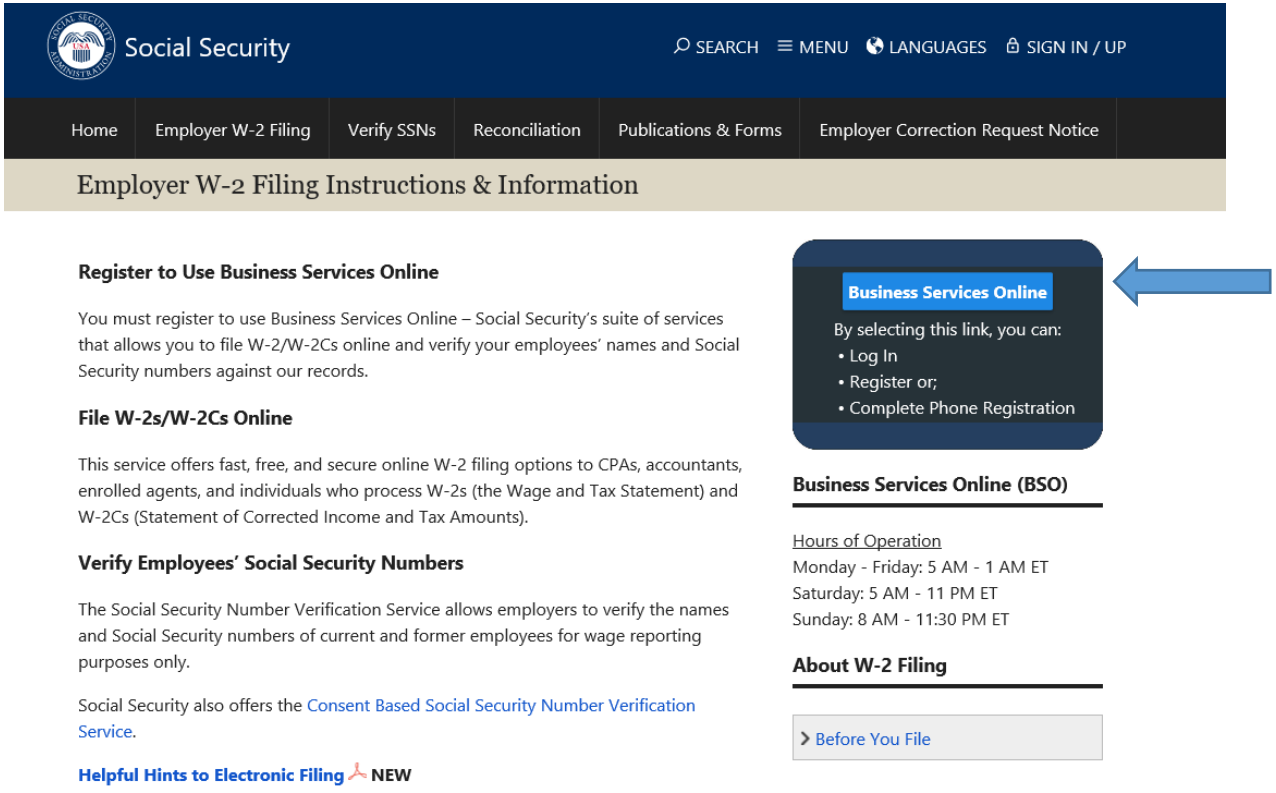
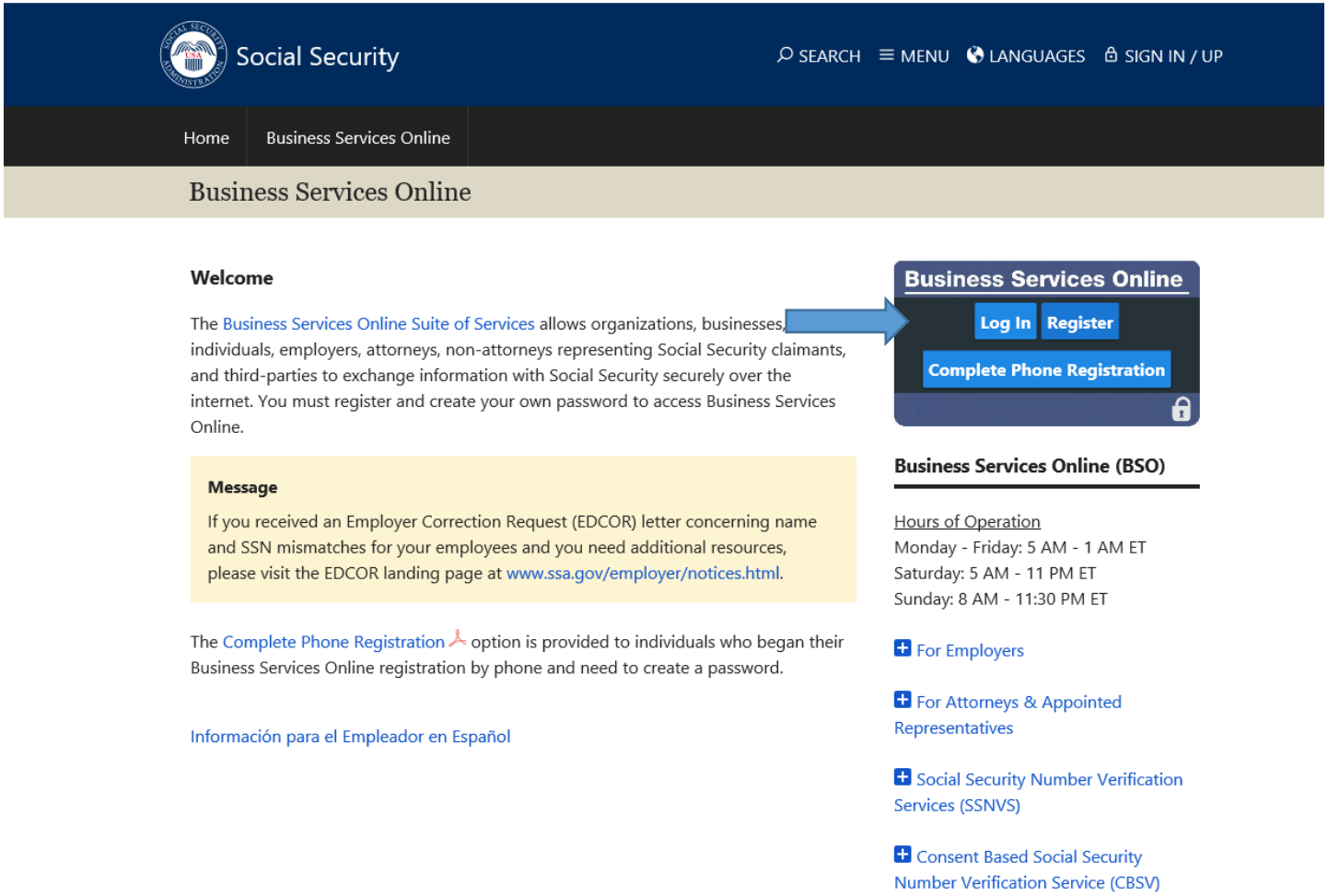
How to add the ability to View Wage Report with Name/SSN Errors if you currently have the Wage Reporting role:

