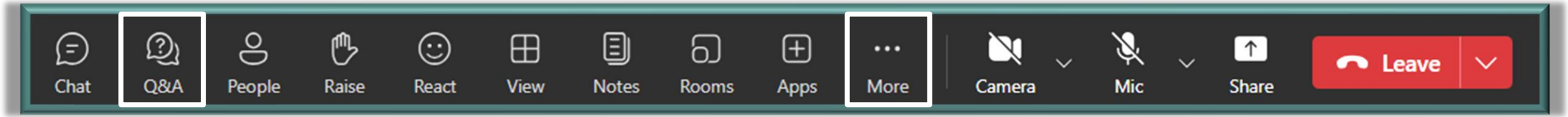
Social Security's Information Session

New Authorization Process for Business Services Online

Housekeeping



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

What is the new authorization process?

- 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?

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

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

EBA - Entity Business Administrator

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

ESA - Entity Service Administrator

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

Service User

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.

- 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?

- 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.

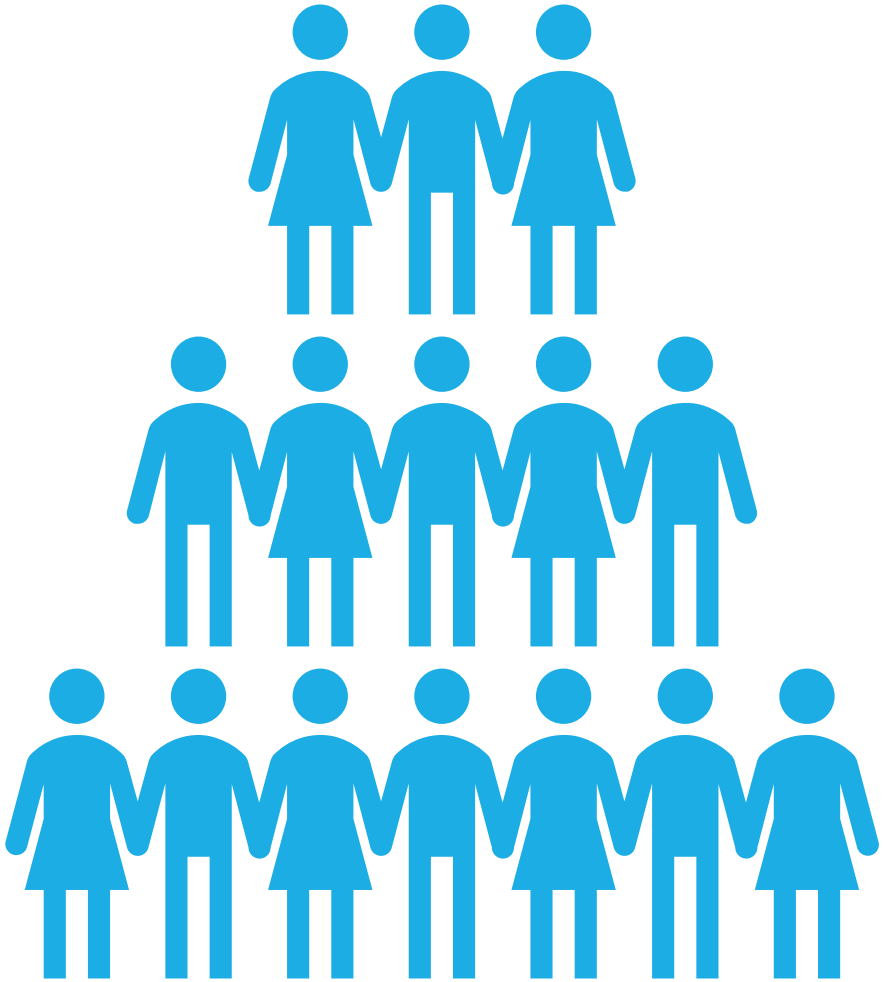
When will the new authorization process be available?

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?

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?

How To Participate

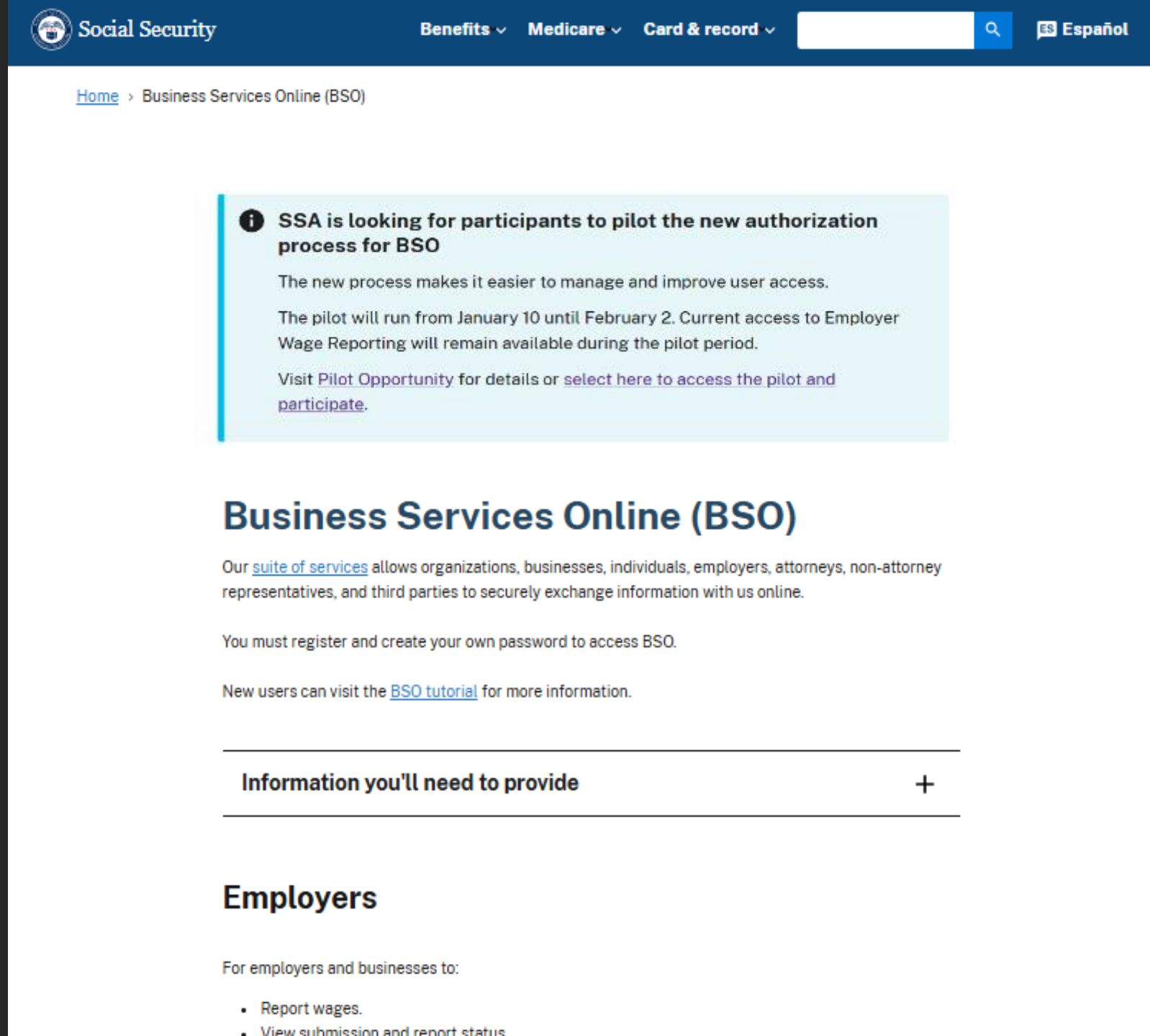
- Visit the BSO welcome page and look for the pilot registration link. The link will be available January 10, 2026.
- Complete the registration process.
- If you don’t already have one, create a Login.gov or ID.me account.

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?

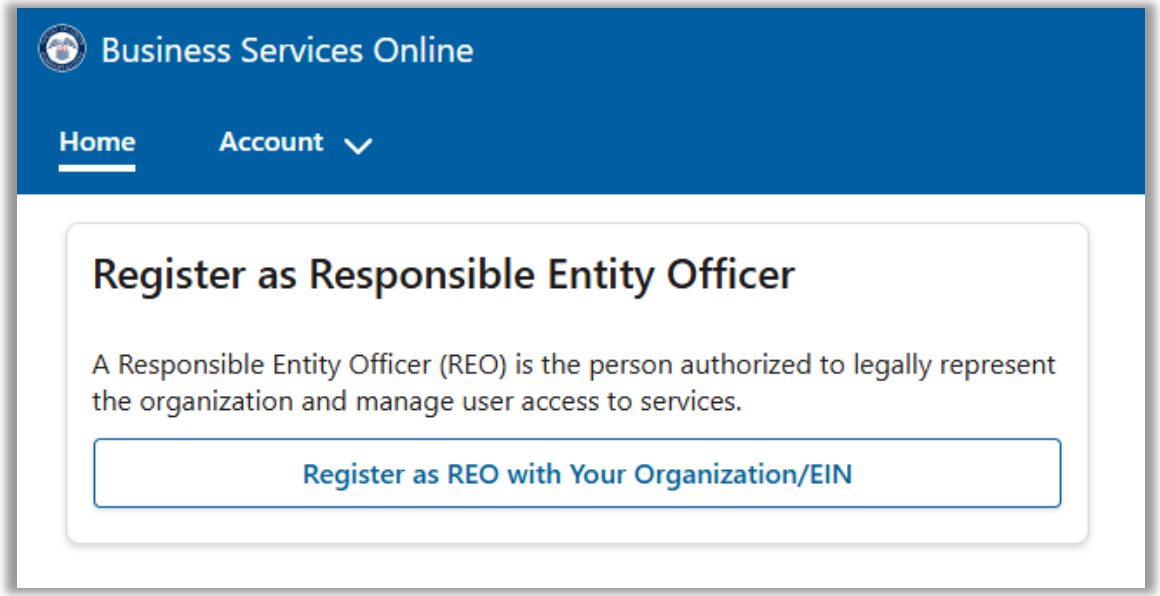
During the pilot, a link will be available on www.ssa.gov/bso.



