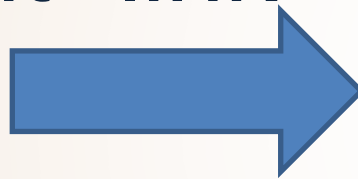


# How to Register and Get an Activation Code For Business Services Online



Select the  
"Create  
account" link



[Sign in](#)

[Create account](#)

[Employer information](#)

[Customer support for wage reporting](#)

For questions: [employerinfo@ssa.gov](mailto:employerinfo@ssa.gov)

**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.

Information you'll need to provide +

### 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)

New user Path

# Business Services Online Welcome Page

- Point your browser to the Business Services Online (BSO) Welcome page: [www.ssa.gov/bso](http://www.ssa.gov/bso)
- Select the *Create account* button in the employer box on the Business Services Online Welcome page.

The screenshot shows the Social Security Business Services Online (BSO) Welcome Page. The top navigation bar includes the Social Security logo, links for Benefits, Medicare, and Card & record, a search bar, and a link to the Spanish version. The main heading is "Business Services Online (BSO)". Below this, a paragraph explains that the suite of services allows organizations, businesses, individuals, employers, attorneys, non-attorney representatives, and third parties to securely exchange information online. It states that users must register and create a password to access BSO. New users are directed to the BSO tutorial. A section titled "Information you'll need to provide" is partially visible. The "Employers" section lists tasks: Report wages, View submission and report status, Act on resubmission notices, and Verify Social Security numbers. At the bottom, there are links for Sign in, Create account, Employer information, and Customer support for wage reporting, along with the email employerinfo@ssa.gov for questions.

**Business Services Online (BSO)**

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**Information you'll need to provide** +

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## Employers

For employers and businesses to:

- Report wages.
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[Sign in](#)  
[Create account](#)  
[Employer information](#)  
[Customer support for wage reporting](#)

For questions: [employerinfo@ssa.gov](mailto:employerinfo@ssa.gov)

# Employers

For employers and businesses to:

- Report wages.
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[Sign in](#)

[Create account](#)

[Employer information](#)

[Customer support for wage reporting](#)

For questions: [employerinfo@ssa.gov](mailto:employerinfo@ssa.gov)


LINKS ON THE LEFT  
TAKE YOU TO THE  
SCREEN ON THE RIGHT

## 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.

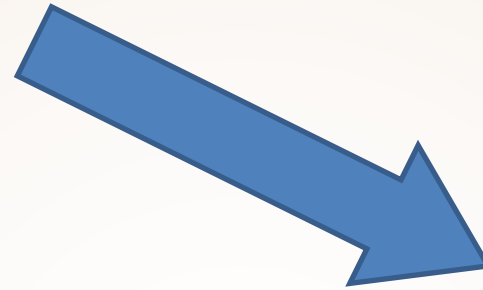
 [Create an account with Login.gov](#)

 [Create an account with ID.me](#)

 [Sign in Help and Support](#)

[External Site Disclaimer](#)


# Select "Create an account with Login.gov"




Please note that you do NOT need to create a new Login.gov or ID.me credential specifically for SSA purposes. You can use your existing Login.gov or ID.me credentials to log into SSA services too.


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](#)

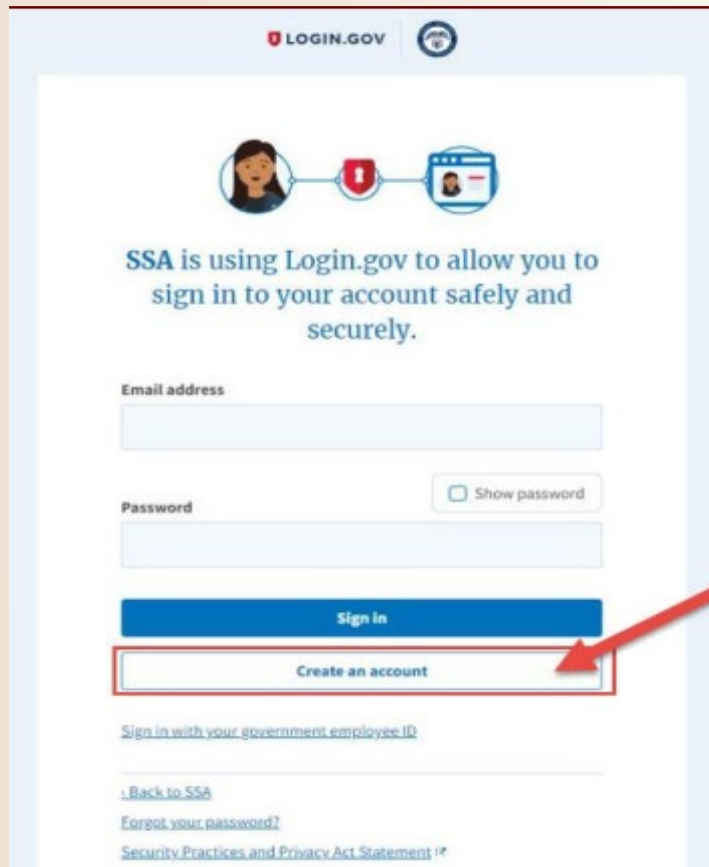
 [Create an account with ID.me](#)

 [Sign in Help and Support](#)

[External Site Disclaimer](#)

Note: If you already have a Login.gov, or ID.me account, please sign in with one of those options.

# Follow the Login.gov Create an account option



LOGIN.GOV

SSA is using Login.gov to allow you to sign in to your account safely and securely.

