How to Register and Get an Activation Code For Business Services Online
Select the "Create account" link
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.
Employers

For employers to:
- Report wages
- View submission and report status
- Act on resubmission notices
- Verify Social Security numbers

Log in
Create account

Employer information
Customer support for wage reporting

For questions: employerinfo@ssa.gov

Social Security

Create an Account or Sign in

Create an account with Login.gov

Sign in with LOGIN.GOV

Sign in with ID.me

Learn more

Sign in with Social Security Username

For accounts created before September 18, 2021

Don't know which option to sign in with?
Select "Create an account with Login.gov"

Note: If you already have a Social Security account, Login.gov, or ID.me account, please sign in with one of those options.
Follow the Login.gov Create an account option.
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.
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.
Choose how you want to receive the activation code 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.

Choose how you want to receive the activation code
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
Steps to take photos with your smart phone

1st radio button path
Steps to verify your financial information

1. Input your ID & Financial Information
   - You'll need one of the following:
     - Credit card (last 6 digits) - Visa, Mastercard, or Discover,
     - Social Security benefits amount,
     - W-2 tax form, or
     - 1040 Schedule SE tax form.

2. 2nd radio button path

3. Select next as you provide the requested information
You have successfully authenticated your identity
Select ‘Request a new User ID’ and select ‘Next’
Enter your personal contact information
Your new BSO User ID has been created

BSO User ID: xxxxx1xx

Please secure this User ID for your future use.
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".
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.
You are now ready to Report Wages to Social Security.