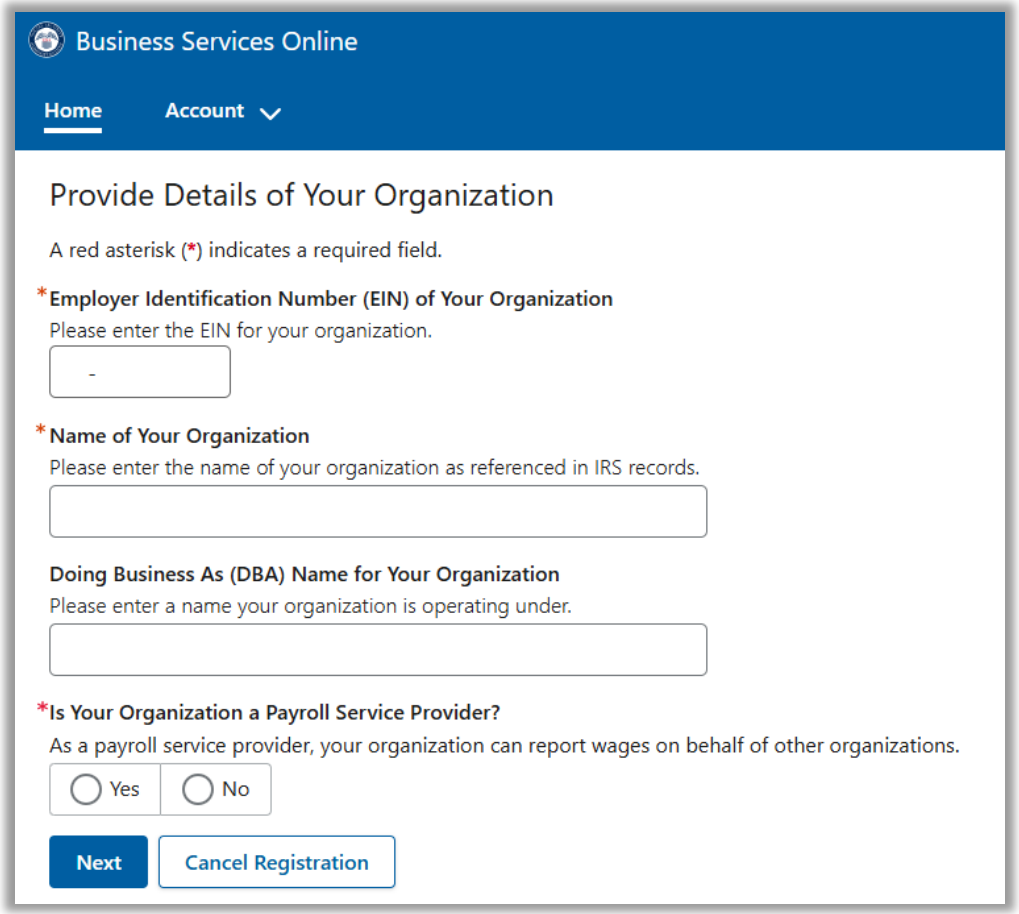
Demo

Registration

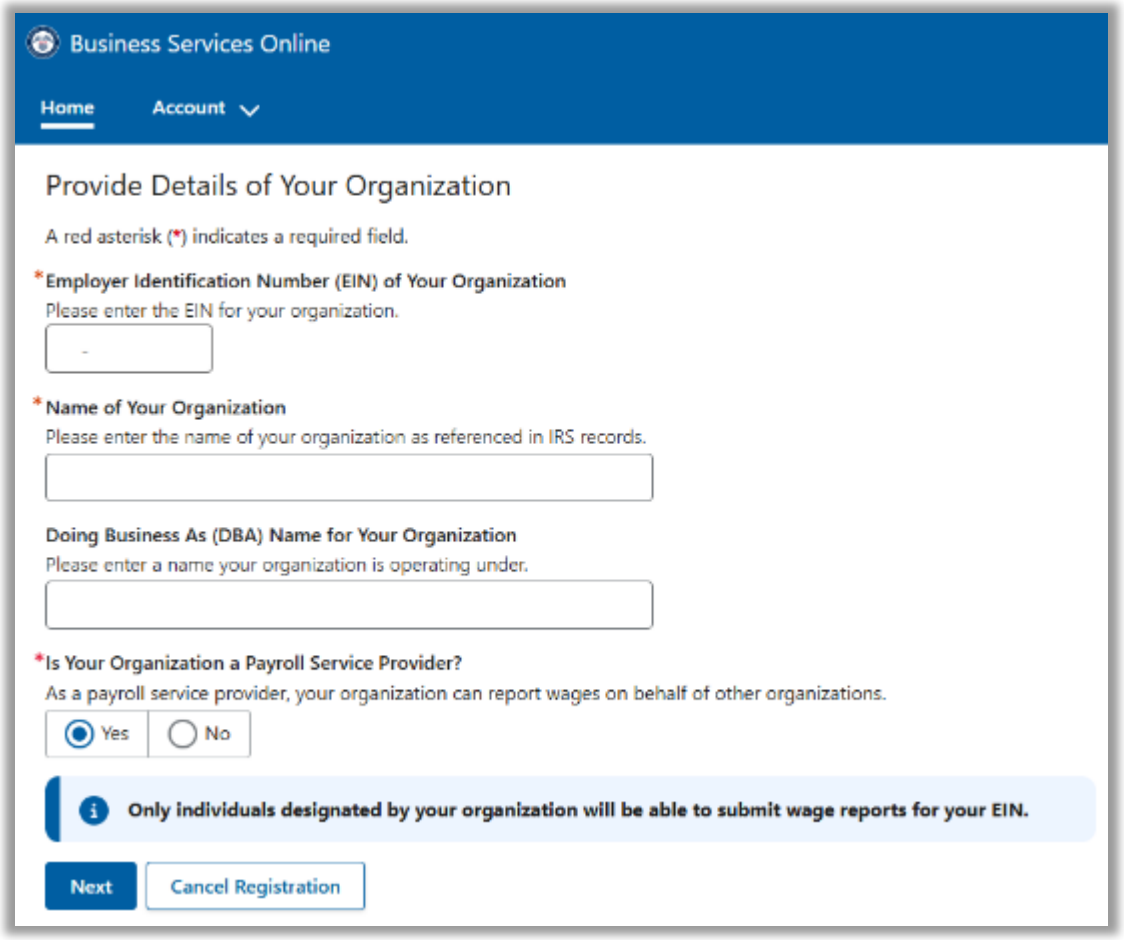
Select “Register as REO with Your Organization/EIN.”