Email address

Password ☐ Show password

[Sign in](#)

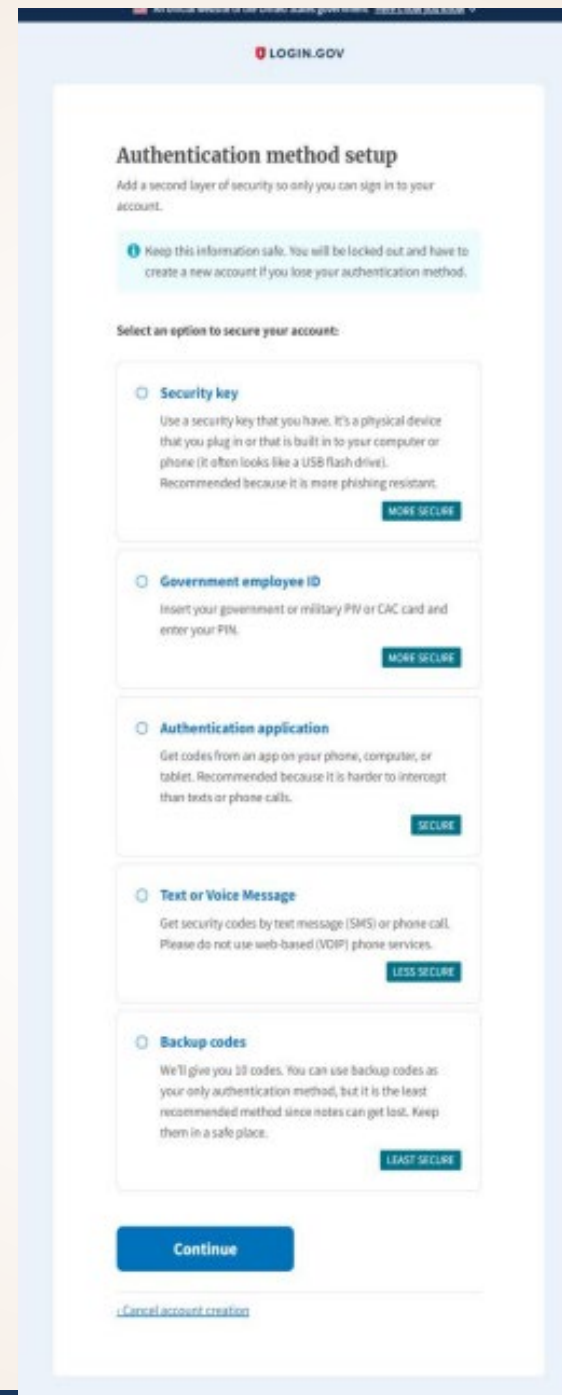
[Create an account](#)

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

[Back to SSA](#)

[Forgot your password?](#)

[Security Practices and Privacy Act Statement](#)



LOGIN.GOV

### Authentication method setup

Add a second layer of security so only you can sign in to your account.

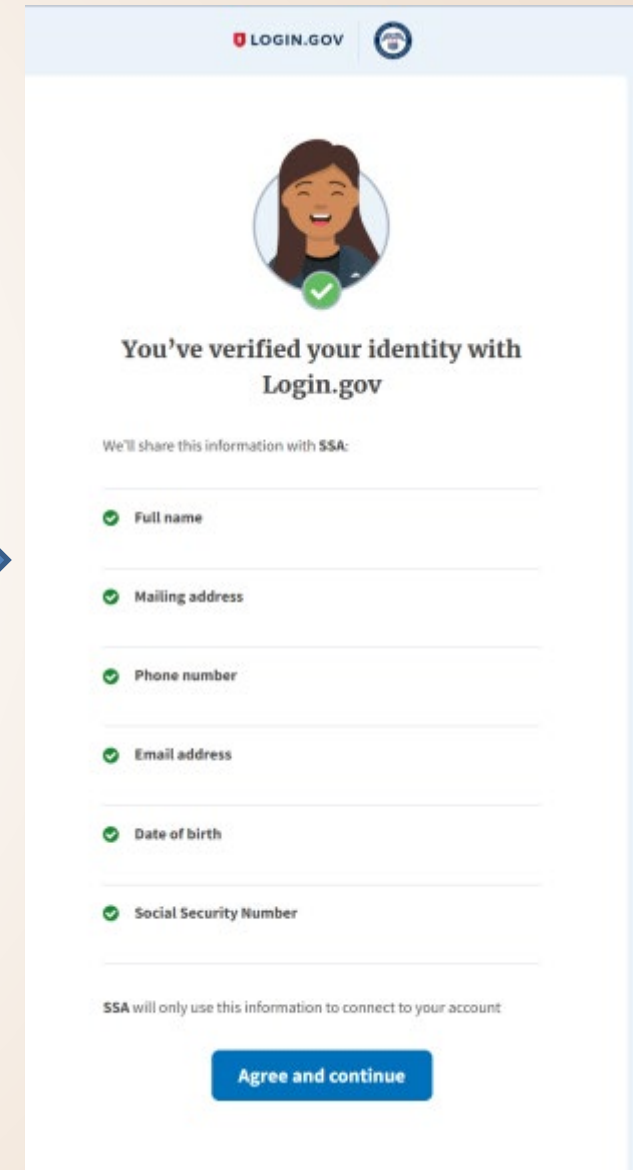
Keep this information safe. You will be locked out and have to create a new account if you lose your authentication method.

Select an option to secure your account:

- ☐ **Security key**  
Use a security key that you have. It's a physical device that you plug in or that is built in to your computer or phone (it often looks like a USB flash drive). Recommended because it is more phishing resistant.  
**MORE SECURE**
- ☐ **Government employee ID**  
Insert your government or military PIN or CAC card and enter your PIN.  
**MORE SECURE**
- ☐ **Authentication application**  
Get codes from an app on your phone, computer, or tablet. Recommended because it is harder to intercept than texts or phone calls.  
**SECURE**
- ☐ **Text or Voice Message**  
Get security codes by text message (SMS) or phone call. Please do not use web-based (VoIP) phone services.  
**LESS SECURE**
- ☐ **Backup codes**  
We'll give you 10 codes. You can use backup codes as your only authentication method, but it is the least recommended method since notes can get lost. Keep them in a safe place.  
**LEAST SECURE**

[Continue](#)

[Cancel account creation](#)



LOGIN.GOV

You've verified your identity with Login.gov

We'll share this information with SSA:

- ☒ Full name
- ☒ Mailing address
- ☒ Phone number
- ☒ Email address
- ☒ Date of birth
- ☒ Social Security Number

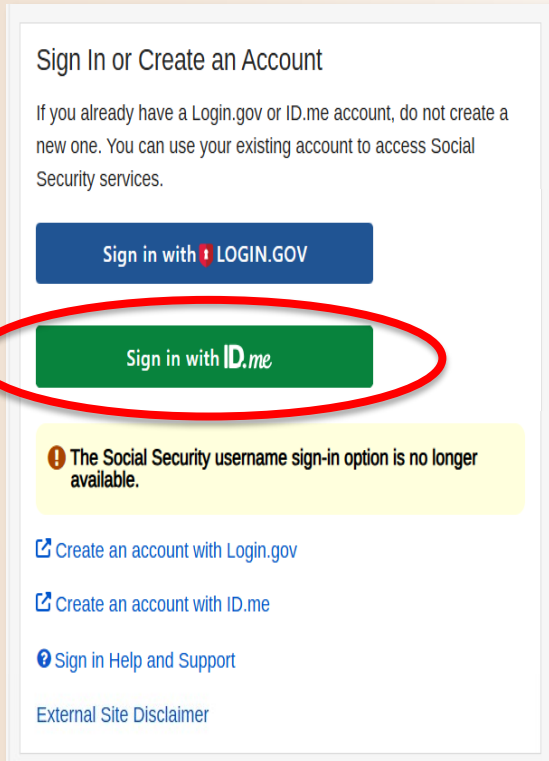
SSA will only use this information to connect to your account

[Agree and continue](#)



# Additional Credential Service Partner Options

If you are having difficulty with the Login.gov process or prefer ID.me, you can select the 'sign in with ID.me' button on the Social Security sign in page.



