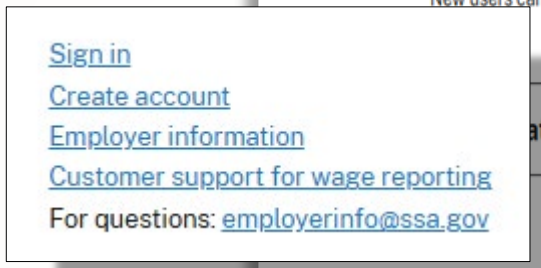
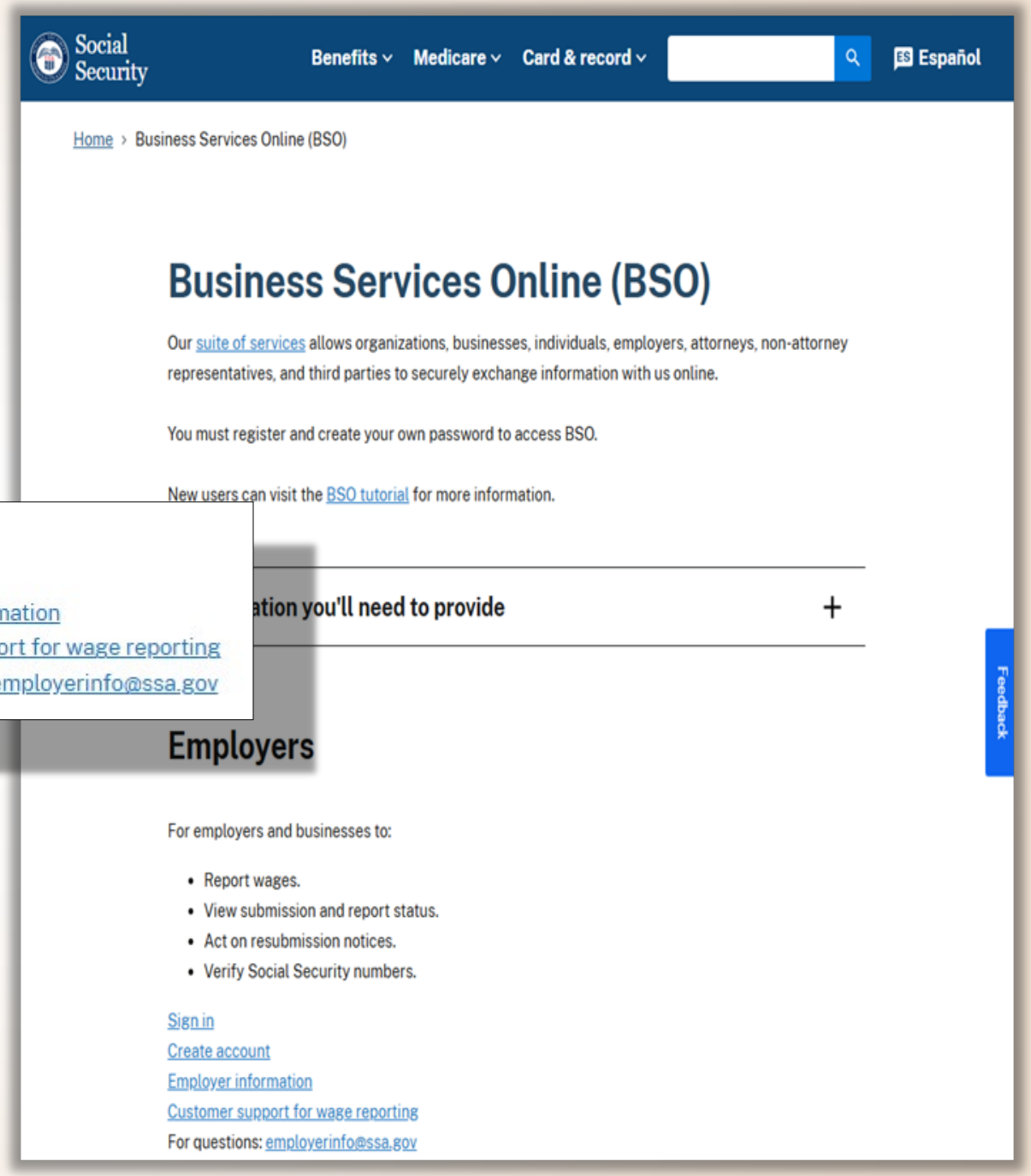
How to Register and Get an Activation Code For Business Services Online

This information is current at the time of publication, but Social Security policy is subject to change. Please visit ssa.gov/employer for up-to-date information on our programs.

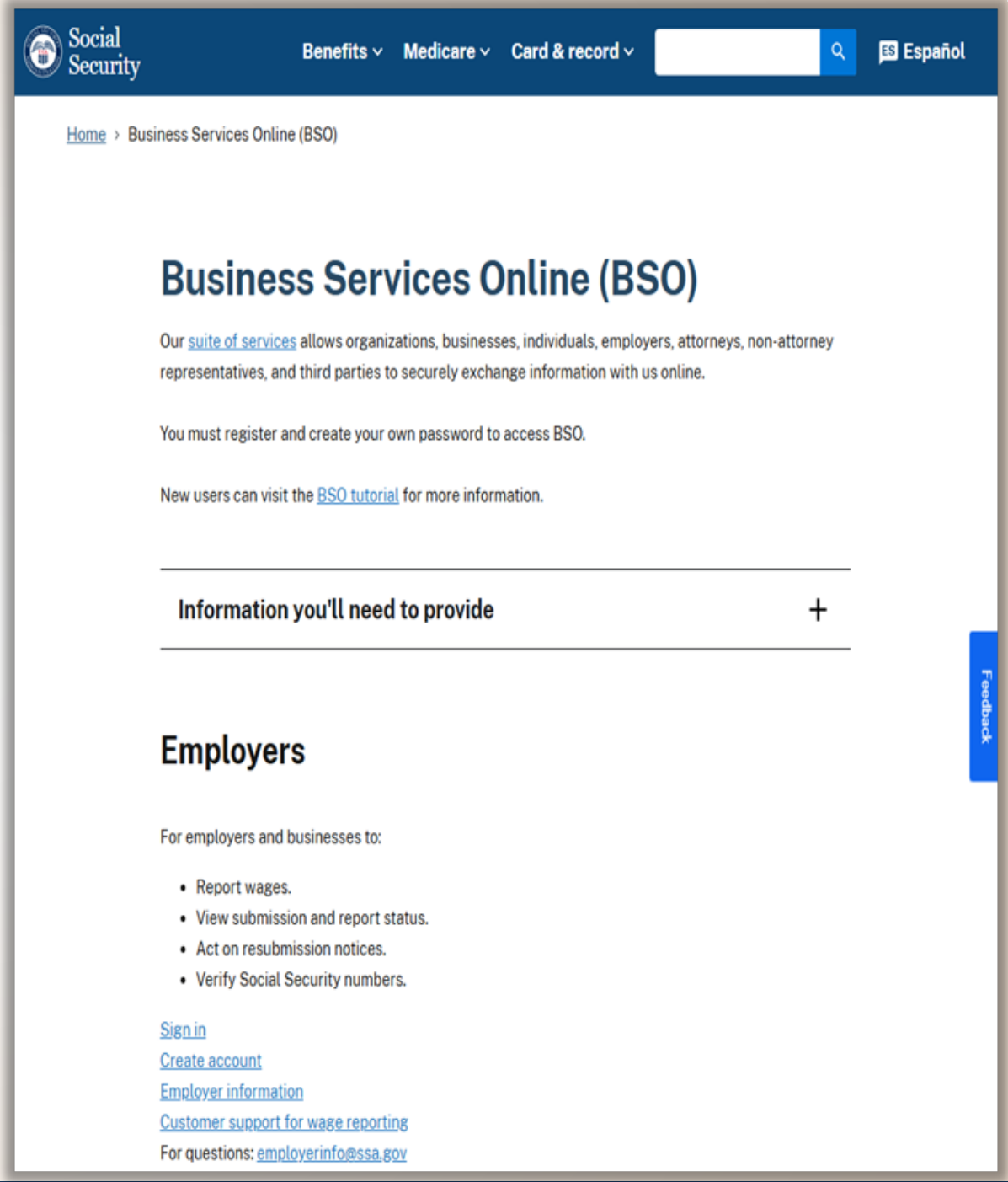
Select the "Create account" link





Business Services Online Welcome Page

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



Employers

For employers and businesses to:

- Report wages.
- View submission and report status.
- Act on resubmission notices.
- Verify Social Security numbers.