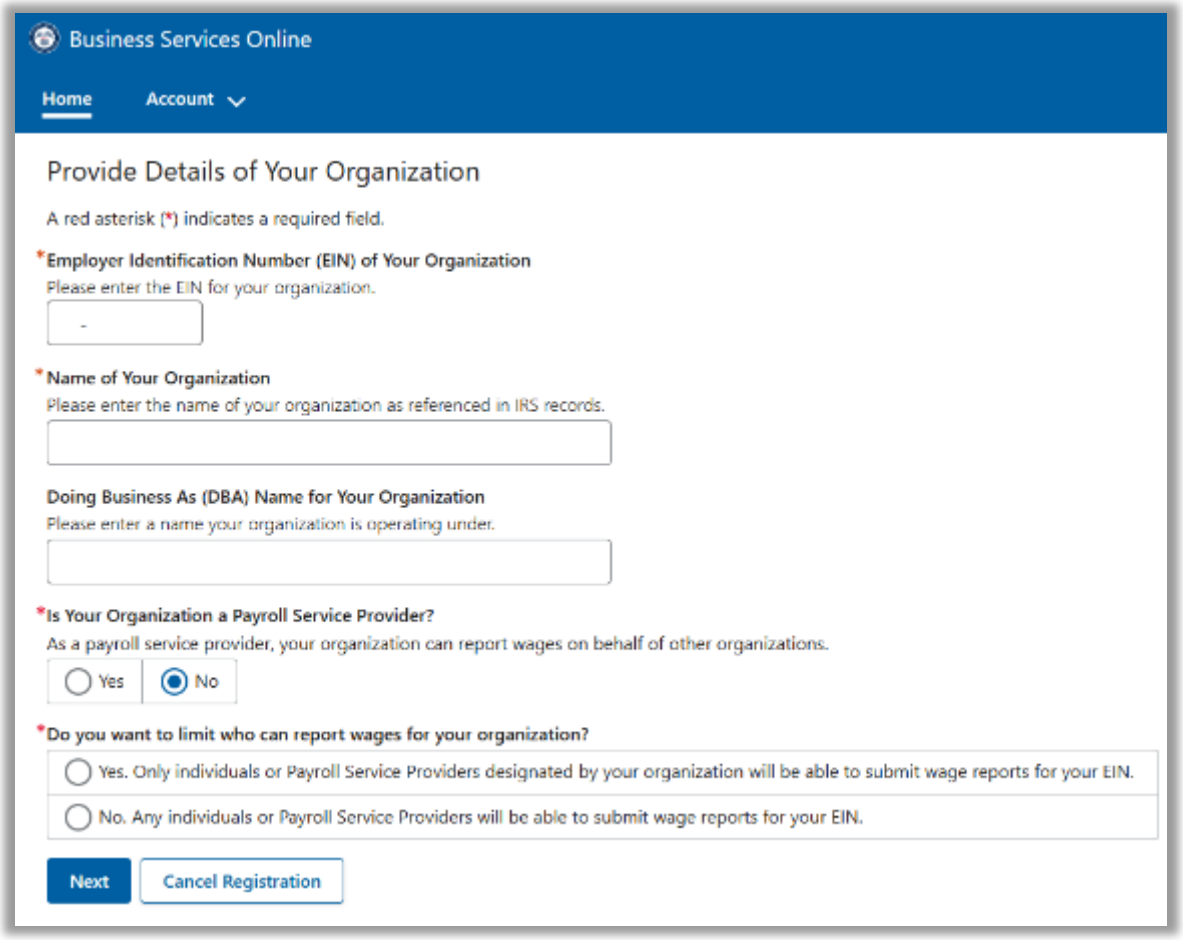


Next, enter EIN and name of your organization in the mandatory fields.

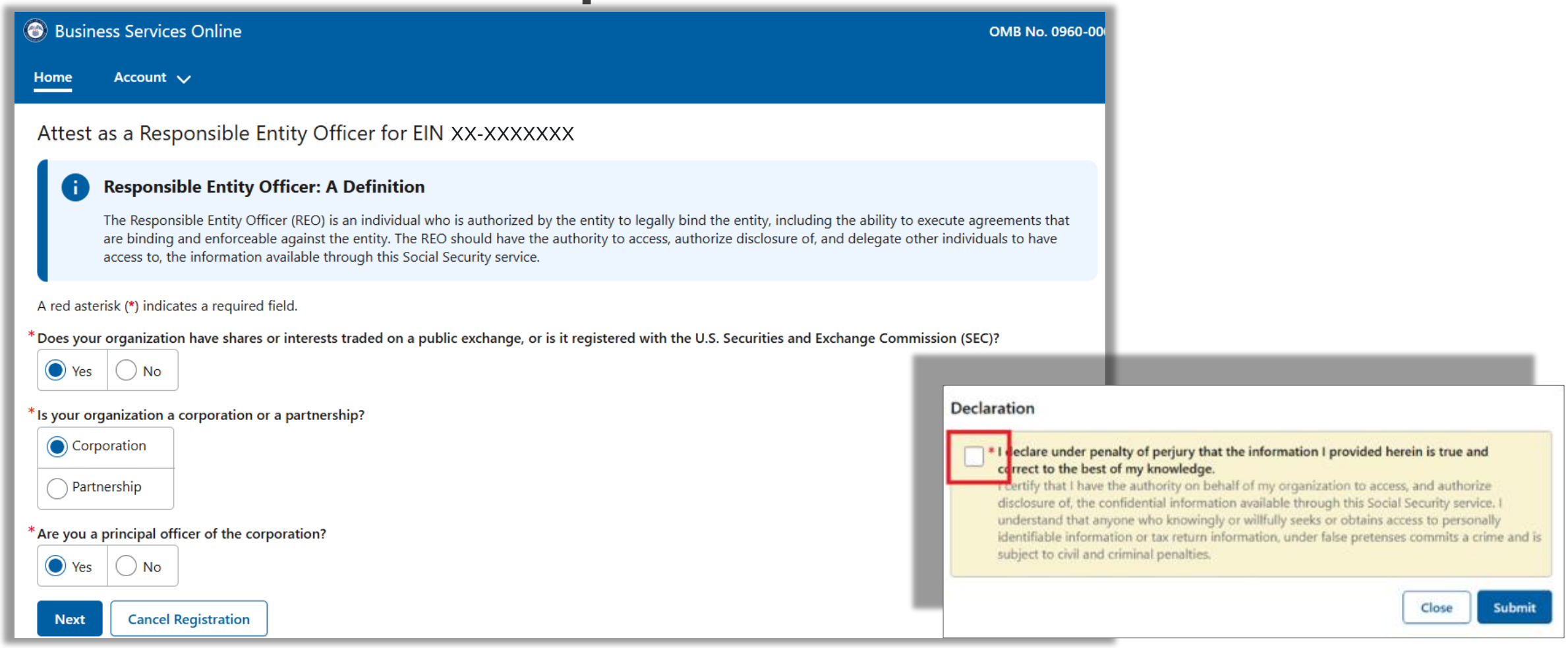


Is Your Organization a Payroll Service Provider?



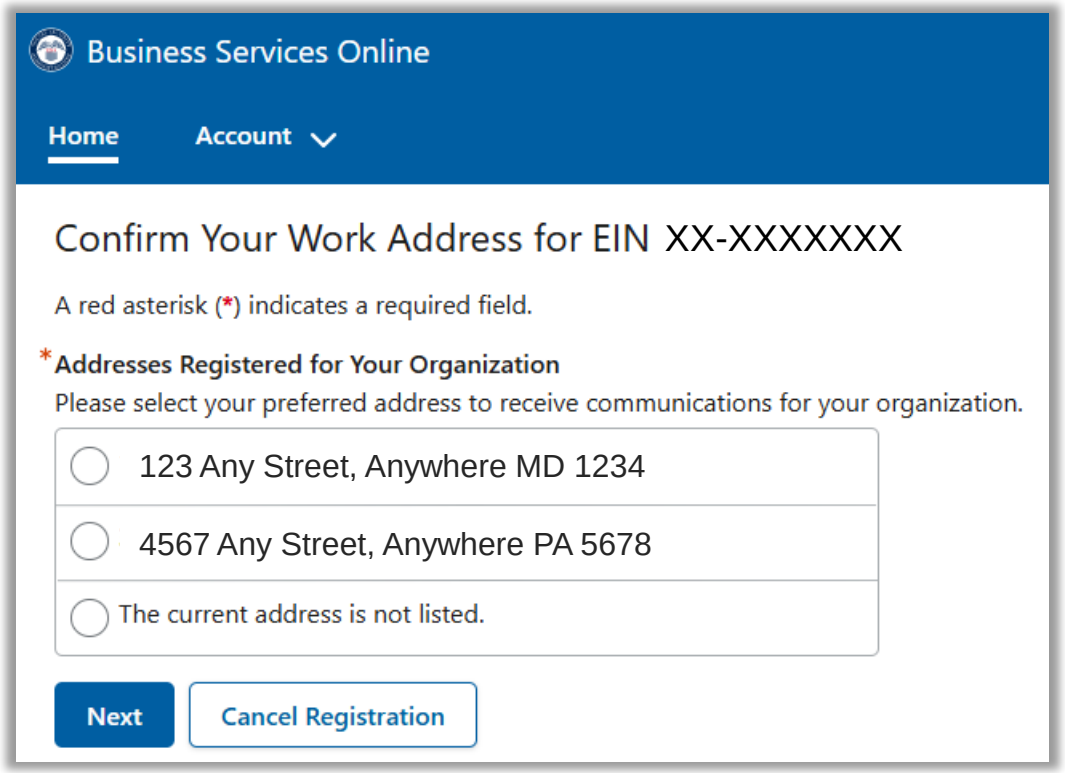


Attest as an REO and Accept the Declaration

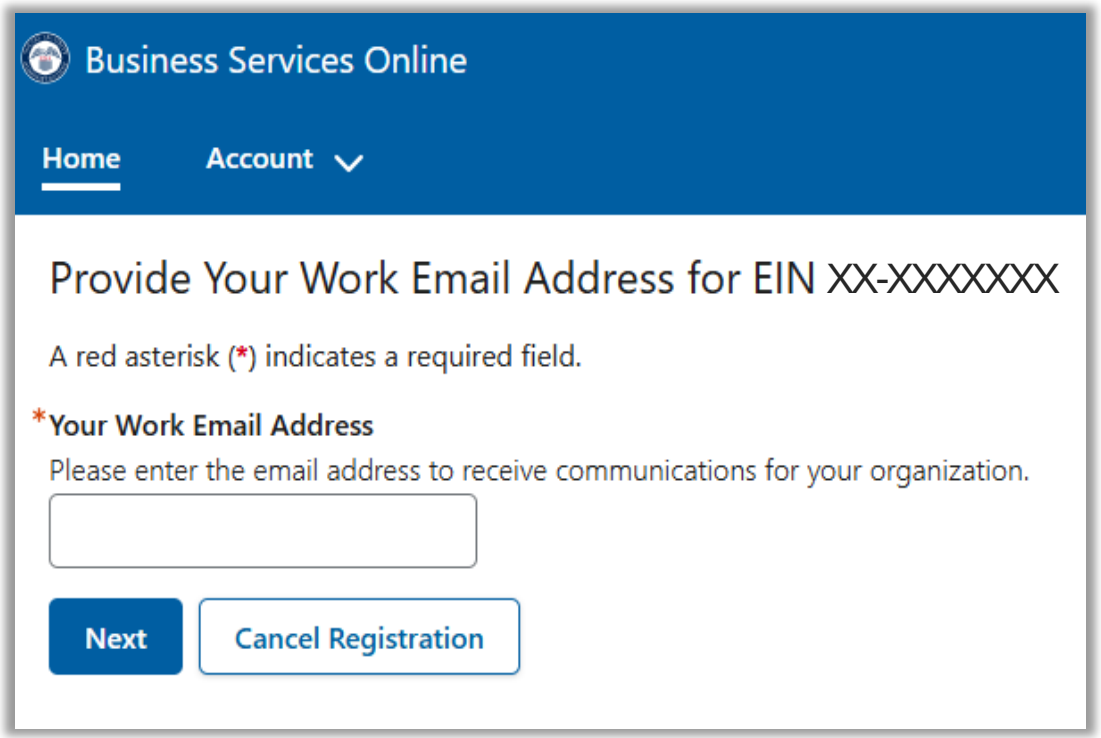


Provide Your Organization Information

Select the address on file with IRS.

