

# **Tax Year 2022 Request Resubmission Extension Tutorial**

## Step-By-Step Instructions

1. Select “**MENU**” on the Social Security home page, then select **Business Services** to go to the “Business Services” page. On the “Business Services” page, select **Log in or Use Business Services Online** button to go to the “[Business Services Online](#)” page.

**Welcome**

The Business Services Online Suite of Services allows organizations, businesses, individuals, employers, attorneys, non-attorneys representing Social Security claimants, and third-parties to exchange information with Social Security securely over the internet. You must register and create your own password to access Business Services Online.

**Alert**

Effective September 19, 2022, the registration process for Business Services Online (BSO) will change. After you register to use BSO, or for any new BSO service, we will mail an activation code to complete the process. This includes those submitting W-2 and W-2C reports. This extra layer of security is to ensure your information is safe and secure.


The activation code is **MAILED** to the employer whose Employer Identification Number you are using, at the employer’s business address registered with the IRS. Your employer will usually receive it within two (2) weeks. You will not be able to report wages to us until you have entered the activation code to complete the registration process.

We recommend registering for BSO before W-2 reporting season in January. This will ensure you are in compliance before submitting W-2s.

We appreciate your patience.

**Alert**





W-2 Online and W-2c Online are temporarily unavailable for a system enhancement.

The Complete Phone Registration  option is provided to individuals who began their Business Services Online registration by phone and need to create a password.

[Información para el Empleador en Español](#)

**Business Services Online (BSO)**

Hours of Operation  
Monday - Friday: 5 AM - 1 AM ET  
Saturday: 5 AM - 11 PM ET  
Sunday: 8 AM - 11:30 PM ET

-  [For Employers](#)
-  [For Attorneys & Appointed Representatives](#)
-  [Social Security Number Verification Services \(SSNVS\)](#)
-  [Consent Based Social Security Number Verification Service \(CBSV\)](#)

[About Us](#) [Accessibility](#) [FOIA](#) [Open Government](#) [Glossary](#) [Privacy Policy](#) [Privacy Program](#) [Report Fraud, Waste or Abuse](#)

This website is produced and published at U.S. taxpayer expense.

2. Select the **Log In** button on the “Business Services Online” page. The system displays the “Log In to Online Services” page.

**Social Security Online** **Business Services Online**

www.socialsecurity.gov BSO Welcome | BSO Information | Keyboard Navigation HELP

**Log In to Online Services**

**Online Services Availability**

- Monday-Friday: 5 AM - 1 AM ET
- Saturday: 5 AM - 11 PM ET
- Sunday: 8 AM - 11:30 PM ET

**For your security, please log out of the application and close all Internet windows when you are finished.**

**New User?**  
 You must create an account to use this website. Once you do, you will be provided a User ID to log in to our online services.

**To create new account you will need to:**

- Provide personal information
- Provide contact information
- Create your password and security questions

[Create Log In Account](#)

Did you register with SSA by [phone or paper form](#) and need to create a password?

**Existing User?**  
 Please log in below:  
**User ID:**   
**Password:**   
[Forgot user ID?](#)  
[Forgot your password?](#)

**User Certification:**  
 I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files.  
 I have read & agree to these terms.

**Log In**

www.socialsecurity.gov BSO Welcome | BSO Information | Keyboard Navigation HELP

3. Enter your User ID and Password.
4. Select the **I have read & agree to these terms** check box on the “Log In to Online Services” page.
  - a. Select the **Log In** button to display the BSO “Main Menu” page.
  - b. To return to the “Business Services Online” page, select the **BSO Welcome** link at the top or bottom of the page.

Social Security Online **Business Services Online**

www.socialsecurity.gov BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation

**Main Menu** [HELP](#)

ROBERT GUAY  
[Logout](#)

**Manage Account**

- [View / Edit Account Info](#)
- [Change Password](#)
- [Disable Account](#)

**Manage Services**

- [View / Edit Services](#)
- [Request New Services](#)
- [View Pending Services](#)
- [Enter Activation Code\(s\)](#)

**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.

Welcome, [REDACTED]  
 Your password expires on **April 01, 2100**

**[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

www.socialsecurity.gov

- Select the **Report Wages To Social Security** link on the BSO “Main Menu” page. The system displays the “Wage Reporting Attestation” page.

Social Security Online **Business Services Online**

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**Wage Reporting Attestation**

**User Certification for Electronic Wage Reporting**

I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files. I certify that I am the individual authorized to conduct business under this User ID and have the authority to either attest to the accuracy of the data and/or transmit wage information and to receive employee wage information for the employer.

By selecting the "I Accept" button, you certify that you have read, understand and agree to the user certification of Business Services Online.

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778 .

- Select the **I Accept** button on the “Wage Reporting Attestation” page to go to the EWR home page. To return to the BSO “Main Menu” page, select the **I DO NOT Accept** button.