Sign in

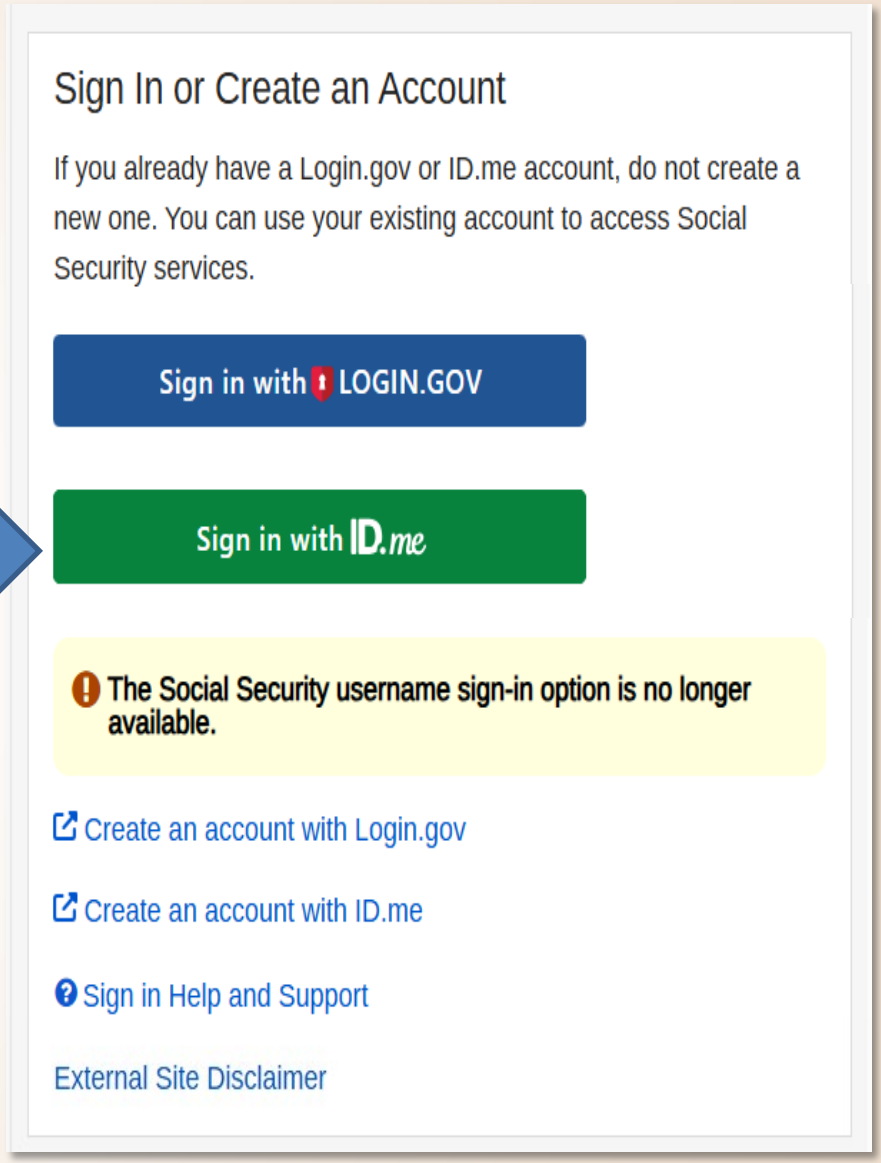
Create account

Employer information

Customer support for wage reporting

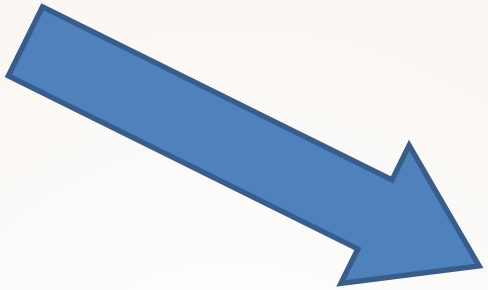
For questions: employerinfo@ssa.gov

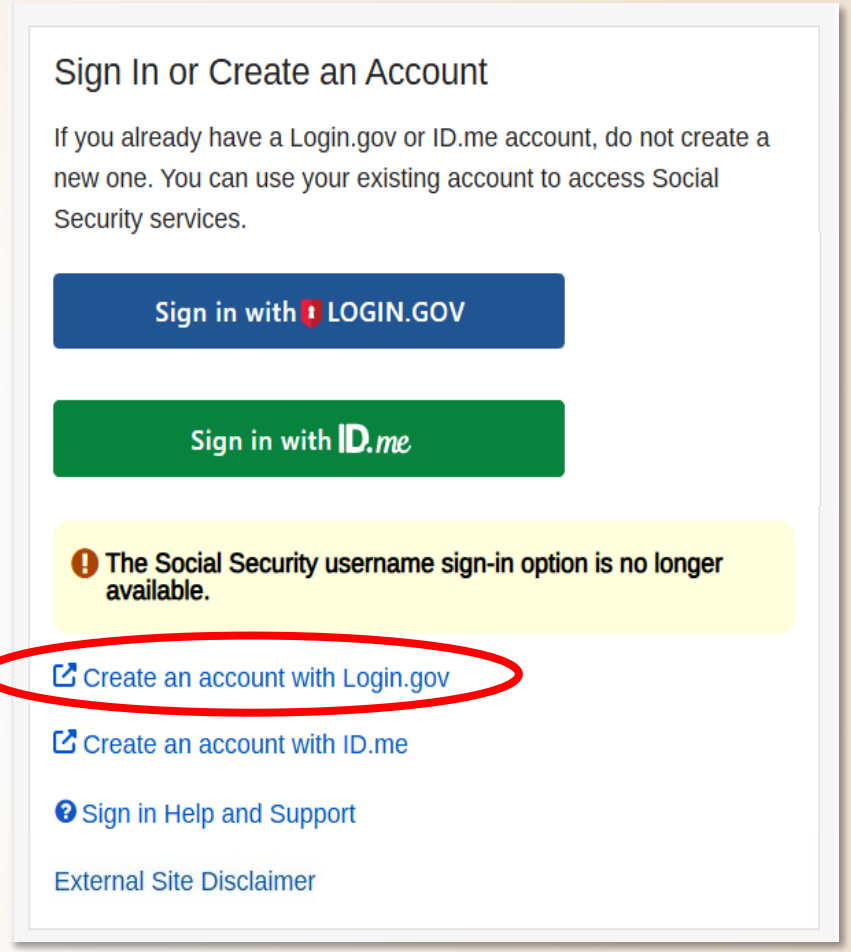
LINKS ON THE LEFT TAKE YOU TO THE SCREEN ON THE RIGHT



New user Path

Select "Create an account with Login.gov"