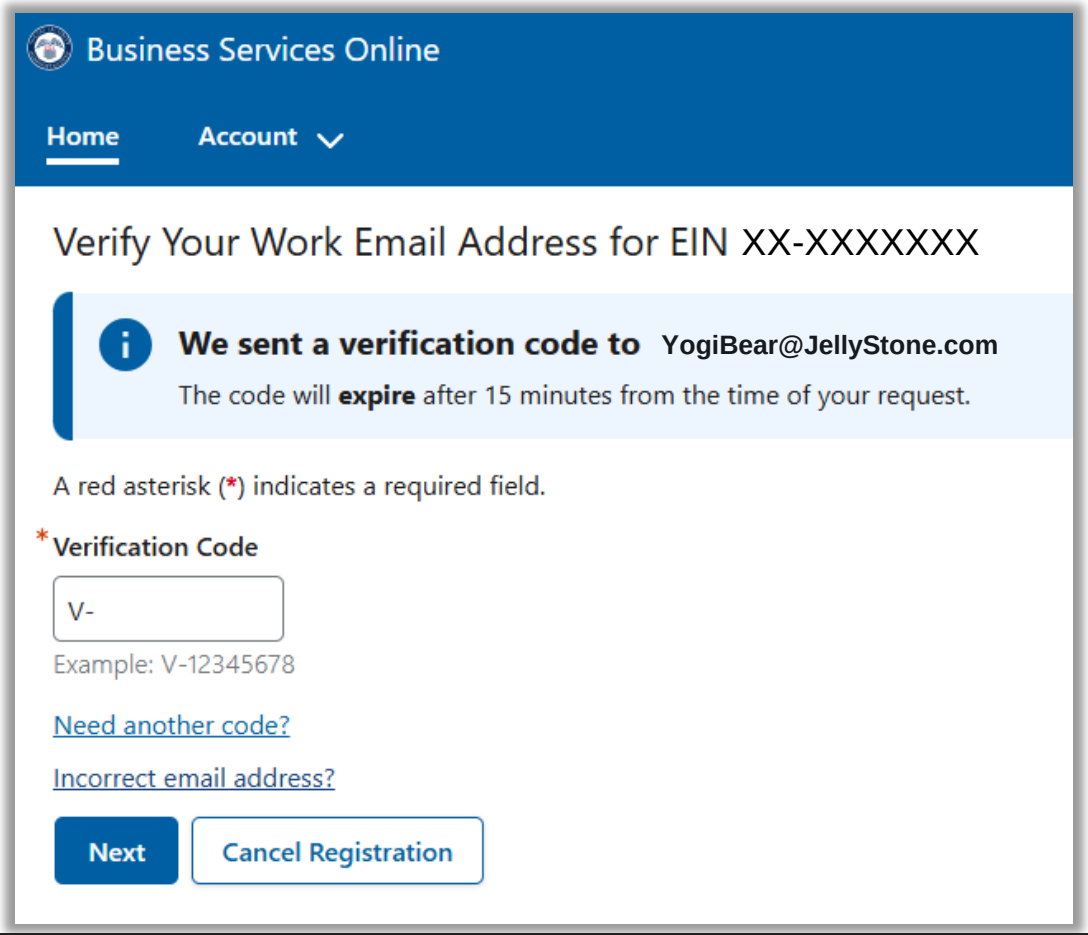


Next, enter your work email.

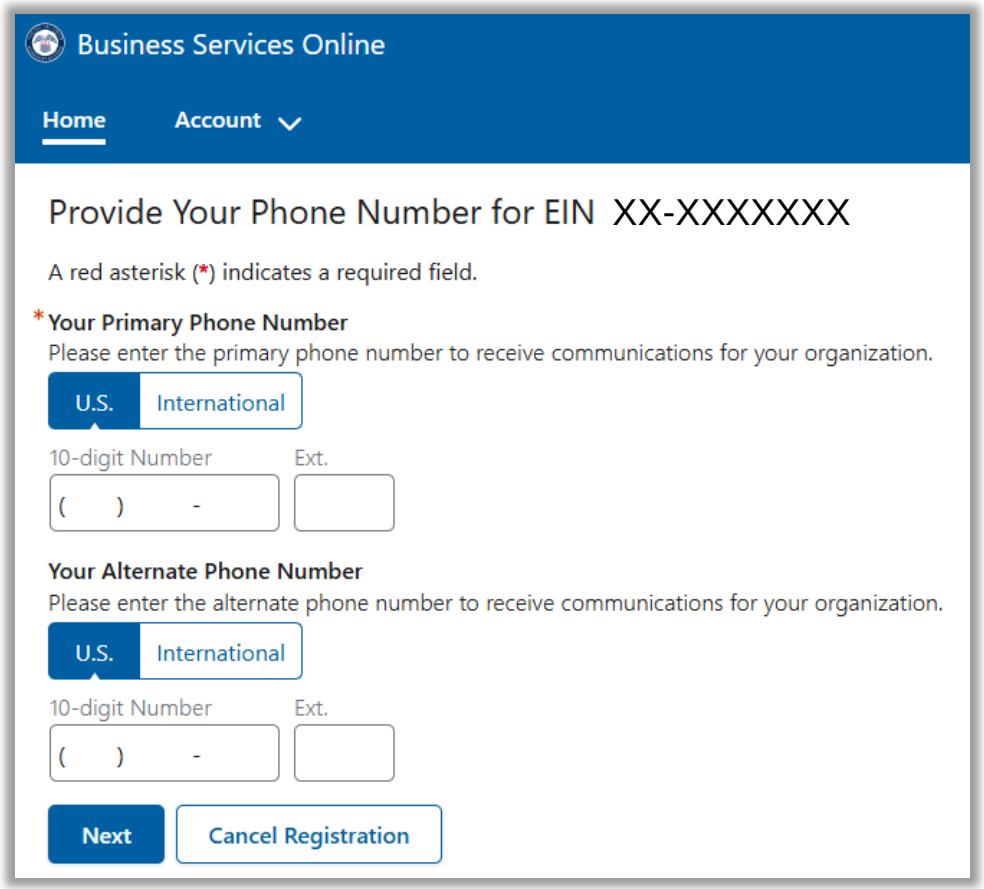


Enter Verification Code and Phone Number

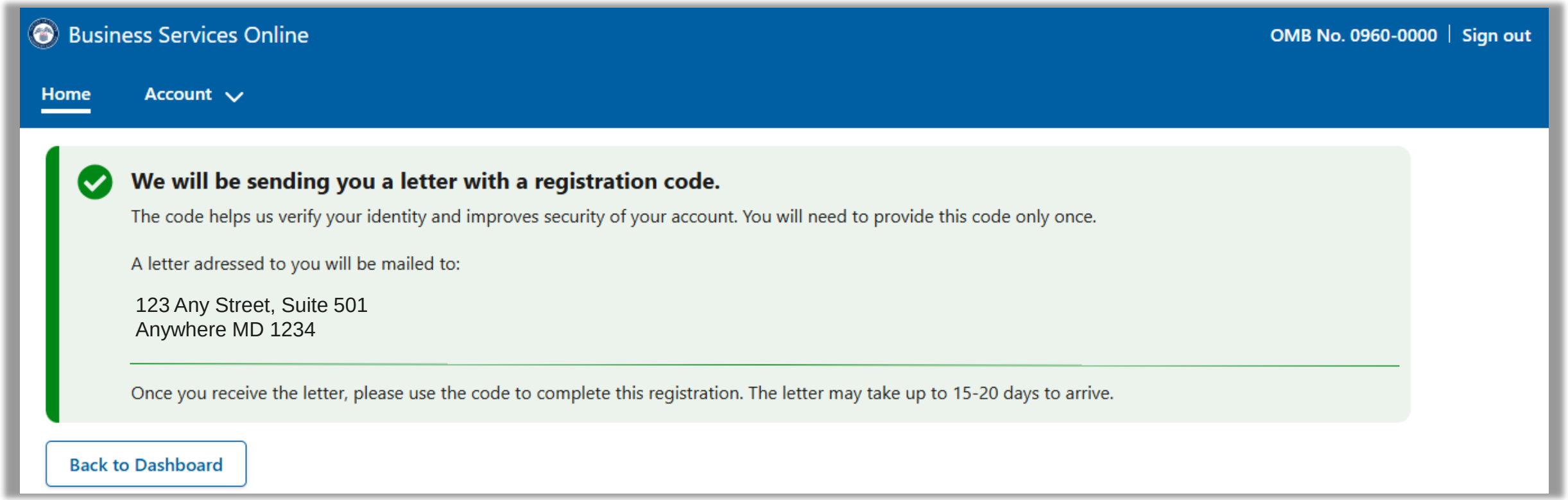
Enter the verification code from your email.