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](#)

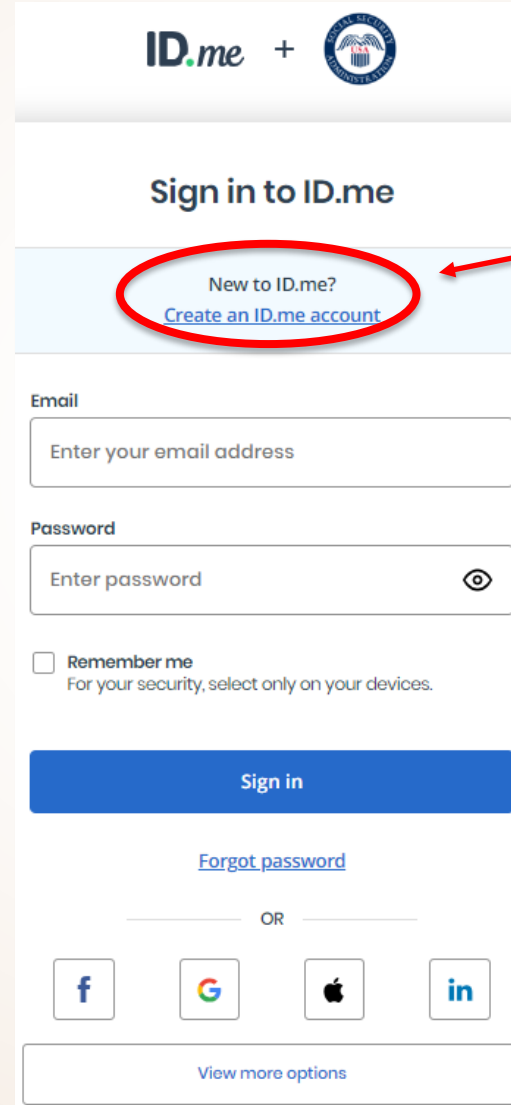
**!** The Social Security username sign-in option is no longer available.


[Create an account with Login.gov](#)

[Create an account with ID.me](#)

[Sign in Help and Support](#)

[External Site Disclaimer](#)



ID.me + 

### Sign in to ID.me

New to ID.me?  
[Create an ID.me account](#)

Email





Password

☐ Remember me  
For your security, select only on your devices.

[Sign in](#)

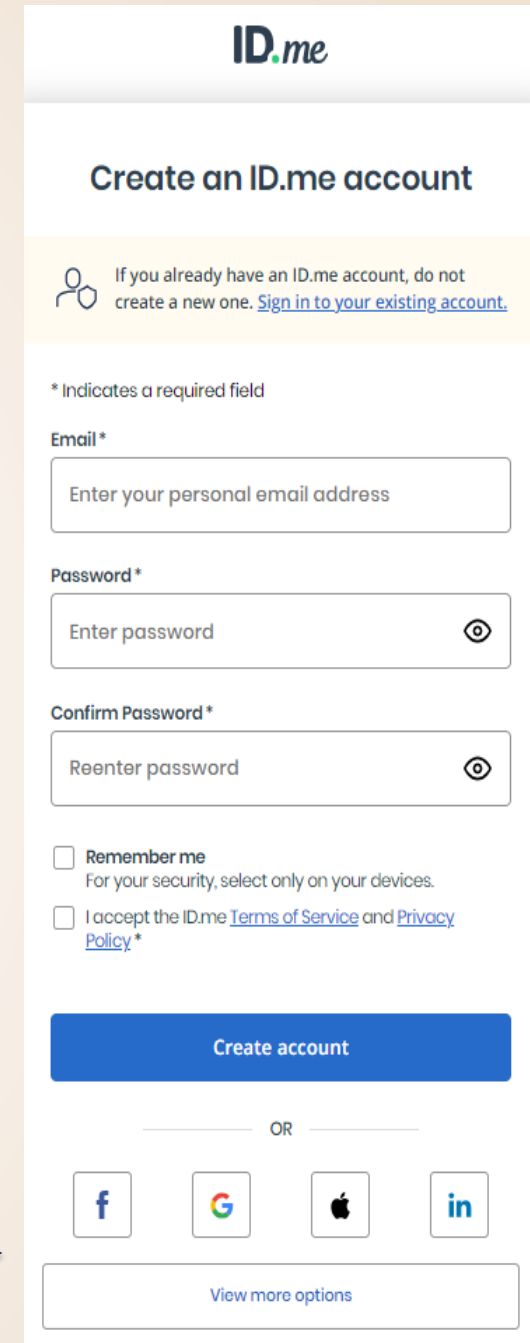
[Forgot password](#)

OR


[View more options](#)

If you need to create an account, select 'create an ID.me account' and it will take you to the screen on the right.



ID.me

### Create an ID.me account

 If you already have an ID.me account, do not create a new one. [Sign in to your existing account.](#)

\* Indicates a required field

Email \*

Password \*





Confirm Password \*

☐ Remember me  
For your security, select only on your devices.

☐ I accept the ID.me [Terms of Service](#) and [Privacy Policy](#) \*

[Create account](#)


OR

[View more options](#)

# Once you finish the credential service partner process you will complete these additional steps to finalize the process to verify your identity

Select the "No" radio button that you have not received an activation code yet.

 Social Security

---


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](#)

 Social Security

---

Tell us if you requested an activation code

- This code is different from the security code you just verified.
- Activation codes may be received by text, voice, postal mail, or at an office.

**Did you receive an activation code?**  
This code may begin with an A (Example: A-12345678) or a number (Example: 12345678).