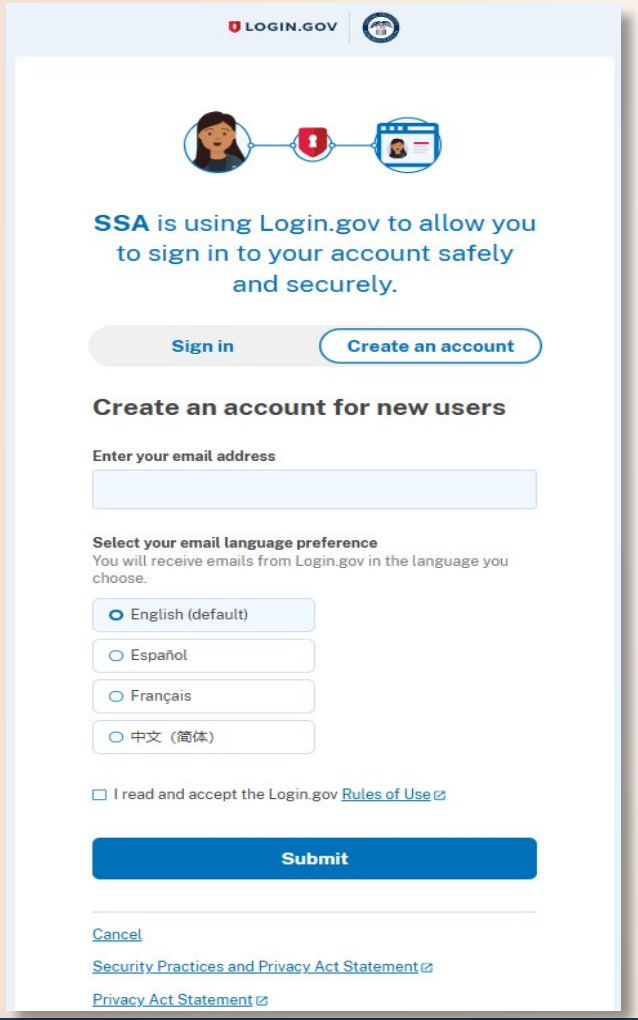


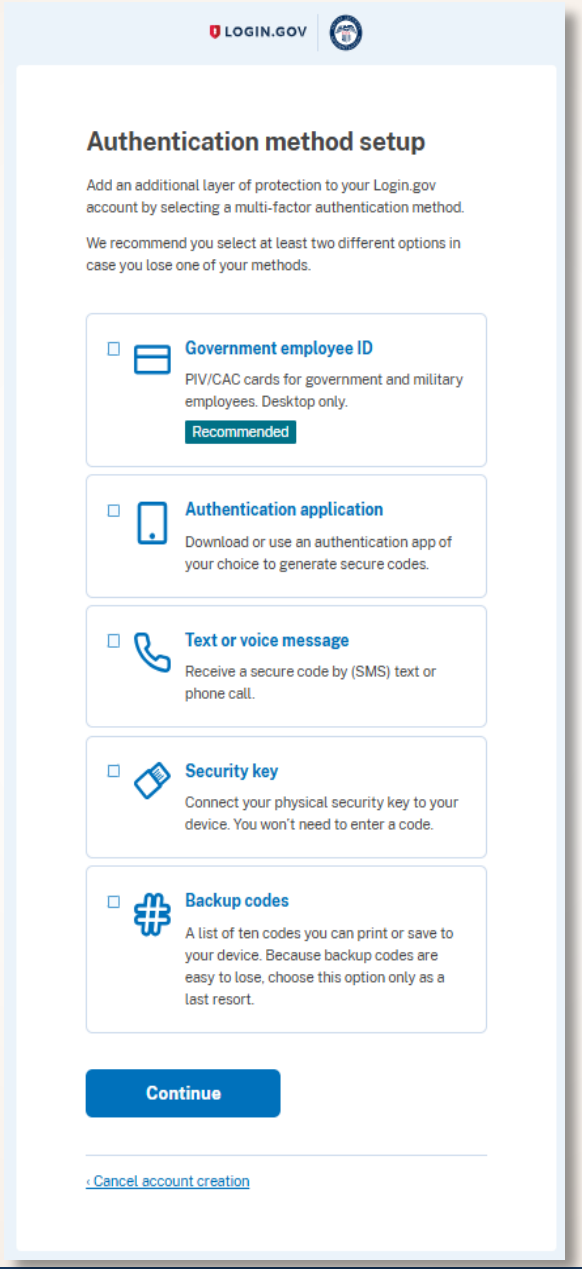


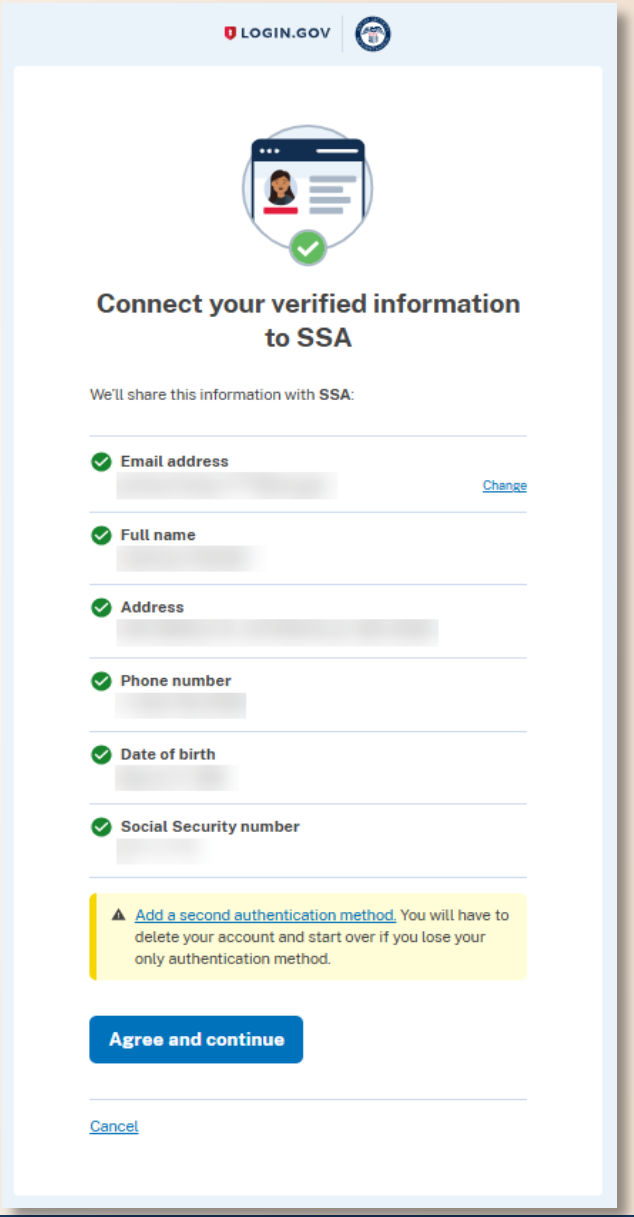
Please note that you do NOT need to create a new Login.gov or ID.me credential specifically for SSA purposes. You can use your existing Login.gov or ID.me credentials to log into SSA services too.

