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](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.
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.
Step 7: Then, check the box titled **SSA Services Suite for Employers**. Subsequently, click on the Next button at the bottom of the page.
**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.
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.
**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.
Step 11: If the information on this page is correct, then click the Confirm button at the bottom of the page.
**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.