☐ Yes ☐ No

[Next](#)

[Privacy and Security](#)

[OMB No. 0960-0789](#) [Privacy Policy](#) [Privacy Act Statement](#) [Accessibility Help](#)



## 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.

With your *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"

# Verify Your Identity

Enter your personal information so we may identify you.

- The information you provide when you register allows us to confirm your identity before issuing a User ID.
- Your employer will NOT see your personal information OR have access to it.
- Your personal Social Security account and BSO account will remain separate.

 Social Security

**i** Next, we need to verify your identity to give you access to online services.

Please tell us who you are

**Your Name**  
As shown on your Social Security card.

First **M.I.** Last Suffix

**Social Security Number (SSN)**

-  -

Example: 000-00-0000

**Date of Birth**

Month Day Year

**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** [Tell me more.](#)

10-digit Number

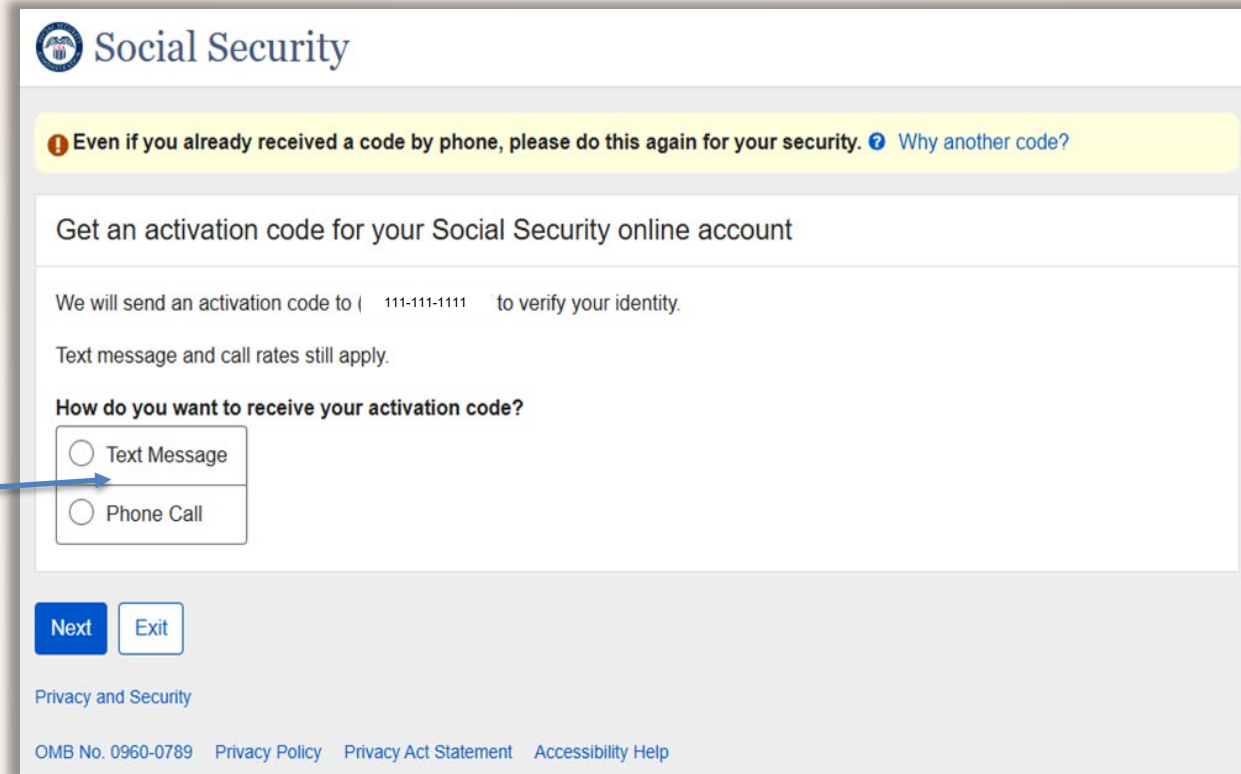
**Next** **Exit**


[Privacy and Security](#)

OMB No. 0960-0789 | [Privacy Policy](#) | [Privacy Act Statement](#) | [Accessibility Help](#)

Choose how you want to receive the activation by selecting the radio button of your choice.

You have the option to receive it by text message on your personal mobile phone or a phone call.



 Social Security

**Even if you already received a code by phone, please do this again for your security.** [Why another code?](#)

Get an activation code for your Social Security online account

We will send an activation code to ( 111-111-1111 ) to verify your identity.

Text message and call rates still apply.

**How do you want to receive your activation code?**

☐ Text Message

☐ Phone Call

[Next](#) [Exit](#)

[Privacy and Security](#)

[OMB No. 0960-0789](#) [Privacy Policy](#) [Privacy Act Statement](#) [Accessibility Help](#)

# Choose how you want to receive the activation code



**We sent a text message to** 111-111-1111

Please allow up to 2 minutes for the activation code to arrive.

The activation code will **expire** after 10 minutes from the time of your request.

Please enter your activation code

▼ Having trouble?

Enter the activation code you just received.

Example: A-12345678

Submit Activation Code

Previous

Exit

[Privacy and Security](#)

[OMB No. 0960-0789](#) [Privacy Policy](#) [Privacy Act Statement](#) [Accessibility Help](#)