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

Follow the Login.gov path to **Create an account.**

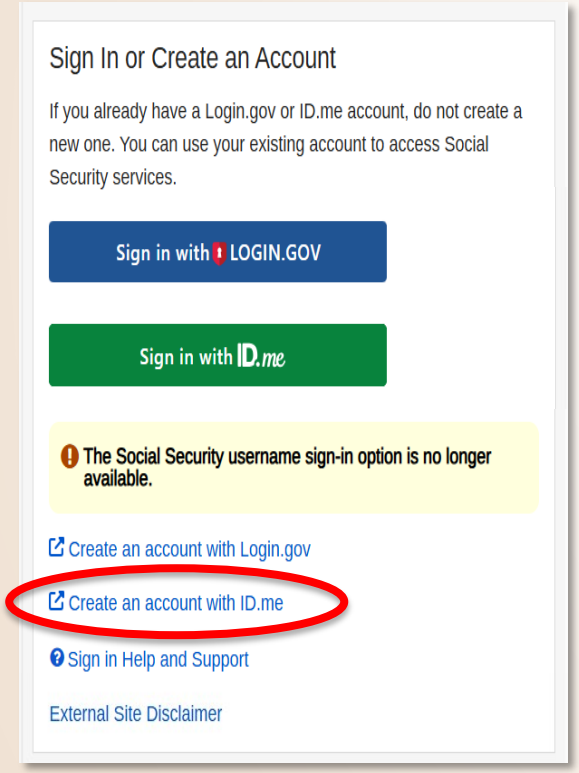




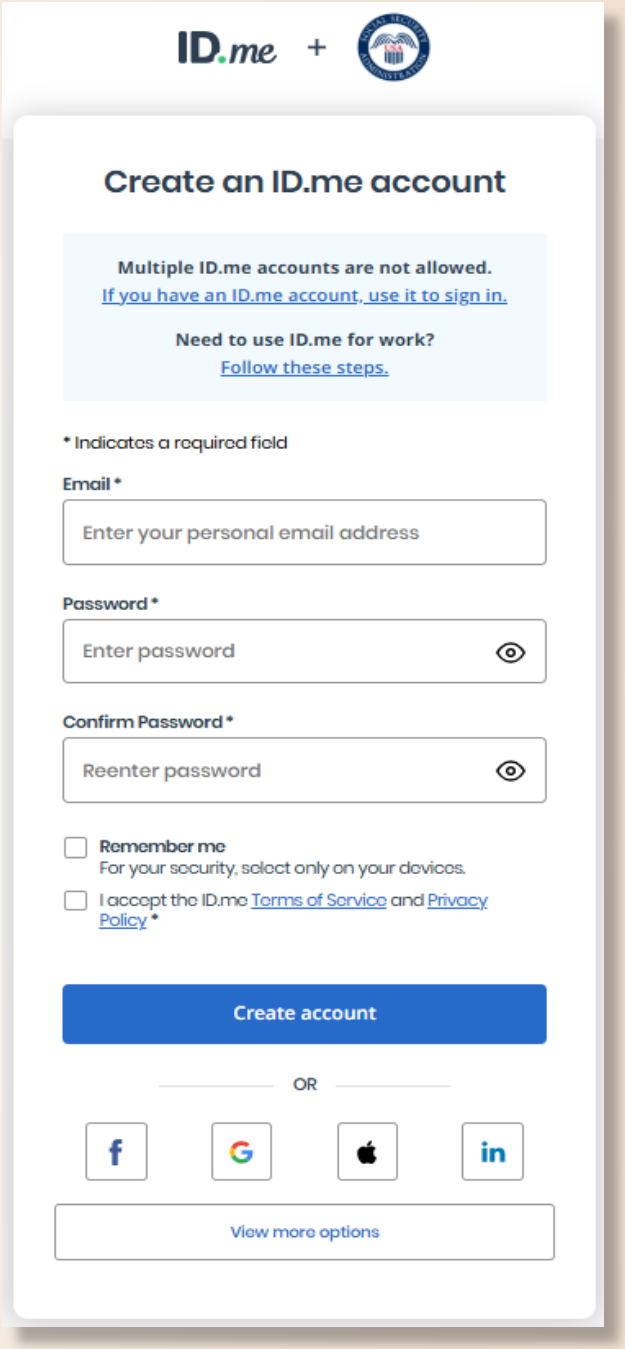


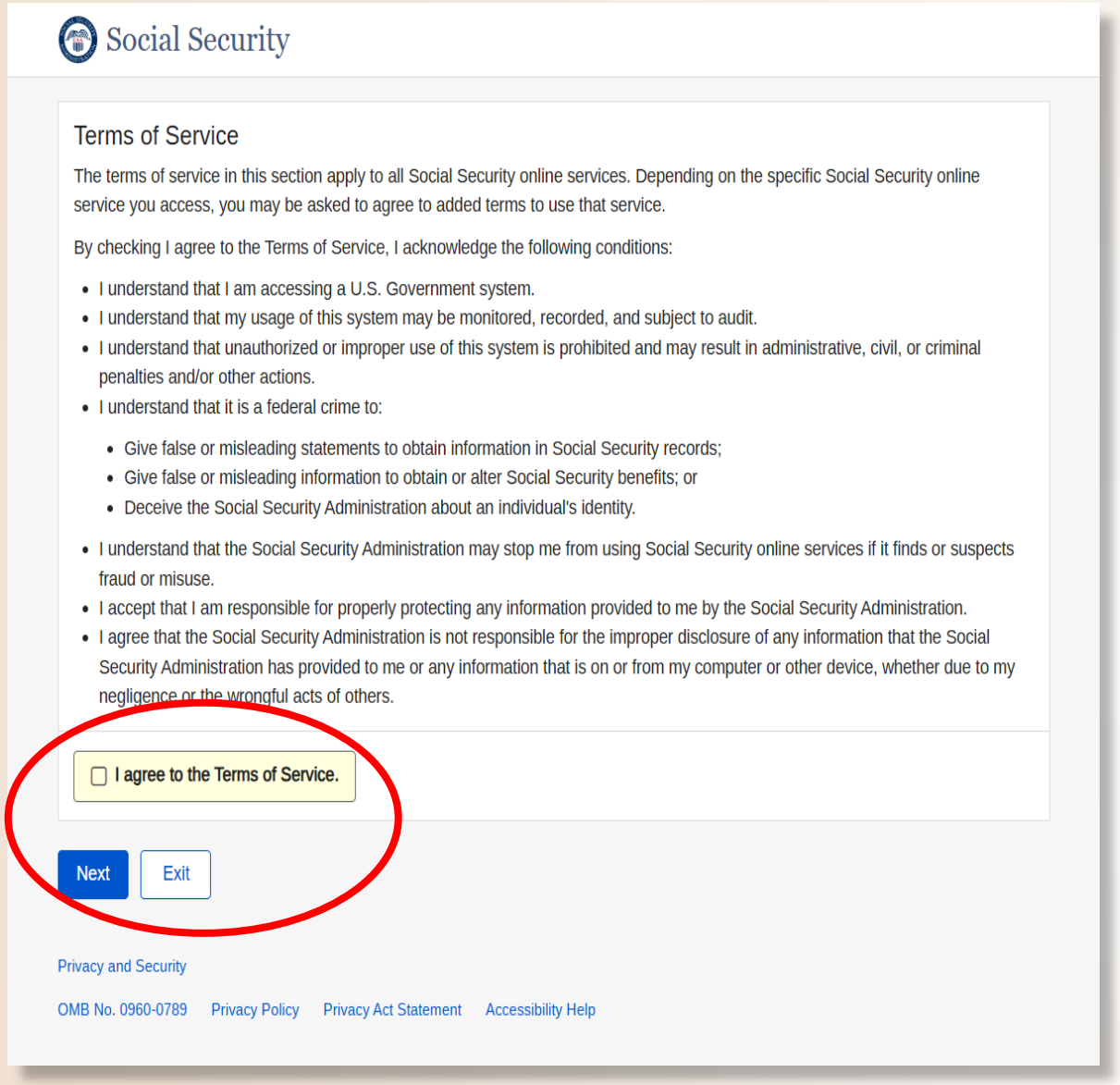
Additional Credential Service Partner Option

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



Follow the ID.me path to create an account.



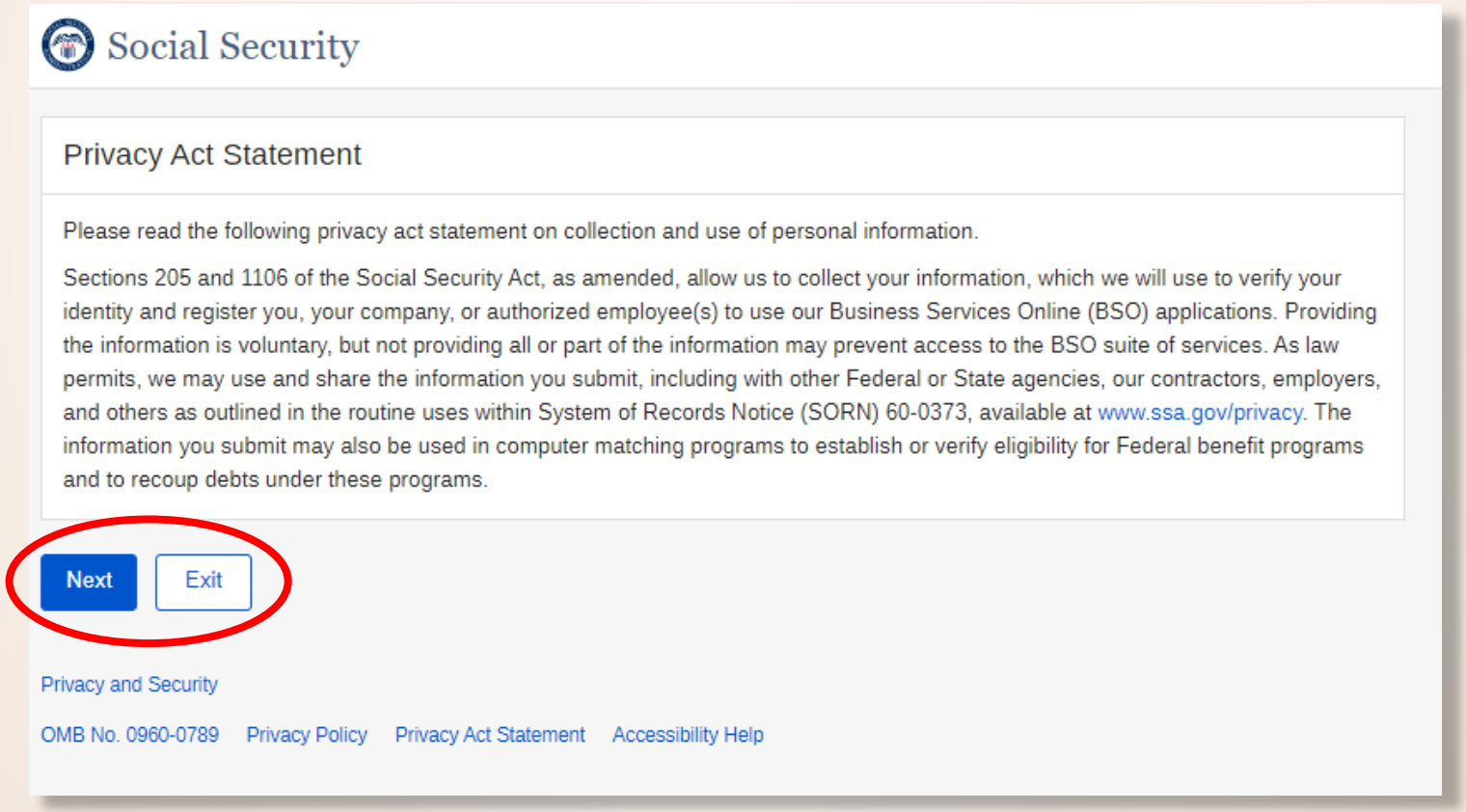


Once finished with the Login.gov or ID.me credentialing process, you will return to Social Security.

Select "I agree to the Terms of Service."