Step 1: Go to https://www.ssa.gov/employer and select the Business Services Online box on the right side of the page.



Step 2: Select Log In located on the right side of the page.



Step 3: Here enter your User ID and password. Then, select the "I have read & agree to these terms" checkbox to indicate that you have read the user certification statement and agree to its contents. Finally, Select Log In.

Social Security Online

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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 certify that:

☐ I have read & agree to these terms.

Log In

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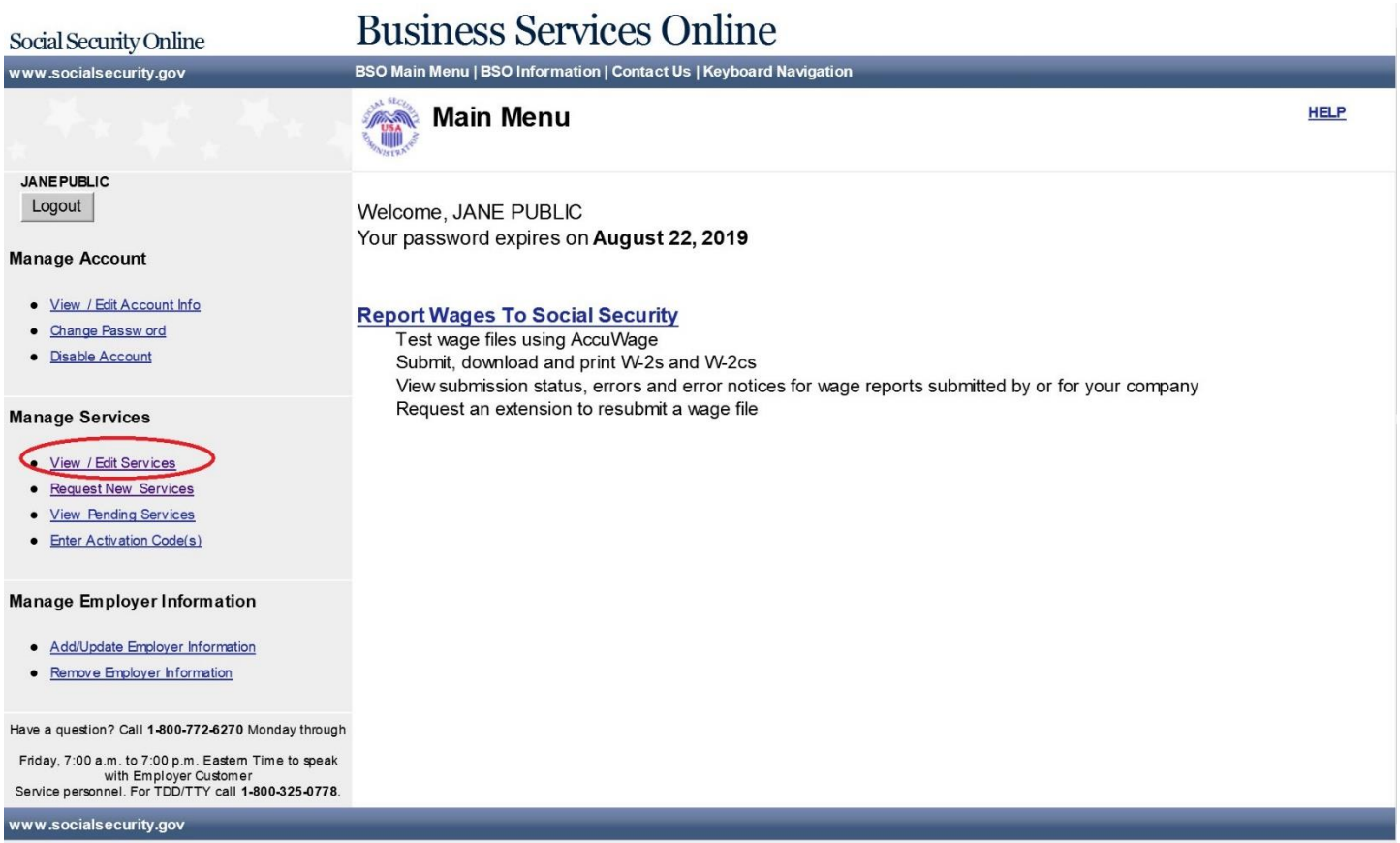
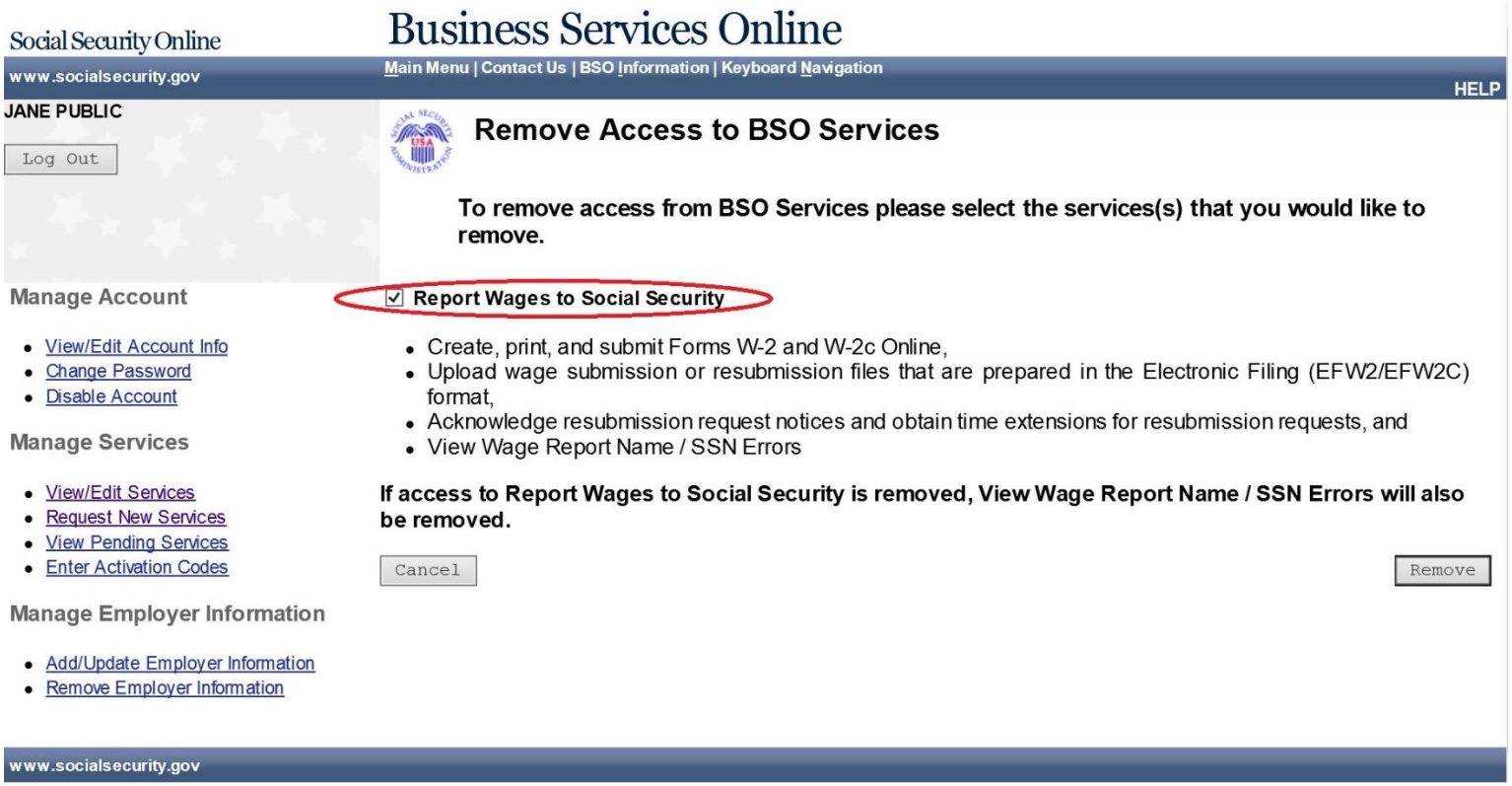
Step 4: Under **Manage Services** on the left hand menu, select View/Edit Services to see active services.