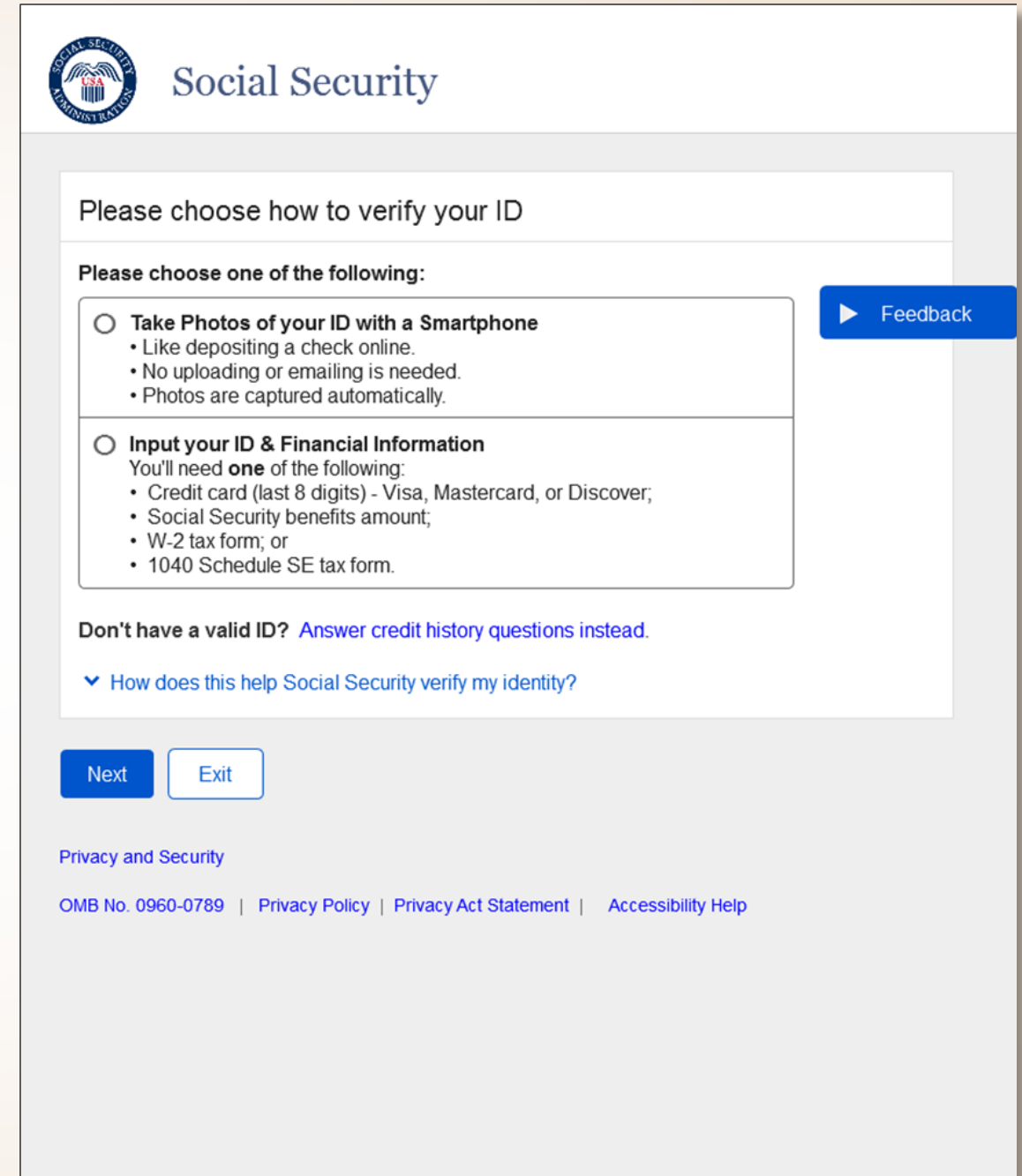
Enter the activation code and select  
"Submit Activation Code"

# Choose How To Verify Your ID

Next, choose how to verify your identity by selecting the radio button of your choice.

You can choose:

- To take photos of your ID with a smartphone.
  - Take clear pictures of both the front and back of your state issued ID when prompted.
- Input your ID and financial information.
  - You use one of the following:
    - Credit card
    - Social Security benefits amount
    - W-2s schedule SE



The screenshot shows the Social Security Administration's website for choosing how to verify an ID. At the top is the Social Security logo and the text "Social Security". Below this is a heading "Please choose how to verify your ID". Underneath is a section titled "Please choose one of the following:" with two radio button options. The first option is "Take Photos of your ID with a Smartphone" with bullet points: "Like depositing a check online.", "No uploading or emailing is needed.", and "Photos are captured automatically." The second option is "Input your ID & Financial Information" with the text "You'll need **one** of the following:" and bullet points: "Credit card (last 8 digits) - Visa, Mastercard, or Discover;", "Social Security benefits amount;", "W-2 tax form; or", and "1040 Schedule SE tax form." To the right of these options is a blue "Feedback" button. Below the options is a link "Don't have a valid ID? Answer credit history questions instead." and a link "How does this help Social Security verify my identity?". At the bottom are "Next" and "Exit" buttons. The footer contains "Privacy and Security" and a row of links: "OMB No. 0960-0789", "Privacy Policy", "Privacy Act Statement", and "Accessibility Help".

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.

[Don't have a valid ID? Answer credit history questions instead.](#)

[How does this help Social Security verify my identity?](#)

[Next](#) [Exit](#)

[Privacy and Security](#)

[OMB No. 0960-0789](#) | [Privacy Policy](#) | [Privacy Act Statement](#) | [Accessibility Help](#)

# Steps to take photos with your smart phone

1<sup>st</sup> radio button path

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.



Social Security

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



Social Security



**Please do not close this window.**

You need to finish setting up your account after taking photos.



**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.

Please tell us when you have finished taking photos

[^ Hide](#)

- Check your phone's reception and settings.
- You may need to move to a location where your phone can receive a text message.

**Still having trouble?**

You can [request a new text message](#) or [type your information](#).

**Have you taken photos of your ID?**

- ☐ Yes, I finished taking photos.
- ☐ No, I need to type my information instead.

**Continue**


**Feedback**



# Steps to verify your financial information

1. ☐ **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.
- 2<sup>nd</sup> radio button path

Select next as you provide the requested information

2.  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.

[Next](#) [Previous](#)

Privacy and Security  
OMB No. 0960-0789 | [Privacy Policy](#) | [Privacy Act Statement](#) | [Accessibility Help](#)

3.  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

[Next](#) [Exit](#)

Privacy and Security  
OMB No. 0960-0789 | [Privacy Policy](#) | [Privacy Act Statement](#) | [Accessibility Help](#)

