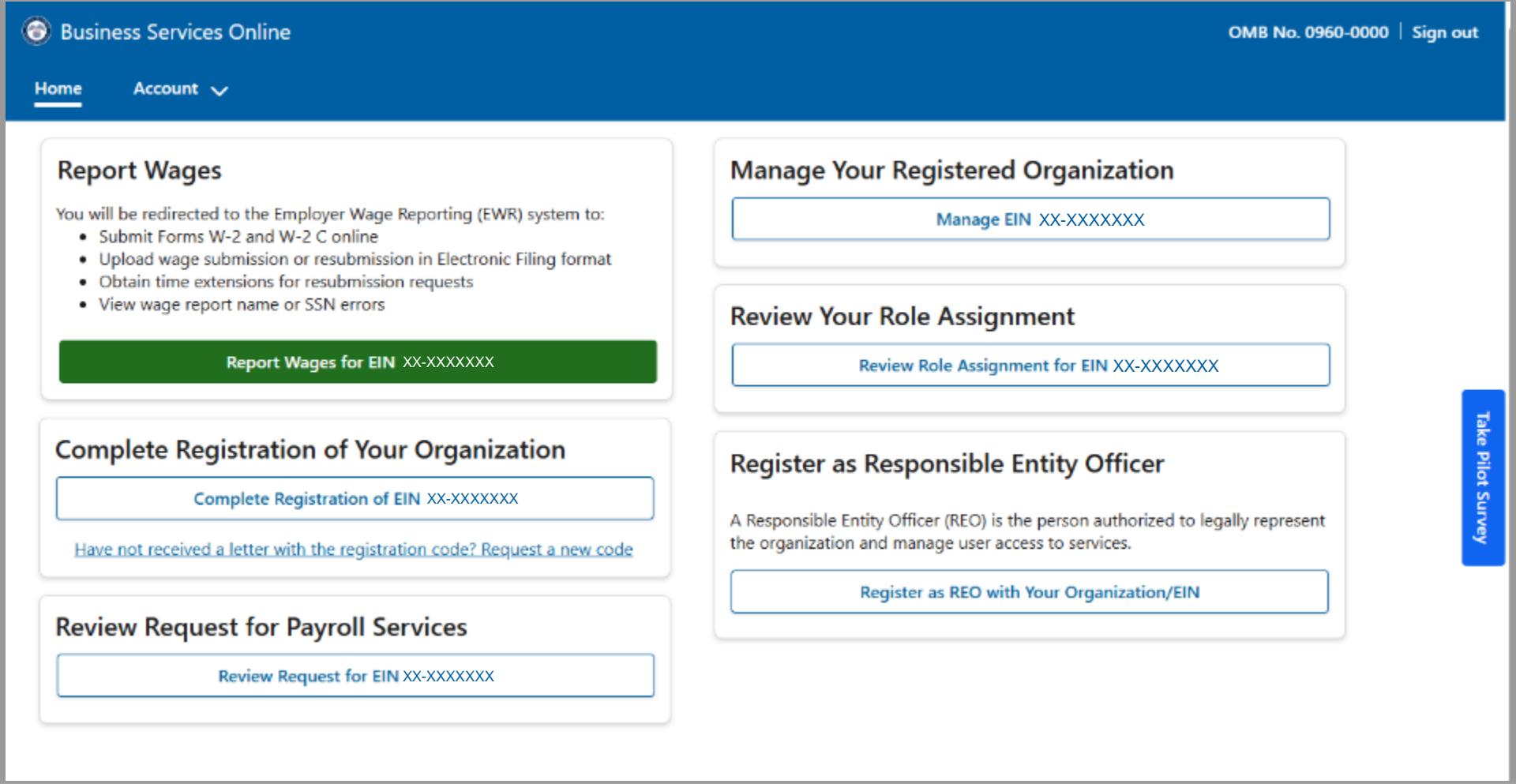
Actions	Name	Business Partner ID	Role	Services	Assignment Status	Start Date	End Date	Work Email A
<a href="#">Edit</a> <a href="#">Remove</a>	Smith, John	XXXX1234	User	Report Wages	Accepted	12/02/2025	--	Smith.John@...

[Add User](#)

[Back to Dashboard](#)

# User Has Been Added

# Users Can Provide Feedback



The screenshot shows the Business Services Online homepage with a dark blue header. The header includes the logo, "Business Services Online", "Home", "Account", "OMB No. 0960-0000", and "Sign out". The main content area is white and contains several sections with buttons for user interaction:

- 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](#)

A blue vertical button on the right says "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](http://www.ssa.gov/employer) for up-to-date information on our programs.