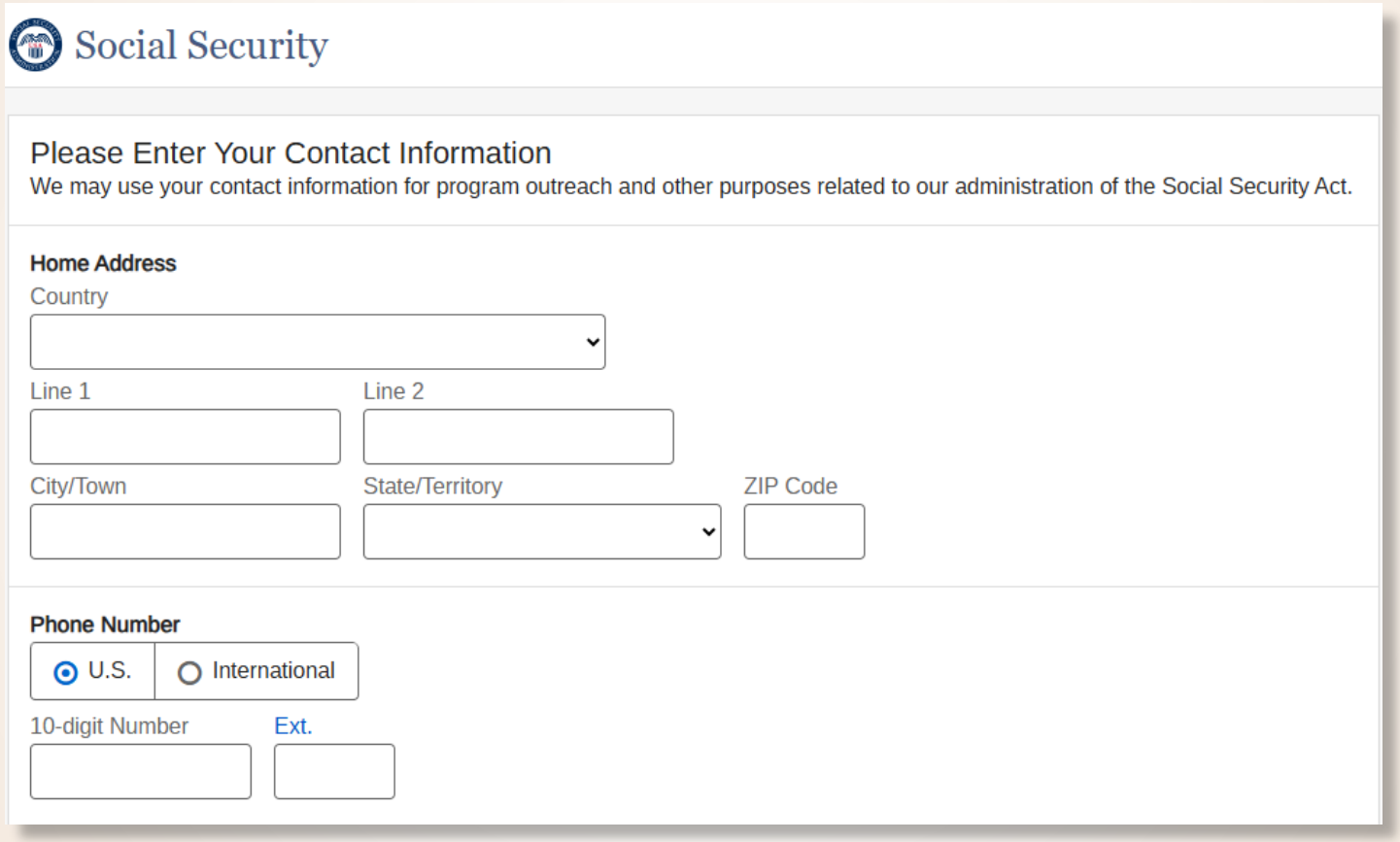
Then select "Next"

Read the Privacy Act Statement and select ‘Next’

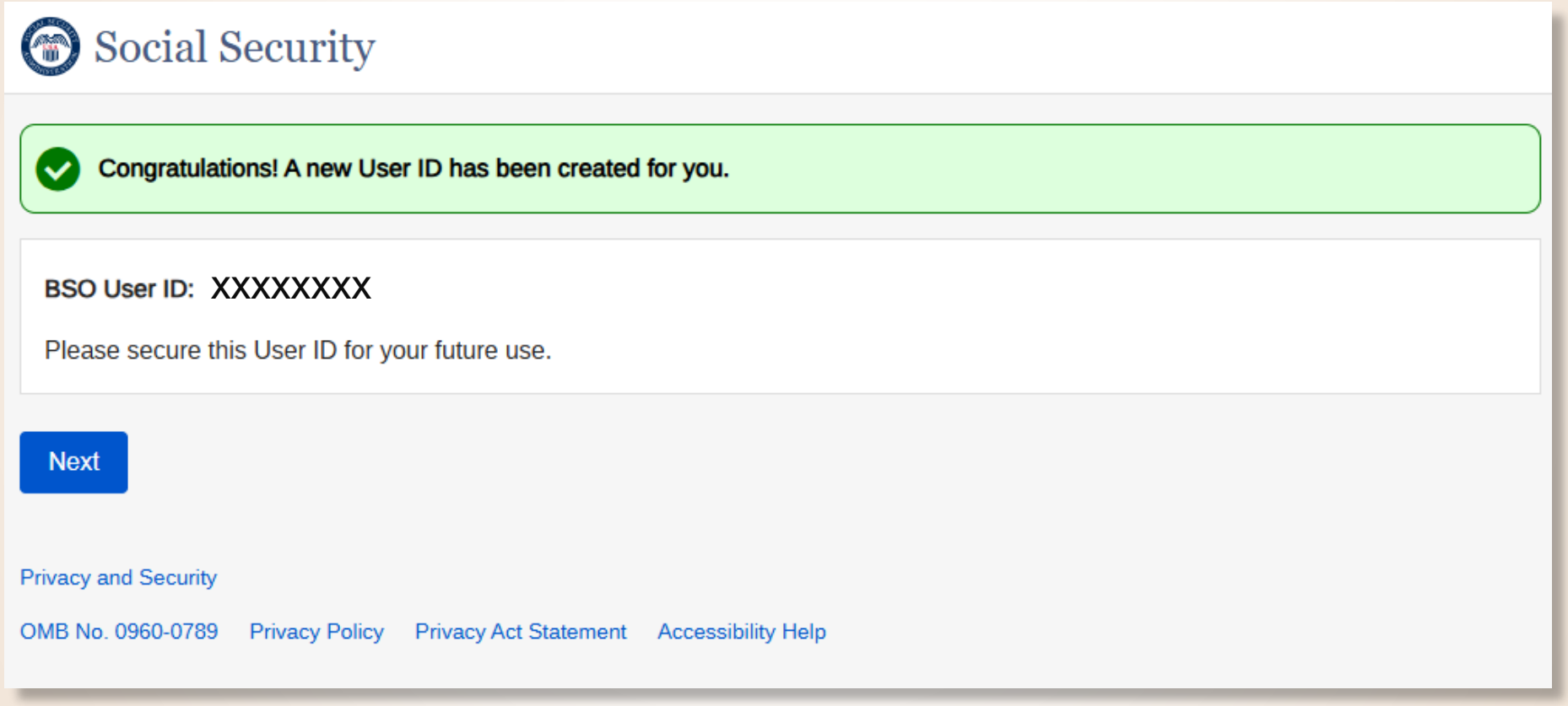


Select ‘Request a new User ID’ and select ‘Next’