# You have successfully authenticated your identity

 Social Security

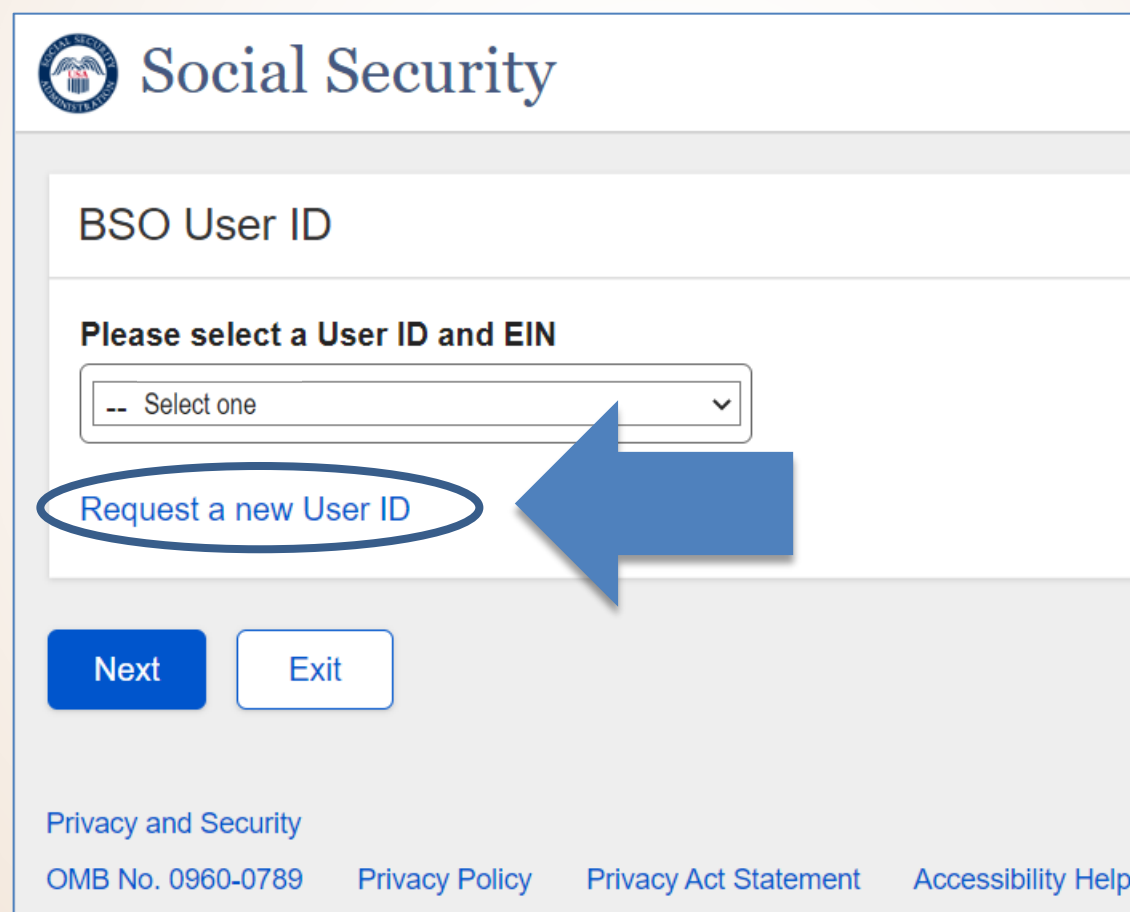
 Congratulations! You now have access to secure online services.


Next

[Privacy and Security](#)

[OMB No. 0960-0789](#) | [Privacy Policy](#) | [Privacy Act Statement](#) | [Accessibility Help](#)

# Select 'Request a new User ID' and select 'Next'



 Social Security

BSO User ID

Please select a User ID and EIN

-- Select one


Request a new User ID

Next Exit

Privacy and Security

OMB No. 0960-0789 Privacy Policy Privacy Act Statement Accessibility Help

# Enter your personal contact information


 Social Security

Please Enter Your Contact Information

**Home Address**

Street Address  Apartment, suite, unit, building, floor, etc.

City/Town  State/Territory  ZIP Code


**Phone Number**  Tell me more.

10-digit Number  Ext.


[Next](#) [Exit](#)

[Privacy and Security](#)

OMB No. 0960-0789 | [Privacy Policy](#) | [Privacy Act Statement](#) | [Accessibility Help](#)

 Social Security

Please Enter Your Contact Information

**Why do we ask for your phone number?** 


We may use this number to contact you.

[Close](#)

**Home Address**

Street Address  Apartment, suite, unit, building, floor, etc.

City/Town  State/Territory  ZIP Code

**Phone Number**  Tell me more.

10-digit Number  Ext.

[Next](#) [Exit](#)

# Your new BSO User ID has been created



Social Security



**Congratulations! A new User ID has been created for you.**

**BSO User ID: XXXXX1XX**

Please secure this User ID for your future use.

[Next](#)

[Privacy and Security](#)

[OMB No. 0960-0789](#) | [Privacy Policy](#) | [Privacy Act Statement](#) | [Accessibility Help](#)

# BSO Main Menu

Select the "Request New Services" link in the Main Menu or the left navigation panel.

The system displays the Request Access to Services page.

The screenshot displays the Business Services Online (BSO) Main Menu interface. The page is divided into two main columns. The left column, under the 'Social Security Online' header, shows the user 'John Public' with a 'Logout' button. Below this are sections for 'Manage Account' (with a link to 'View / Edit Account Info'), 'Manage Services' (with links to 'View / Edit Services', 'Request New Services' (circled in blue), 'View Existing Services', and 'Enter Activation Code(s)'), and 'Manage Employer Information' (with a link to 'Add/Update Employer Information'). The right column, under the 'Business Services Online' header, shows a 'Main Menu' section with a welcome message to 'John Public' and a message stating 'You currently do not have access to any services.' It lists available options, including a link to 'Request New Services'. The footer contains contact information for customer service and the website URL 'www.socialsecurity.gov'.

Social Security Online  
www.socialsecurity.gov

Business Services Online  
BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation

John Public  
User ID :xxxxxxx  
[Logout](#)

**Manage Account**

- [View / Edit Account Info](#)

**Manage Services**

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

**Manage Employer Information**

- [Add/Update 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.

www.socialsecurity.gov

**Main Menu**

Welcome, John Public

**You currently do not have access to any services.**  
The following options are available to you:

- You can add services to your menu at [Request New Services](#).



# Request Access to BSO Services

Check the checkbox, “SSA Services Suite for Employers:” and select the **Next** button.

- To enter the Employer information, select the [Add Your Employer Information](#) to continue.”
- If Employer information has already been entered, the system displays the Adding Services Wizard pages for the suite(s) of services you selected.

Log Out

**Request Access to BSO Services**

Select Service Suites

You must request access to do specific functions within a service suite. Let us help you choose which functions to add.

☒ **SSA Services Suite for Employers:**

**Electronic Wage Reporting Service and/or Social Security Number Verification Service (SSNVS)**

Electronic Wage Reporting allows employers to test wage files using AccuWage, report wages to Social Security, and to view the status of their submission.

**Social Security Number Verification Service (SSNVS)**

Allows the completion of an online form or submission of a file to request verification of names and Social Security Numbers of employees free of charge to employers and their agents for wage reporting purposes only. To verify SSNs for other than wage reporting purposes, please select the Special Services Suite for Consent Based Social Security Number Verification Service (CBSV) below.