Step 5: On this page, **only** check the box titled **Report Wages to Social Security**. Then, click on the Remove button at the bottom of the page.



Step 6: On the left side of the screen under **Manage Services,** select Request New Services.

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JANE PUBLIC

Log Out

Remove Access to BSO Services Successful

Your request to remove access to Report Wages to Social Security was successful. If you have removed this access in error you may select the "Request New Services" on the left panel to re-select the service.

Cancel

Deactivate Another Service

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

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Step 7: Then, check the box titled **SSA Services Suite for Employers**. Subsequently, click on the Next button at the bottom of the page.

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Log Out

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

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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.

☐ **SSA Services Suite for Attorneys:**

Form SSA-1694 Business Taxpayer Information

Allows attorneys or authorized representatives to register with Social Security for Form SSA-1694 Request for Business Entity Taxpayer Information and perform the following functions:

- Complete Form SSA-1694 Business Taxpayer Information Form
- Update Form SSA-1694 Business Taxpayer Information Form

☐ **Internet Representative Payee Suite:**

Allows individual and organizational representatives to file their Representative Payee Report electronically. This includes Form SSA-623 for individual Representative Payees, SSA-6230 for parents, stepparents and grandparents with minor children in custody, and SSA-6234 for Representative Payee organizations.

Allows submission and printing of the appropriate representative payee accounting forms and allows downloading submitted forms for up to 30 days after submission

Special Services Suite:

☐ **CBSV: Consent Based Social Security Number Verification Service**

CBSV, a consent and fee-based, third party verification service should not be confused with SSNVS service displayed above in the SSA Services Suite for Employers.

In order to complete your registration we must collect your Employer Information. Please check the CBSV box to the left then select the "Next" button below to record your Employer's EIN and Business or Organization name. Note: You will be denied access to CBSV if this information is not provided.

Cancel Next

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Step 8: Please verify that the information is correct on this page. Please be aware that your company's EIN and name will appear in the boxes below. The information will automatically populate based on the information you inputted during the registration process. Then, click the Next button at the bottom of the page.

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Log Out

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

Employer Information

Page 1 of 2

Employer Identification Number (EIN): 362951565

Business or Organization Name:

TEST COMPANY1

You currently have access to the following services:

Report Wages to Social Security

Your additional request for services will be for the Employer Information listed above. To update Employer Information, select "Add/Update Employer Information" link from the left panel.

Previous

Next

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Step 9: Answer **Yes** to both "Do you want to report wages to Social Security an/or test wage files using Accuwage" and "In addition, do you want to View Wages Report name/SSN Errors"? Then, click the Next button at the bottom of the page.

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Log Out

Request Access to BSO Services

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

Page 2 of 3

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.

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

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Step 10: On this page you can request access to Social Security Number Verification Service by answering **Yes** or **No** to "Do you want to verify Social Security Numbers Online?" Then, click the Next button at the bottom of the page.

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HELP

JANE PUBLIC

Log Out

Request Access to BSO Services

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

Page 3 of 3

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

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Step 11: If the information on this page is correct, then click the Confirm button at the bottom of the page.

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Log Out

Request Access to BSO Services

Request Summary

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

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

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Step 12: Please read all of the instructions on this page and then click the Print button at the bottom of the page. You will need this for your records.

Please note that SSA will mail an Activation Code notice to your employer at the address furnished to SSA by the IRS. Once you receive the activation code from your employer, you will need to input the activation code to activate the service.

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JANE PUBLIC

Log Out

Request Access to BSO Services Confirmation

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

Your request for access to the services and tasks listed below was received on May 29, 2019.

Report Wages to Social Security

You may begin to use this service immediately. To do that, select "BSO Main Menu" below. Then, on the BSO Main Menu page, select "Report Wages to Social Security."

View Wage Report Name / SSN Errors

An activation code has been sent by first class mail to the address we have on record for your employer **(OAK BROOK, IL)**. Once you have received the activation code and activated this service, you may view "View Wage Report Name / SSN Errors" from the Wage Reporting menu.

Social Security Number Verification Service

An activation code has been sent by first class mail to the address we have on record for your employer **(OAK BROOK, IL)**. Once you have received the activation code and activated this service, you may access "Social Security Number Verification Service" from the BSO Main Menu page.

Please print this page for your records. Print

Main Menu

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