Enter your personal contact information



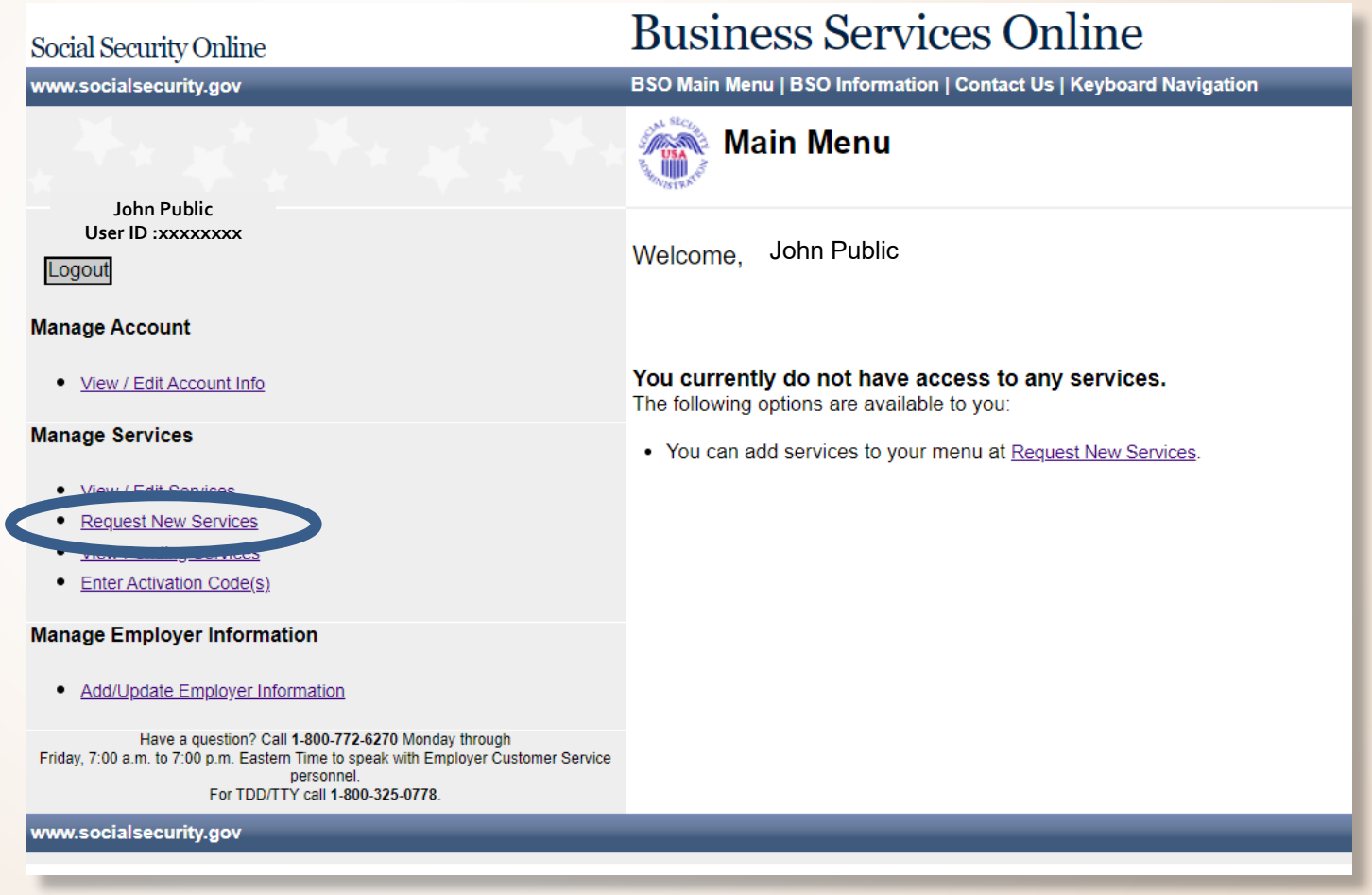
Your new BSO User ID has been created



BSO Main Menu

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

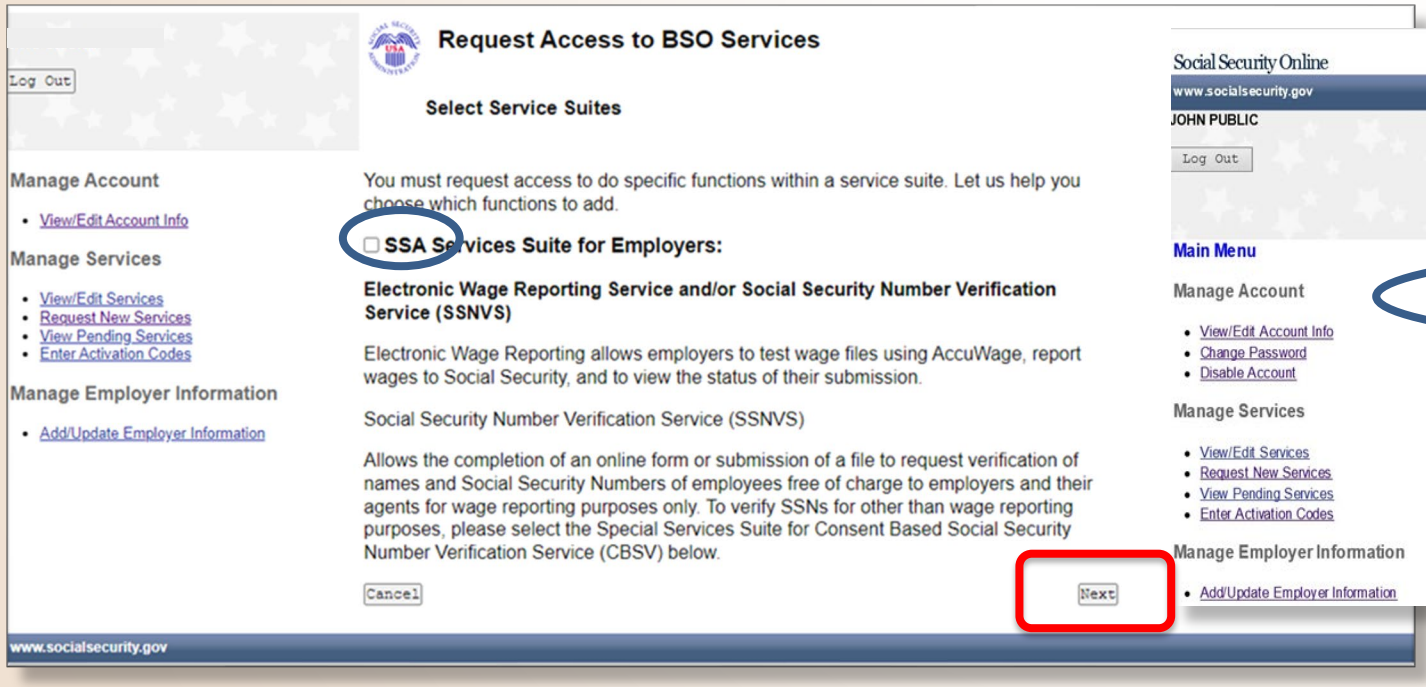
The system displays the Request Access to Services page.



Request Access to BSO Services

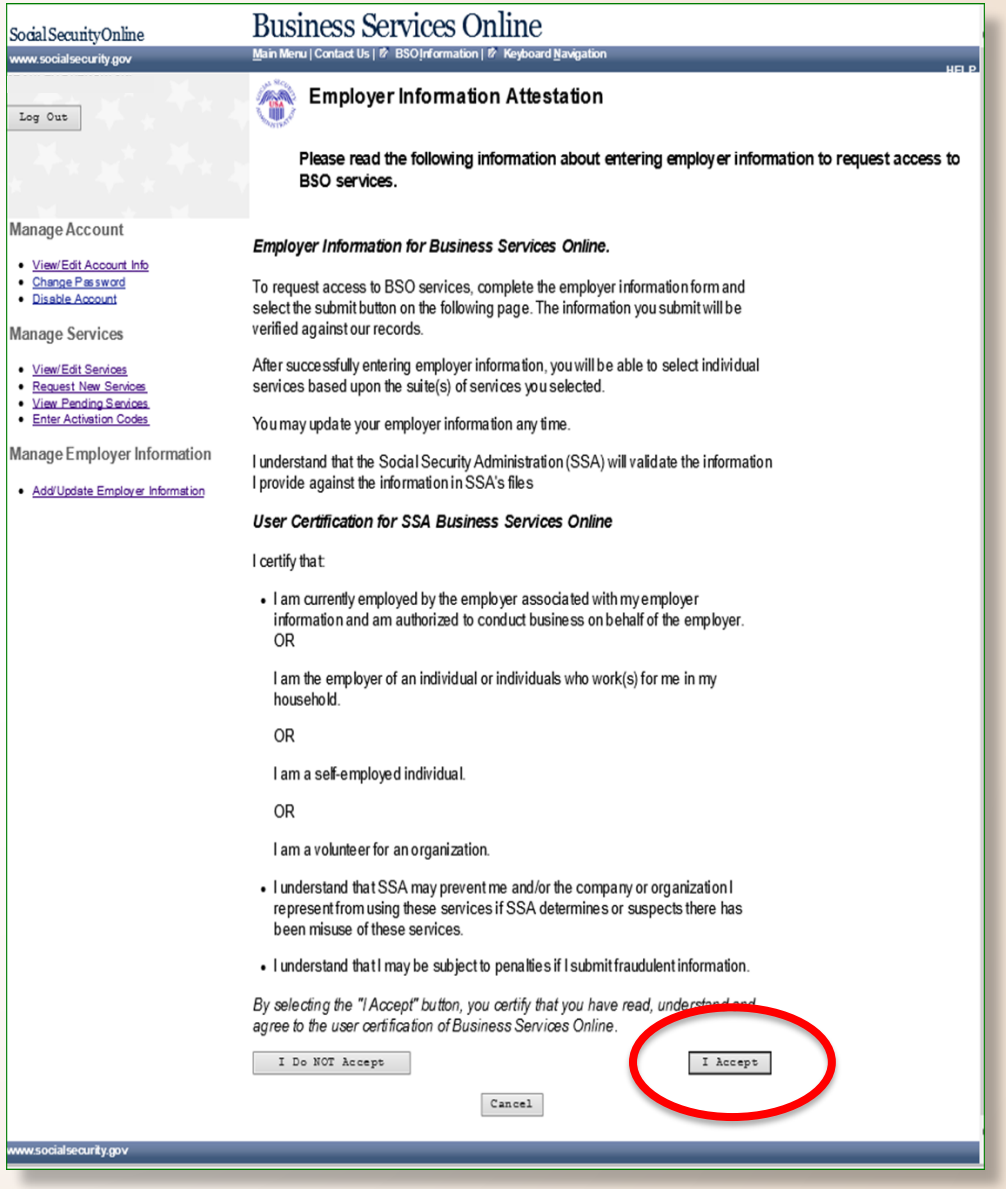
Check the checkbox, “SSA Services Suite for Employers:” and select the **Next** button.

- 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.