Cancel

Next

www.socialsecurity.gov

Social Security Online  
www.socialsecurity.gov  
JOHN PUBLIC  
Log Out

**Business Services Online**  
Main Menu | Contact Us | BSO Information | Keyboard Navigation

**Request Access to BSO Services**

Select Service Suites

• **Employer Information is required for the selected suite(s). Please select this link [Add Your Employer Information](#) to continue.**

You must request access to do specific functions within a service suite. Let us help you choose which functions to add.

☒ **SSA Services Suite for Employers:**

**Electronic Wage Reporting Service and/or Social Security Number Verification Service (SSNVS)**

Electronic Wage Reporting allows employers to Report Wages to Social Security and to view the status of their submission.

**Social Security Number Verification Service (SSNVS)**

Social Security Number Verification Service (SSNVS) allows the completion of an online form or submission of a file to request verification of names and Social Security Numbers of employees free of charge to employers and their agents for wage reporting purposes only. To verify SSNs for other than wage reporting purposes, please select the Special Services Suite for Consent Based Social Security Number Verification Service (CBSV) below.

• [Add/Update Employer Information](#)

# Request access to BSO services

Select the "I Accept" button on the Employer Information Attestation.

Social Security Online  
www.socialsecurity.gov

Business Services Online  
Main Menu | Contact Us | BSO Information | Keyboard Navigation

Log Out

**Employer Information Attestation**

Please read the following information about entering employer information to request access to BSO services.

**Employer Information for Business Services Online.**

To request access to BSO services, complete the employer information form and select the submit button on the following page. The information you submit will be verified against our records.

After successfully entering employer information, you will be able to select individual services based upon the suite(s) of services you selected.

You may update your employer information any time.

I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files

**User Certification for SSA Business Services Online**

I certify that:

- I am currently employed by the employer associated with my employer information and am authorized to conduct business on behalf of the employer.  
OR
- I am the employer of an individual or individuals who work(s) for me in my household.  
OR
- I am a self-employed individual.  
OR
- I am a volunteer for an organization.
- I understand that SSA may prevent me and/or the company or organization I represent from using these services if SSA determines or suspects there has been misuse of these services.
- I understand that I may be subject to penalties if I submit fraudulent information.

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

I Do NOT Accept      **I Accept**      Cancel

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# Add employer information

Select the radio button for the statement that applies to you; then enter the Employer Identification Number (EIN) and name of the business you work for.

Select "Submit Employer Information" to continue.

On the "Add Employer Information" page select "Request Access to BSO Services".

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Log Out

### Add Employer Information

You must have an Employer Identification Number (EIN) to request access to some of the BSO Services. If you are self-employed, you may request limited access without an EIN. [Apply For EIN](#)

NOTE: Accountants, CPAs, etc. You only need to register once in your own firm's name. You can then conduct business for as many clients as you wish.

Information about you, or your business or organization: We will compare this information with our records to verify you are currently employed by the business or organization you represent. Correspondence to your employer will be sent to the address we have on file. Select [this link](#) for more help with completing this form.

☒ I have an SSN and I am an employee of a business or organization that has an EIN  
☐ I do NOT have an SSN and I work outside the U.S. for a business or organization that has an EIN  
☐ I am Self-Employed with an EIN and receive a W-2 under this EIN  
☐ I am Self-Employed with an EIN and do NOT receive a W-2 under this EIN  
☐ I am Self-Employed and my earnings are reported on IRS Schedule SE (Self-Employment Earnings)  
☐ I am a Household Employer and have an EIN  
☐ I am a Volunteer for an organization that has an EIN

**Employer Identification Number (EIN):**  
   
(If you do NOT have an EIN then leave this field blank)

**Business or Organization Name:**  
  
You may edit the name here, but it does not change the name on Internal Revenue Service (IRS) records.

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Log Out

### Add Employer Information

You have successfully added your employer information.

**Manage Account**

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

**Manage Services**

- [View/Edit Services](#)
- [Request New Services](#)
- [View Pending Services](#)
- [Enter Activation Codes](#)

**Manage Employer Information**

- [Add/Update Employer Information](#)

# Request Access to BSO Services

Check the checkbox saying “SSA Services Suite for Employers:” and select the **Next** button.

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JOHN PUBLIC  
User ID:  
[Log Out](#)

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## Request Access to BSO Services

### Select Service Suites

You must request access to do specific functions within a service suite. Let us help you choose which functions to add.

☒ **SSA Services Suite for Employers:**

**Electronic Wage Reporting Service and/or Social Security Number Verification Service (SSNVS)**

Electronic Wage Reporting allows employers to test wage files using AccuWage, report wages to Social Security, and to view the status of their submission.

Social Security Number Verification Service (SSNVS)

Allows the completion of an online form or submission of a file to request verification of names and Social Security Numbers of employees free of charge to employers and their agents for wage reporting purposes only. To verify SSNs for other than wage reporting purposes, please select the Special Services Suite for Consent Based Social Security Number Verification Service (CBSV) below.

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



# Request Access to BSO Services


Answer the questions:

"Do you want to report wages to Social Security and/or test wage files using AccuWage?" and

'In addition, do you want to view wage report name SSN errors?'

Select "Next."

JOHN PUBLIC  
User ID:  
[Log Out](#)

 **Request Access to BSO Services**

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**Manage Account**

- [View/Edit Account Info](#)

**Manage Services**

- [View/Edit Services](#)
- [Request New Services](#)
- [View Pending Services](#)
- [Enter Activation Codes](#)


**Manage Employer Information**

- [Add/Update Employer Information](#)
- [Remove Employer Information](#)

**Report Wages to Social Security**

Requesting access for the Report Wages to Social Security function will allow you to :

- Test wage files using AccuWage,
- Create, print, and submit Forms W-2 and W-2c Online,
- Upload wage submission or resubmission files that are prepared in the Electronic Filing (EFW2/EFW2C) format,
- Acknowledge resubmission request notices and obtain time extensions for submission requests, and
- View Wage Report status.

 **Access to the Wage Reporting service involves a more rigorous process and requires pre-authorization from your employer. If access is requested, your employer will be notified via first class mail, usually within 2 weeks. The notice will include an activation code which is needed to activate your request.**

**Do you want to report wages to Social Security and/or test wage files using AccuWage?**

☒ Yes ☐ No

**In addition, do you want to View Wage Report Name/SSN Errors?**

☒ Yes ☐ No

[< Previous](#) [Next](#)

# Request Access to BSO Services

- To request access to Social Security Number Verification Service (SSNVS) Select “Yes” radio button and then "Next."