Next, enter the primary phone number.

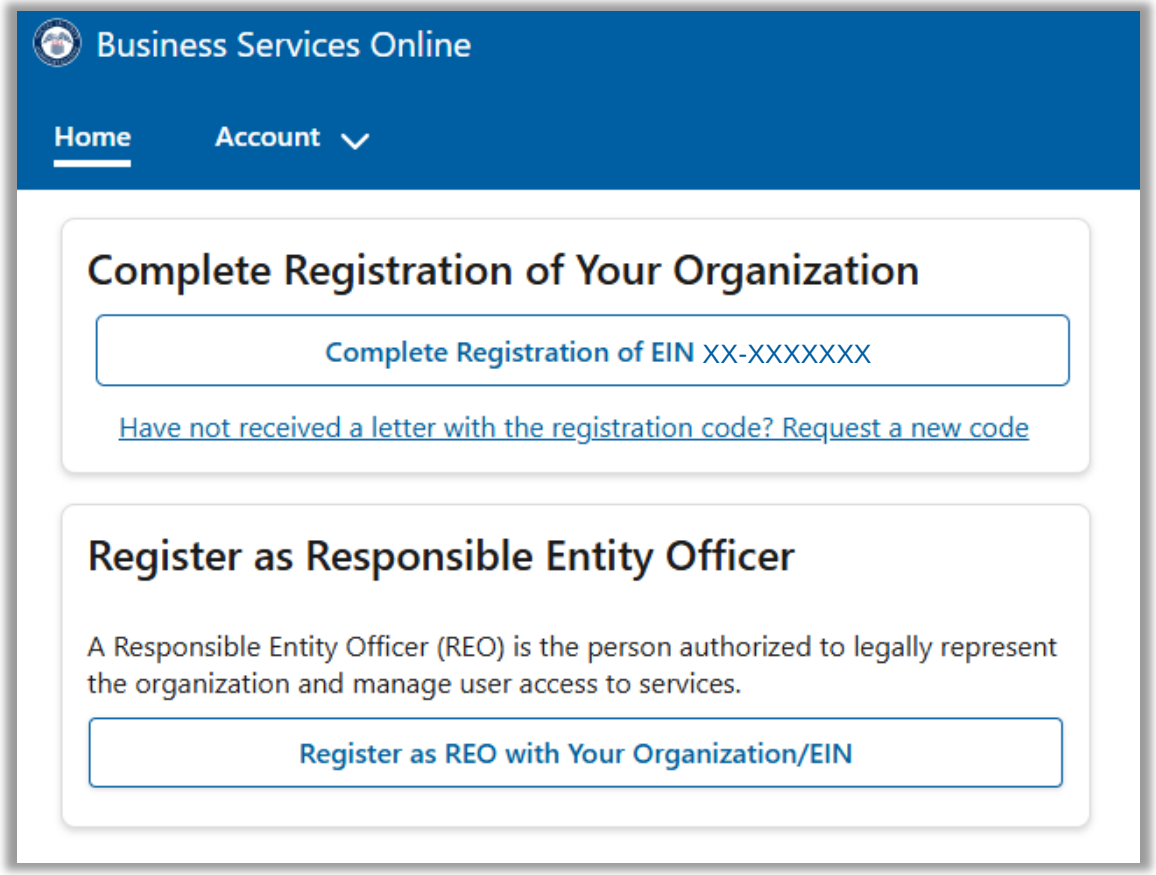


Your Registration Code Will Be Mailed

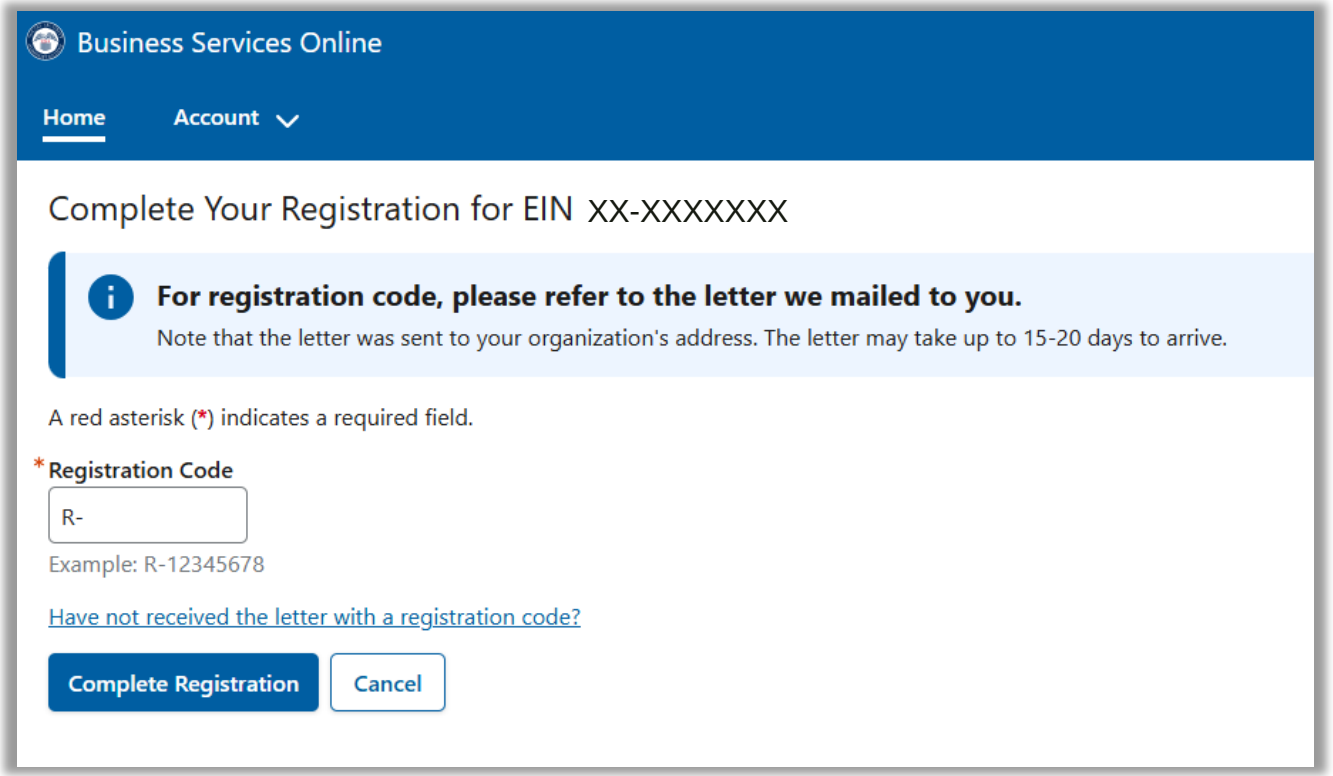


Complete Registration

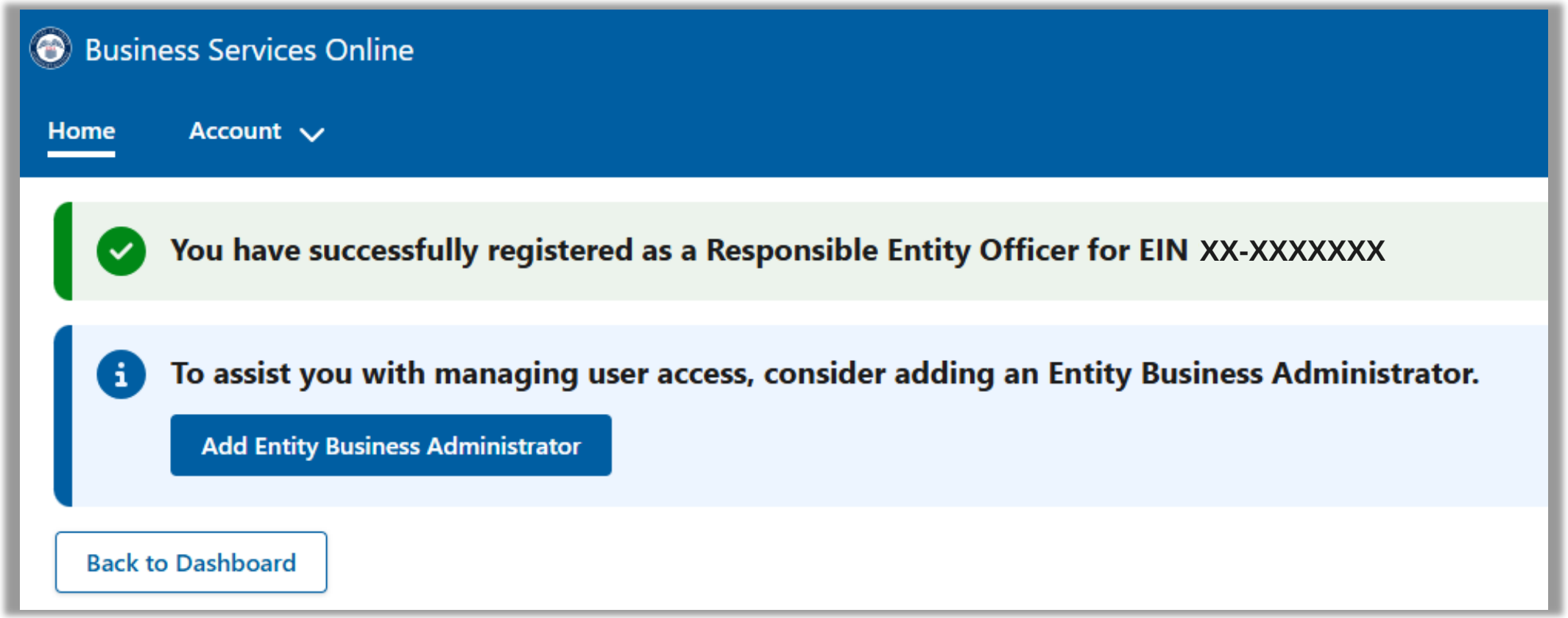
Select, “Complete Registration of Your Organization.”