Request access to BSO services

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

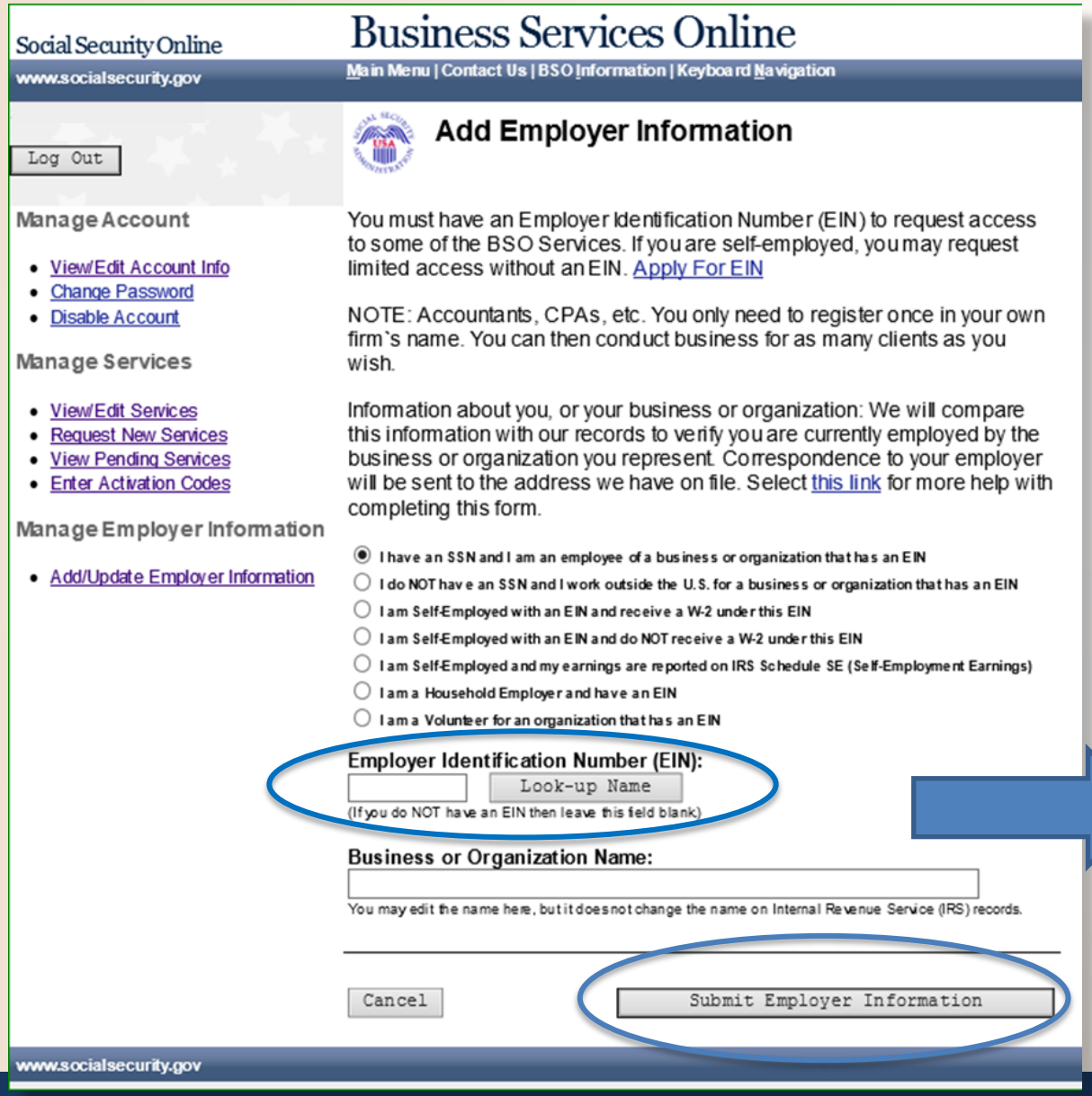


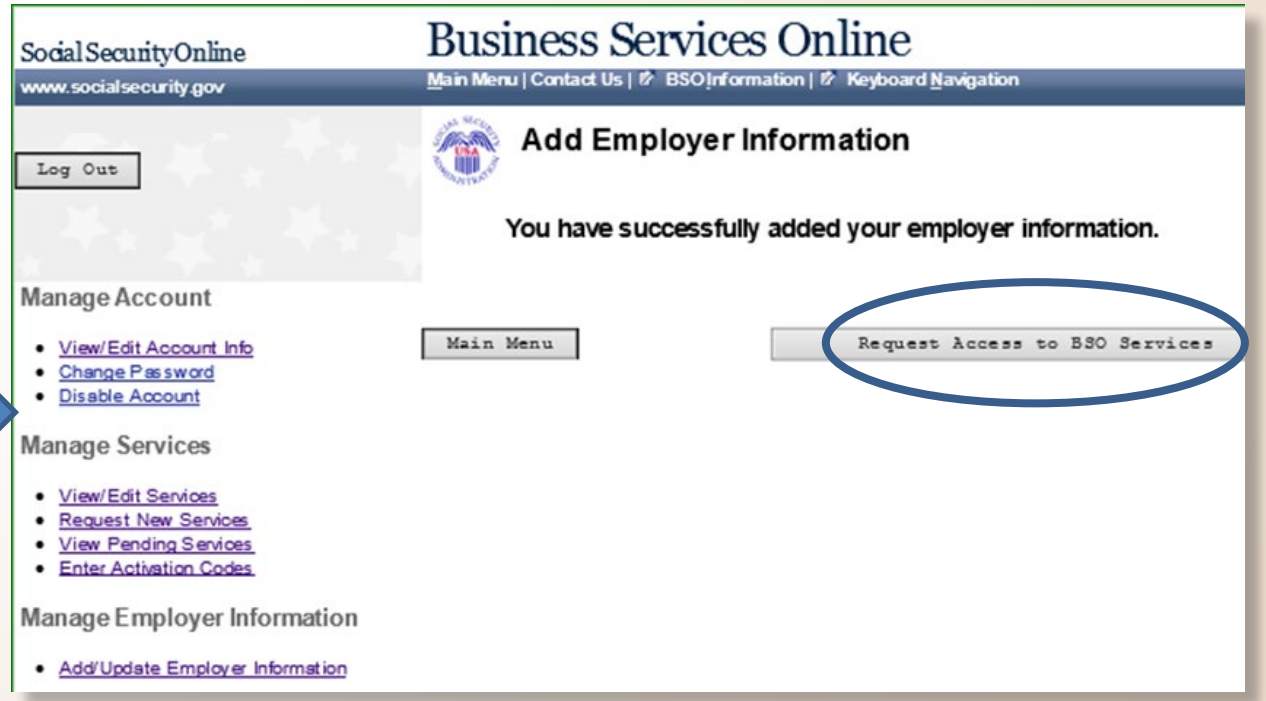
Add employer information

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".





Request Access to BSO Services

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

Request Access to BSO Services

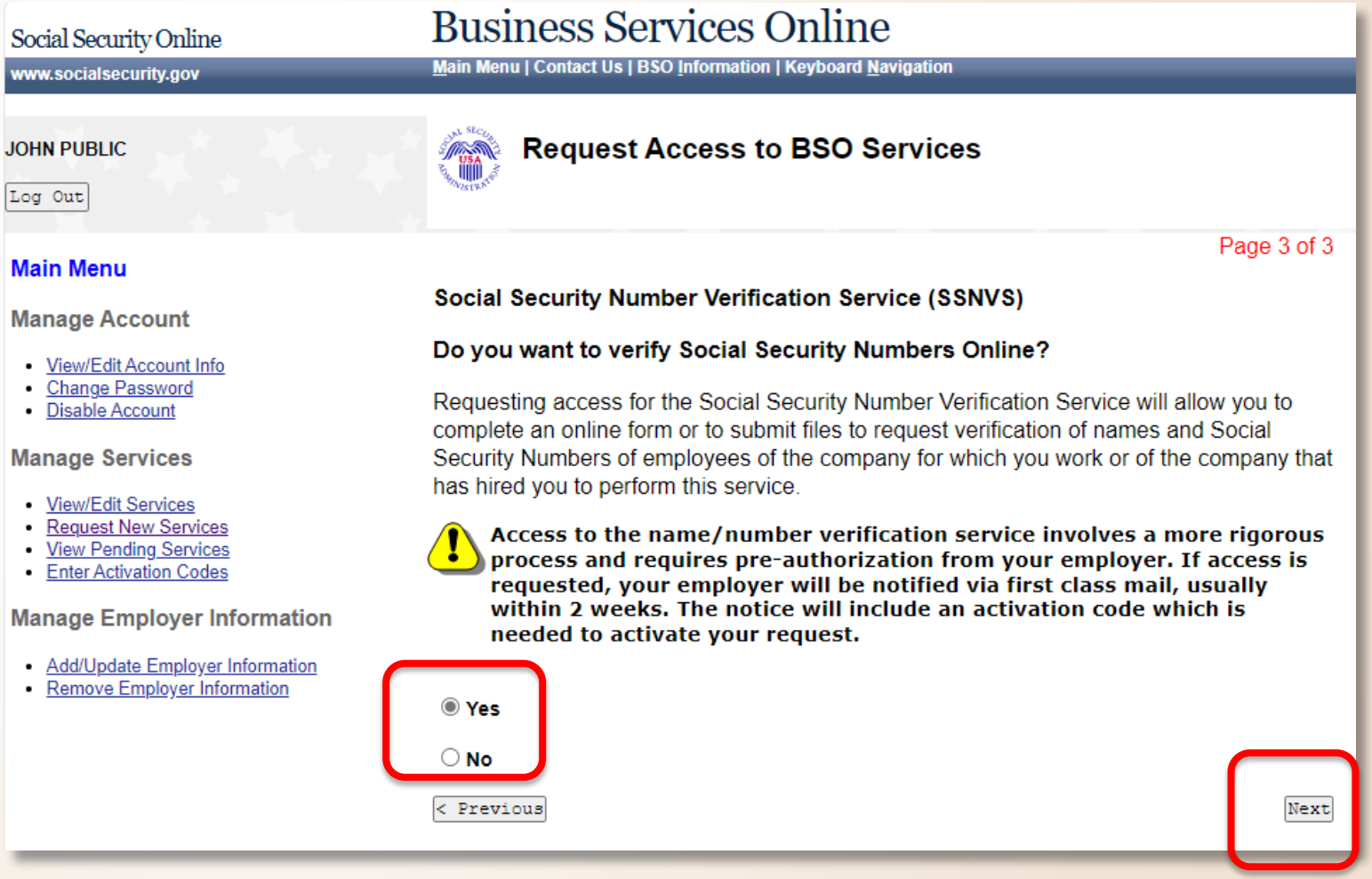
Answer the questions:
"Do you want to report wages to Social Security and/or test wage files using AccuWage?" and