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[www.socialsecurity.gov](#) | [BSO Main Menu](#) | [BSO Information](#) | [Logout](#)

## Electronic Wage Reporting (EWR)

### Reporting Wages to Social Security

[Forms W-2/W-3 Online](#)
[Forms W-2c/W-3c Online](#)
[Upload Formatted Wage File](#)
[AccuWage Online](#)

[Pilot Program Participants - Forms W-2/W-3 Online](#)  
 Thank you for participating in the pilot program for using redesigned Forms W-2/W-3 Online. Please use this pilot application to file U.S. Regular Domestic wage reports for tax year 2022. If you need to file wage reports for any [conditions that are not supported by this application](#), use the Create/Resume Forms W-2/W-3 Online link below.

[Create/Resume Forms W-2/W-3 Online](#) (PDF is not available for W-2PR/W-3PR.)

- Create (fill in the form), save, print and submit Forms W-2 and W-3 with up to 50 forms W-2 per W-3. There is no limit on the number of Forms W-3 an employer can submit, even for the same Employer Identification Number (EIN).
- Up to 50 Forms W-3 can be saved at a time to be resumed/submitted at a later date. Each Form W-3 can have up to 50 Forms W-2 associated with it.
- A pre-submission PDF is provided to print the Forms W-2 for distribution to the employees and for the employer review.
- Read the [list of restrictions](#) to determine whether you can use Forms W-2/W-3 Online.

[Save \(or Print\) Submitted W-2 Report\(s\)/PDF to Your Computer](#) (PDF is not available for W-2PR/W-3PR.)  
 A printable final PDF version of a wage report created and submitted using Forms W-2/W-3 Online can be saved to your computer. The final PDF(s) are available for download for only 30 days from the date of submission.

#### Submission Status

[View Submission Status](#)  
 Check report status, errors, and notice information for previously submitted wage reports (Forms W-2/W-3).

#### Employer Report Status

[View Employer Report Status](#)  
 Check wage report status or view errors for reports submitted for your company by a third party.

#### Resubmission Notice

**Did you receive a Resubmission Notice?** You may use the following links to resubmit your formatted wage file or request a one-time 15-day extension of the deadline:

[Resubmit your Formatted Wage File](#)

- Upload your wages in an EFW2/EFW2C formatted file.
- The required file format is described in the [Specifications for Filing Forms W-2 and W-2c \(EFW2/EFW2C\)](#).
- You will need the WFID from your original filing, which can be found on your Resubmission Notice

[Request an Extension to File a Resubmission](#)

- You will need information from the Notice to request an extension.
- You cannot extend if (a) the file has previously been resubmitted or (b) today is more than 45 days from the date on the Resubmission Notice.

[E-mail a Wage Reporting Expert](#)

[Información en Español](#)

**Online Tutorials & Training**

[Wage Reporting Handbook](#)  
[SSN Verification Handbook](#)  
[Online Registration Handbook](#)  
[Online Tutorial](#)  
[FAQs - General Employer](#)

**Other Useful Information**

- ▶ [Before You File](#)
- ▶ [Checking SSNs](#)
- ▶ [Uploading Formatted Files](#)
- ▶ [For Other Electronic Filers](#)
- ▶ [General Info about Wage Filing](#)
- ▶ [IRS Information](#)
- ▶ [Publication Resources](#)


[Employer Support Links](#)

Have a question? Call **1-800-772-6270** Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

- Select the **Request an Extension to File a Resubmission** link on the EWR home page. The system displays the “Request Resubmission Extension” page.

Social Security Online **Electronic Wage Reporting (EWR)**

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 **Resubmission Notice**

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**Request Resubmission Extension**

Use this form to request a one-time 15-day extension of the deadline for resubmitting your formatted wage file. Please specify the Employer Identification Number (EIN), Wage File Identifier (WFID), and Receipt Year exactly as they appear on the resubmission notice you received from the Social Security Administration.

You may only request an extension if :

- The Social Security Administration has sent you a notice requiring you to resubmit your data,
- Less than 45 days have passed since the date on the resubmission notice, and
- This is the first time you are requesting a resubmission extension and your most recent version is 01.

Items marked with an asterisk (\*) are required.

\*EIN:

\*WFID:

\*Receipt Year:


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Have a question? Call **1-800-772-6270** Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

8. Enter your Employer Identification Number (EIN), Wage File Identifier (WFID), and Receipt Year (exactly as they appear on the resubmission notice you received from SSA.)
  - a. Select the **Submit** button to request an extension on the deadline for resubmitting your formatted wage file, the system displays the “Resubmission Extension Receipt” page.
  - b. To return to the EWR home page, select the **Cancel** button.

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Electronic Wage Reporting (EWR)

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## Resubmission Notice

### Resubmission Extension Receipt

**Date:** 23-Sep-2022 **Time:** 02:25 PM Eastern Time

Your request has been granted for a 15-day extension to resubmit your annual wage data to the Social Security Administration. No further extensions will be offered. Use your browser menu to save or print this Extension receipt for your records.

You have received a 15-day extension for WFID E1BCFD - 01 and Receipt Year 2023.

\*The new deadline for filing your resubmission is 03/11/2023. The original deadline was 02/24/2023.

EWR Home Page

Have a question? Call **1-800-772-6270** Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

9. On the “Resubmission Extension Receipt” page, select the **EWR Home Page** button to return to the EWR home page.