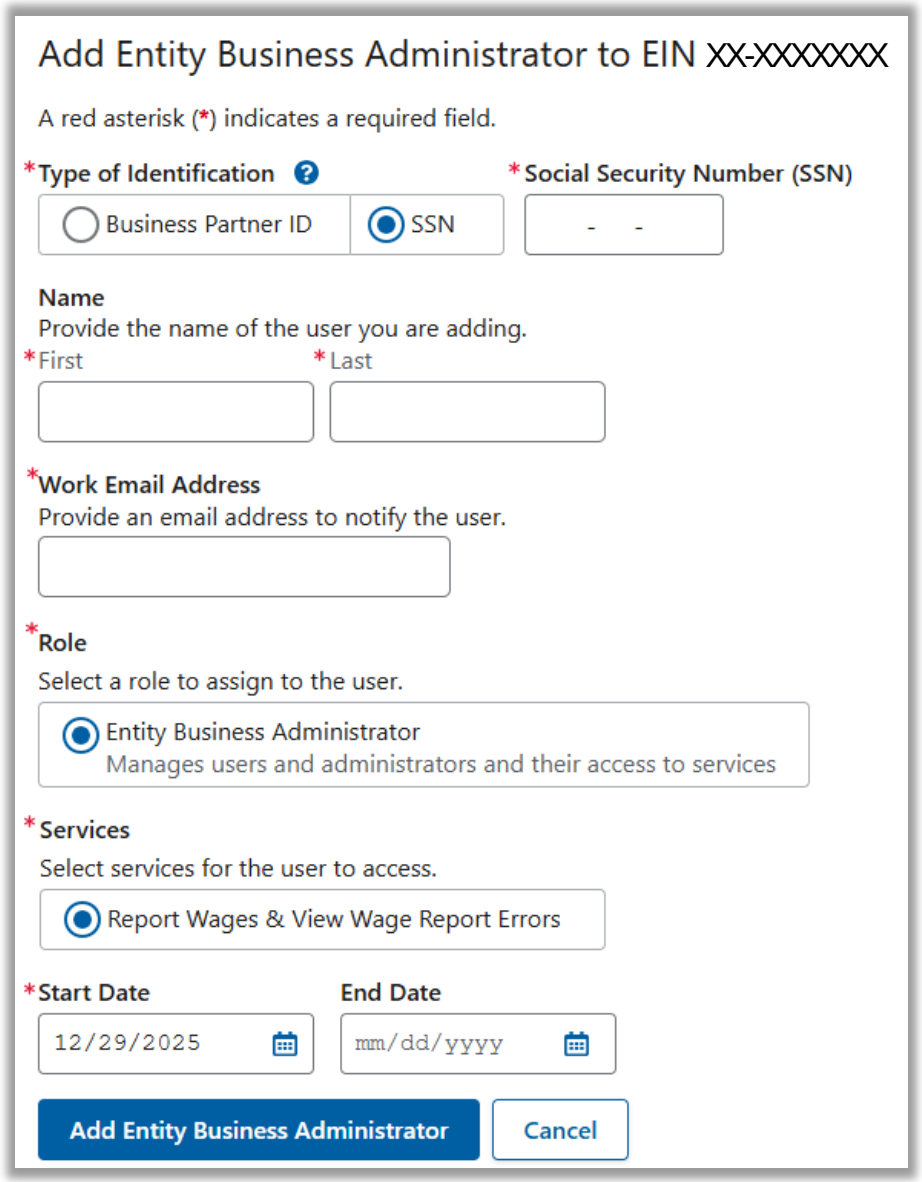
Next, enter your code.

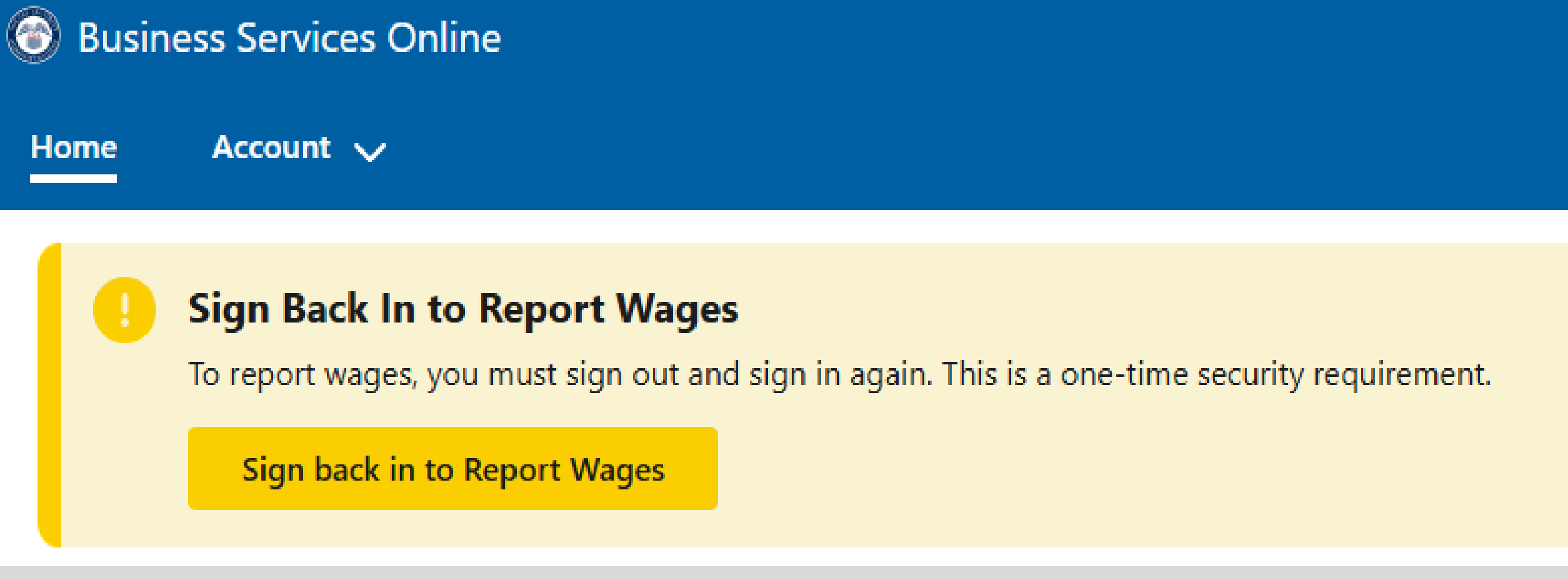


Success!