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

Select "Next."

Request Access to BSO Services

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



Confirm

Review the summary of services selected and

Select "Confirm" to submit your access request.

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

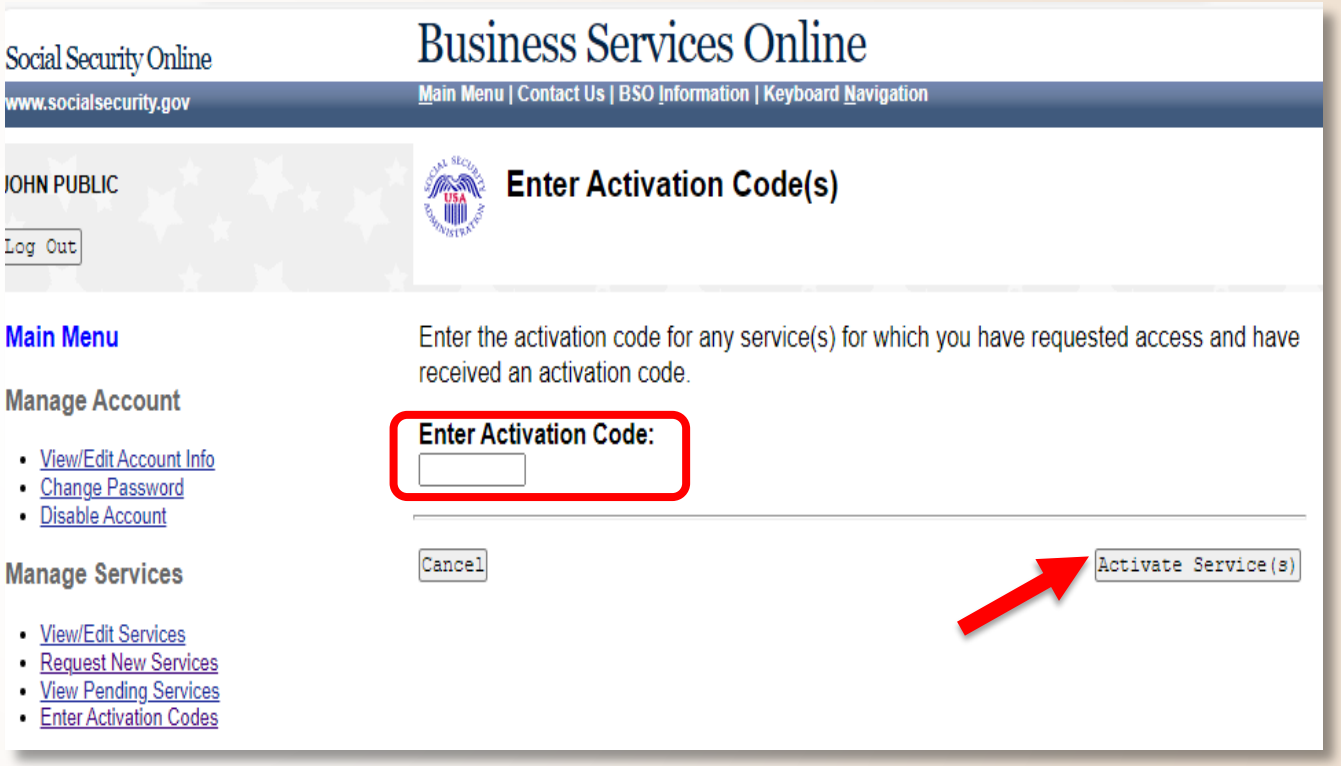
Once you receive your mailed activation code, log back in.

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

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

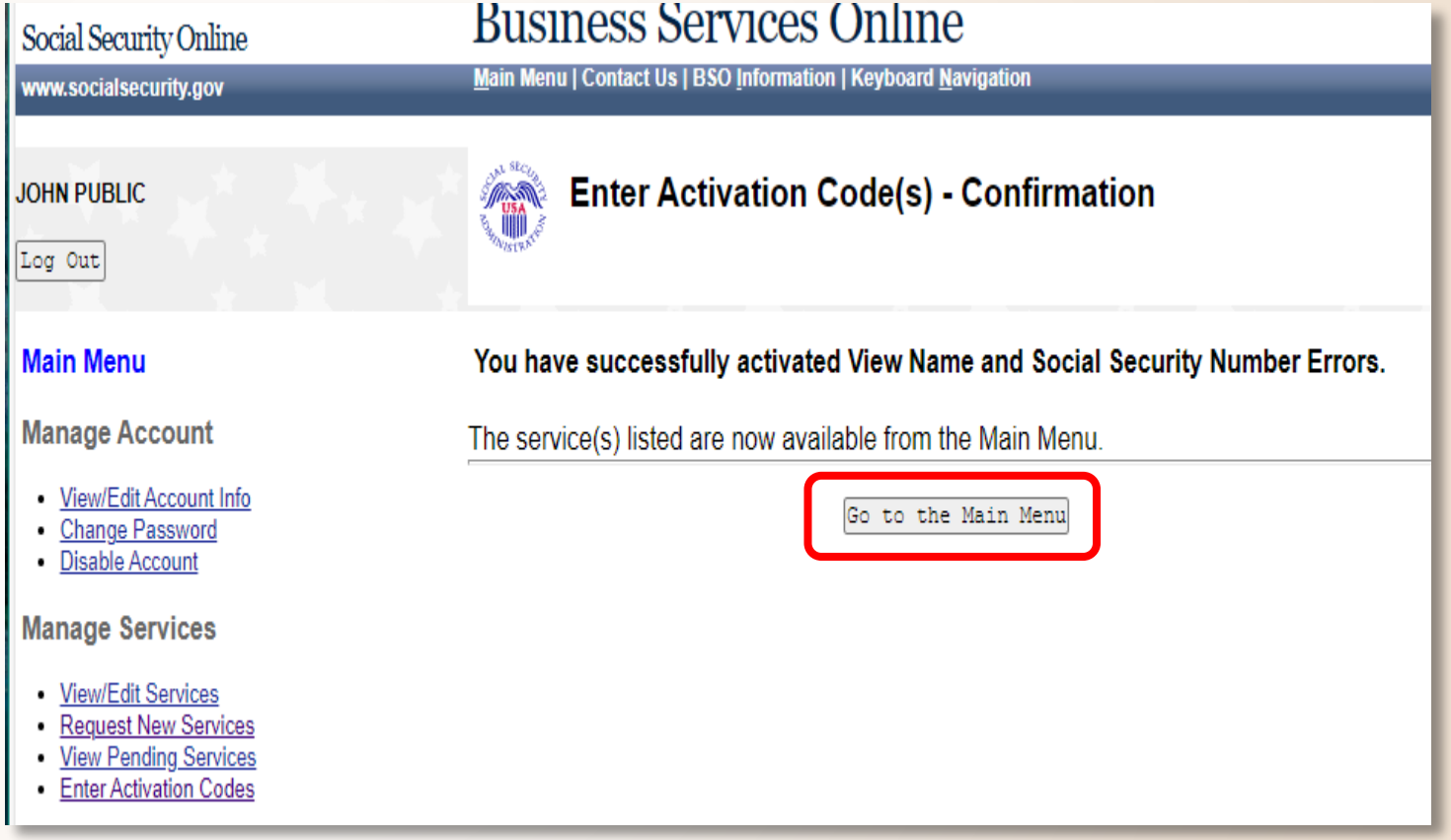
Enter Activation Codes

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



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.



Main Menu

You are now ready to
Report Wages to Social Security.