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JOHN PUBLIC  
Log Out

 **Request Access to BSO Services**

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**Manage Account**

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

**Manage Services**

- [View/Edit Services](#)
- [Request New Services](#)
- [View Pending Services](#)
- [Enter Activation Codes](#)

**Manage Employer Information**

- [Add/Update Employer Information](#)
- [Remove Employer Information](#)

**Social Security Number Verification Service (SSNVS)**  
**Do you want to verify Social Security Numbers Online?**

Requesting access for the Social Security Number Verification Service will allow you to complete an online form or to submit files to request verification of names and Social Security Numbers of employees of the company for which you work or of the company that has hired you to perform this service.

 **Access to the name/number verification service involves a more rigorous process and requires pre-authorization from your employer. If access is requested, your employer will be notified via first class mail, usually within 2 weeks. The notice will include an activation code which is needed to activate your request.**

☒ Yes  
☐ No

< Previous

Next



# Confirm

Review the summary of services selected and Select "Confirm" to submit your access request.

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JOHN PUBLIC  
Log Out

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Manage Services

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Request Access to BSO Services

Request Summary

You have selected the following functions:

- Report Wages to Social Security
- View Wage Report Name/SSN Errors
- Social Security Number Verification Service (SSNVS)

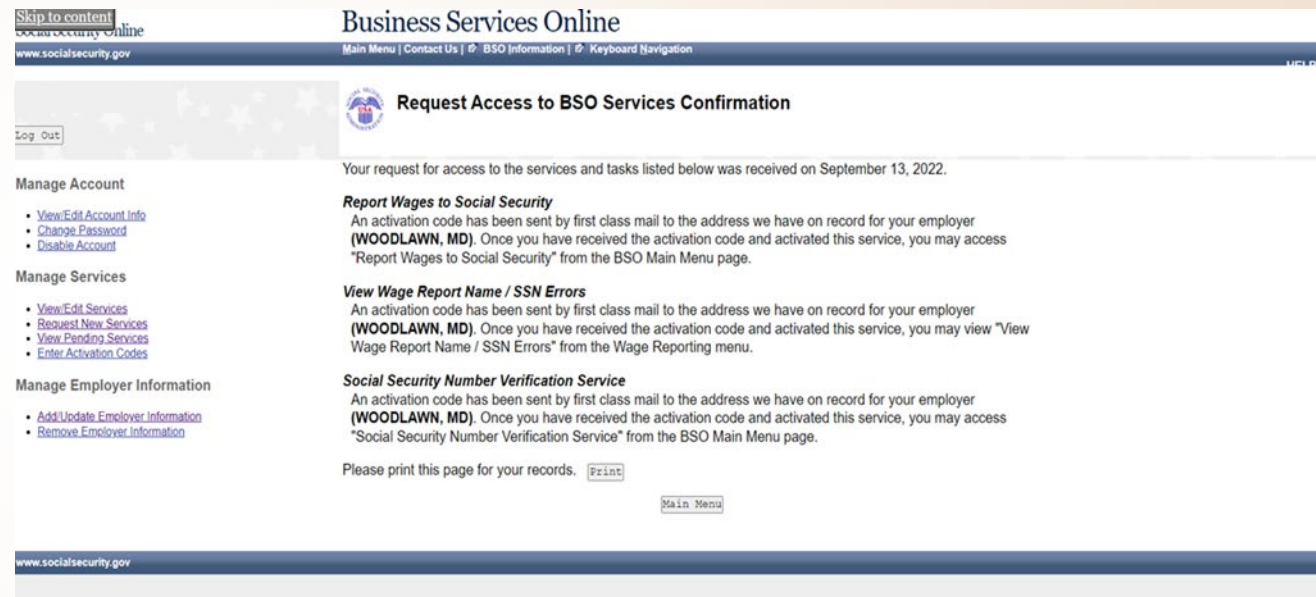
Select the "Confirm" button below to send your access request to the Social Security Administration. If you wish to make changes, use the "<< Previous" button to return to the appropriate page.

<< Previous

Confirm

# Request Access to BSO Services Confirmation

- The confirmation page shows what services were selected. Please print this page for your records.
  - **Activation codes will be mailed to the address we have on record for your employer and are usually received within two weeks.**
  - Activation codes will enable you to access the services you have chosen.
- Note: If you request more than one service, you will receive a separate activation code for each service.



**Please Note:** If the activation code(s) do not arrive at the address shown for your employer within two weeks, you may re-request them.

Refer to the Re-Request Activation Codes lesson in the [BSO Tutorial for Tax Year 2023 \(ssa.gov\)](#).

# BSO Main Menu

Once you receive your mailed activation code, log back in.

Once you have navigated to the BSO main menu, select the

**Enter Activation Code(s)** link on the left navigation panel.



Social Security Online  
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Business Services Online  
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 **Main Menu**

JOHN PUBLIC  
User ID: 94JX4W77  
[Logout](#)

**Manage Account**

- [View / Edit Account Info](#)

**Manage Services**

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

**Manage Employer Information**

Welcome, JOHN PUBLIC

**[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

# Enter Activation Codes

Enter the activation code in the Enter "Activation Code" field and select the "Activate Service(s)" button.

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JOHN PUBLIC  
Log Out

**Enter Activation Code(s)**

Enter the activation code for any service(s) for which you have requested access and have received an activation code.

**Enter Activation Code:**

Cancel

Activate Service(s)

**Main Menu**

**Manage Account**

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

**Manage Services**

- [View/Edit Services](#)
- [Request New Services](#)
- [View Pending Services](#)
- [Enter Activation Codes](#)

# Enter Activation Code(s) - Confirmation

- The system displays the Enter Activation Code(s) – Confirmation page.
- Select the Go to the "Main Menu" button to return to the Business Services Online Main Menu page.
- The activated service will be listed.



Social Security Online  
www.socialsecurity.gov

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JOHN PUBLIC  
Log Out

 **Enter Activation Code(s) - Confirmation**

[Main Menu](#)

**Manage Account**

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

**Manage Services**

- [View/Edit Services](#)
- [Request New Services](#)
- [View Pending Services](#)
- [Enter Activation Codes](#)

You have successfully activated View Name and Social Security Number Errors.

The service(s) listed are now available from the Main Menu.

[Go to the Main Menu](#)

# Main Menu

You are now ready to  
Report Wages to Social Security.