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

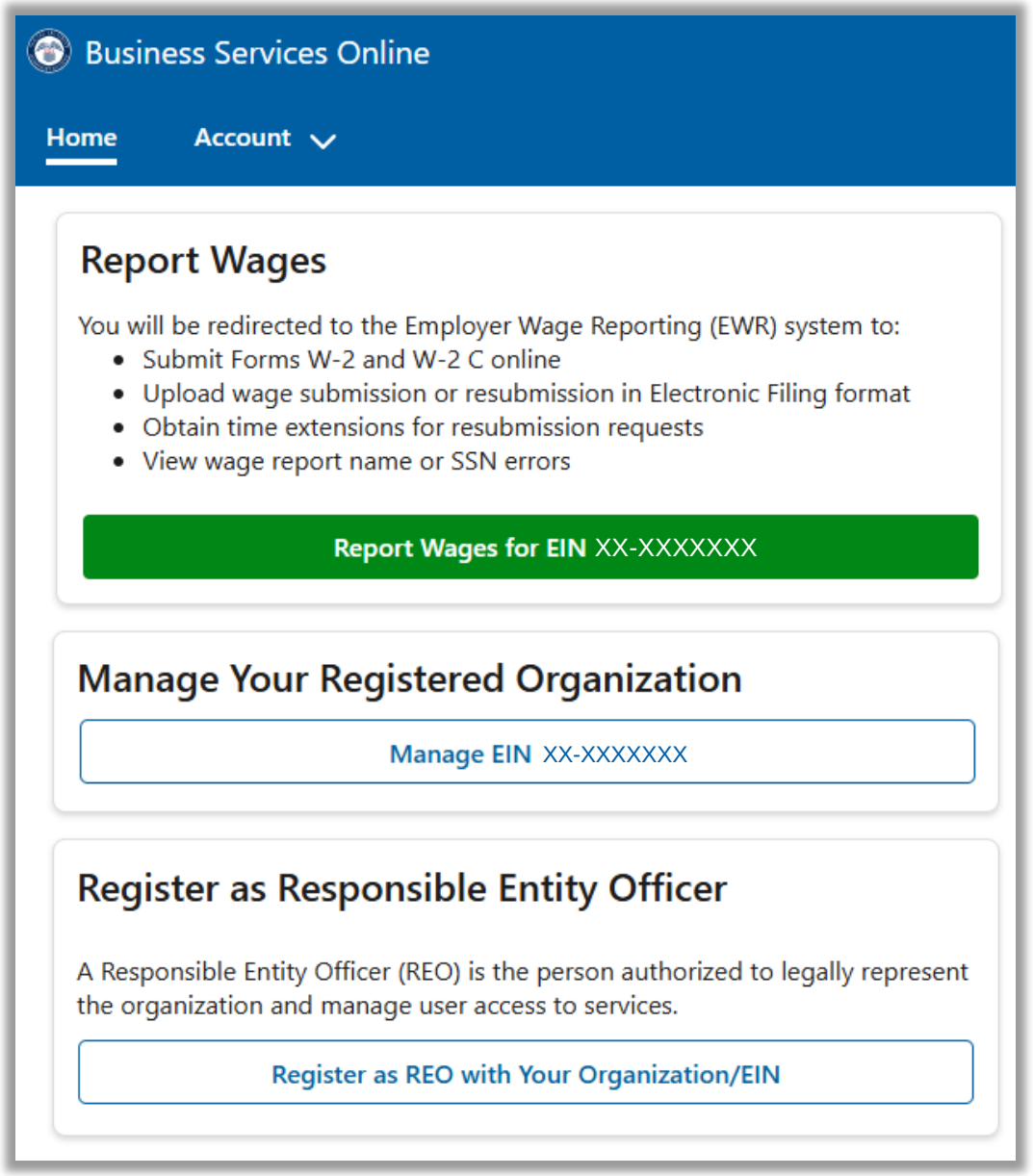
Add an Entity Business Administrator (EBA)



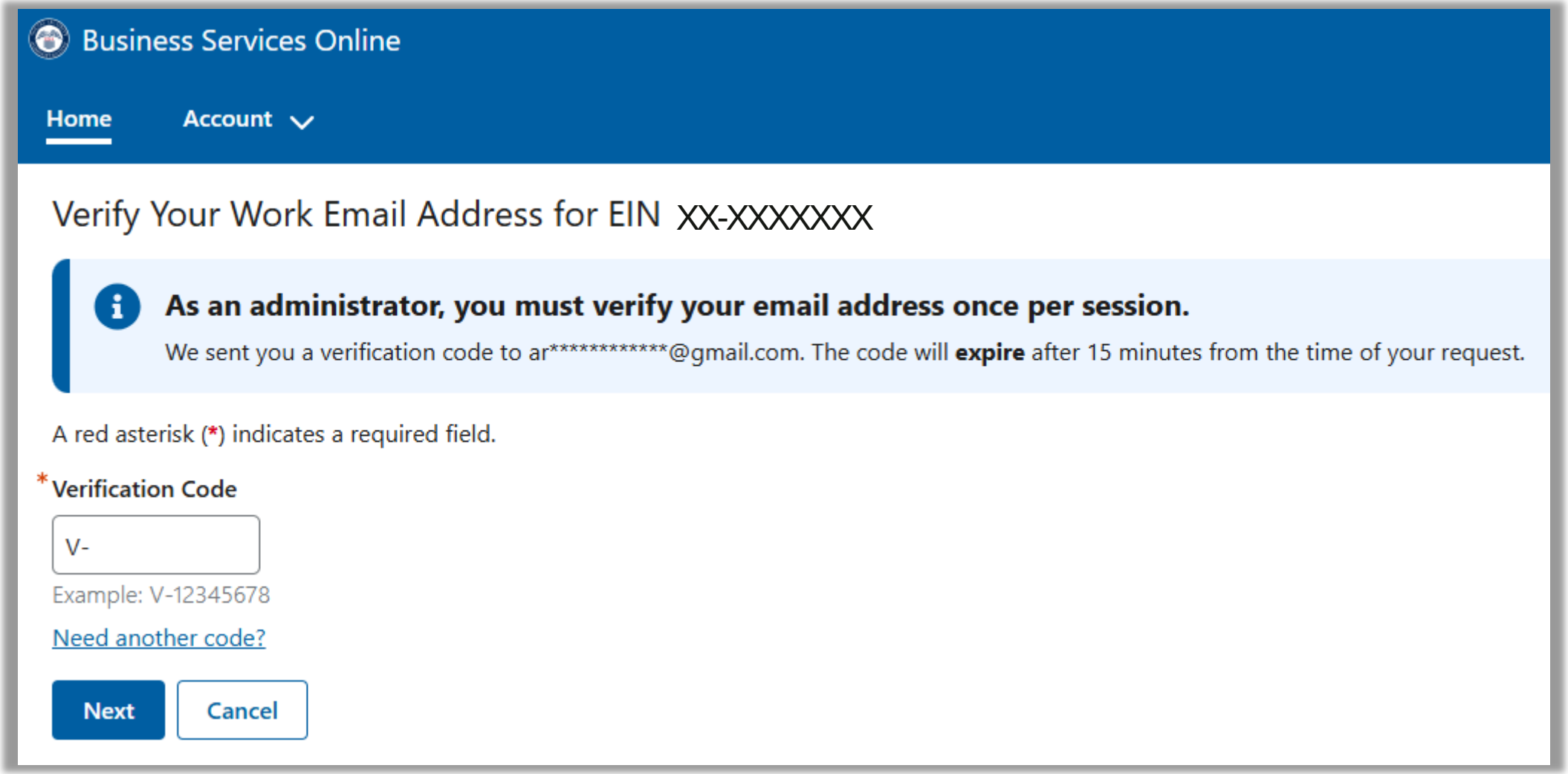


Activating Wage Reporting Roles

Manage Your Registered Organizations

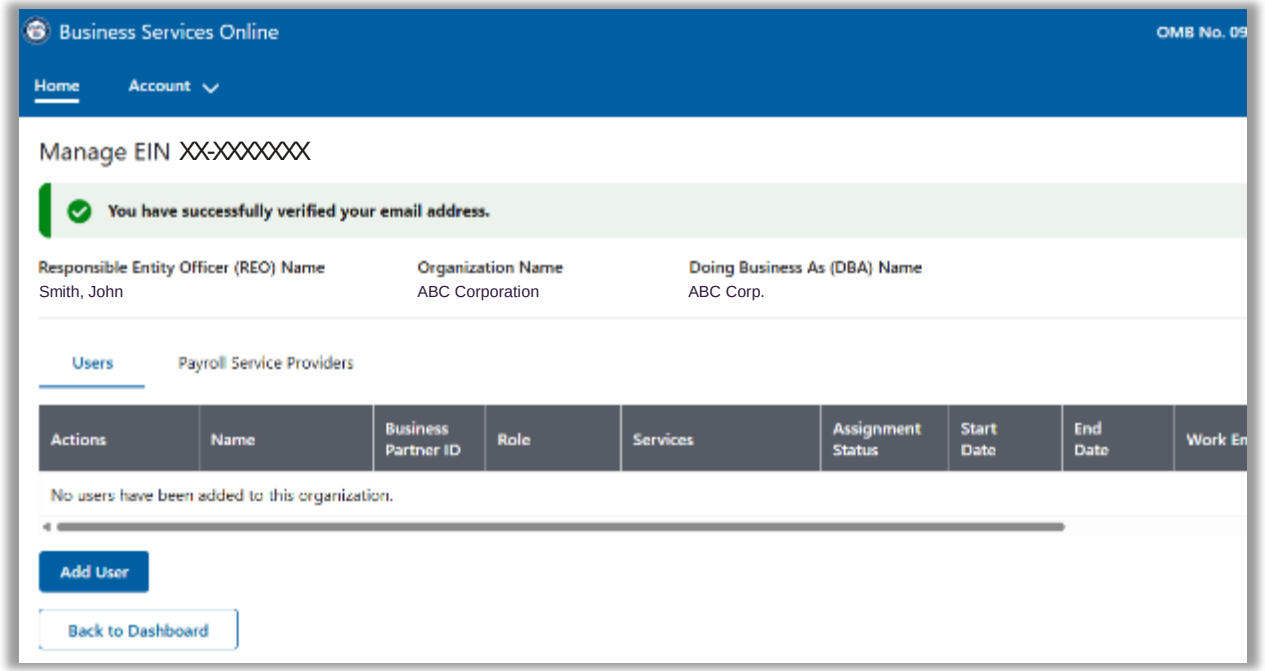


Verify as an Administrator

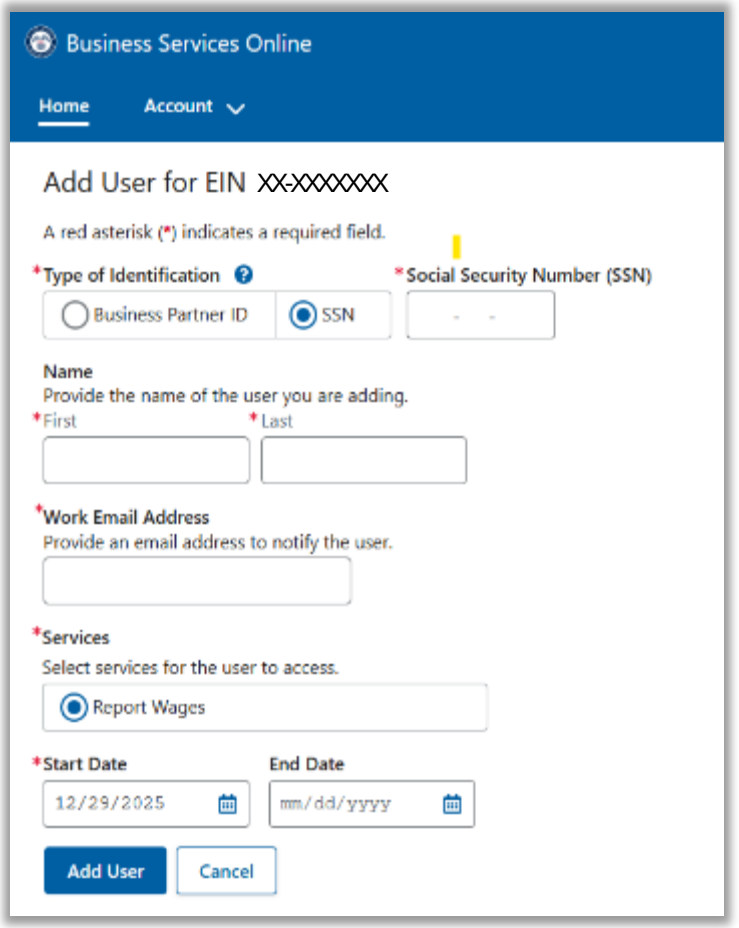


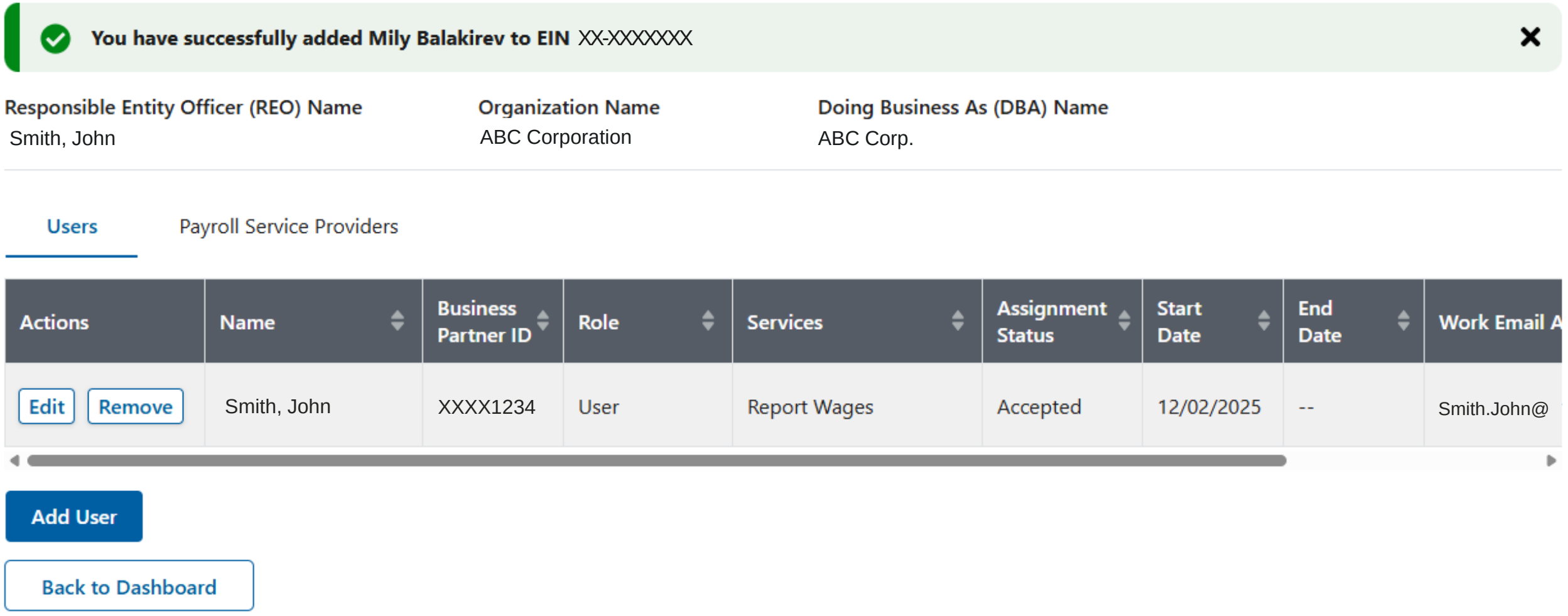
Add a User

Select, “Add User.”



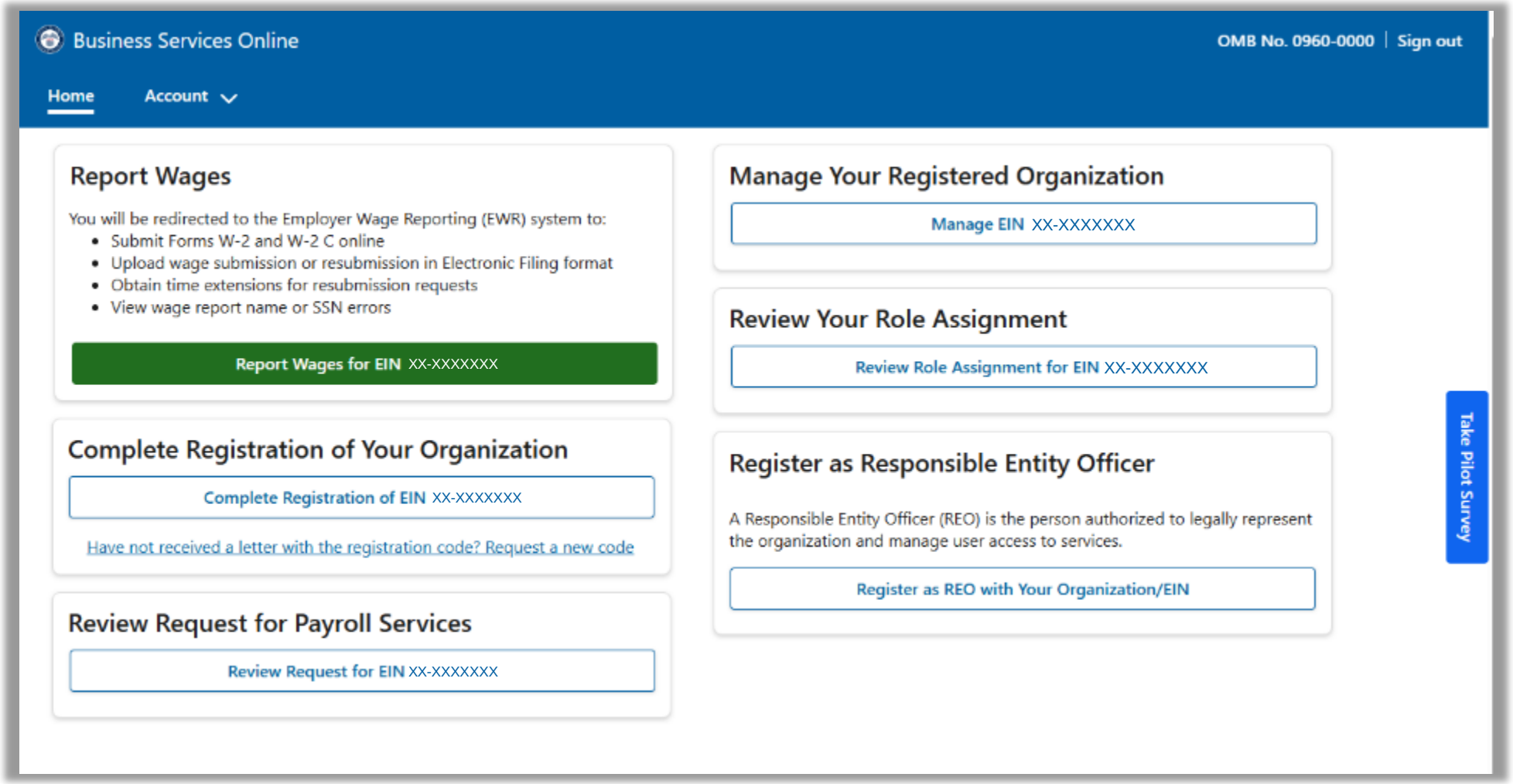
Input required information.





User Has Been Added

Users Can Provide Feedback



Help Us Shape the Future of Employer Wage Reporting

One registration code per organization simplifies registration.

Greater control over user access.

Provide feedback.

Questions

Thank You

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

Please visit www.ssa.gov/employer for up-to-date information on our programs.