

SOCIAL SECURITY'S WEBINAR SERIES

NEW ACCESS AND REGISTRATION FOR BUSINESS SERVICES ONLINE

TODAY'S TOPIC:

REGISTRATION AND AUTHENTICATION CHANGES AFFECTING FILING

Our **NEW** Access and
Registration for
Employer Services
Business Services
Online (BSO)

WHAT DOES THIS MEAN FOR YOU?

BSO users must now authenticate their identity to submit W-2's and for the following employer services:

Wage file upload.

W-2/W-2C online.

AccuWage online.

Social Security Number Verification Service (SSNVS).

View wage report name/SSN errors.

You will not be able to use the services above without authenticating.

WHY FILE ELECTRONICALLY?

Filing W-2s electronically is free, fast, and secure!

January 31st is the filing deadline for BOTH electronic and paper forms W-2.

For more information please visit:

<https://www.ssa.gov/employer/firstFilers.htm>

The Internal Revenue Service (IRS) has issued final regulations that reduce the electronic filing threshold from 250 W-2s to 10 informational returns, beginning January 2024.

For more information visit:

<https://www.ssa.gov/employer/taxpayer.html>

**FINAL REGULATIONS
ISSUED**

Taxpayer First Act

START THE ACCESS
AND REGISTRATION
PROCESS FOR BSO
BEFORE W-2
REPORTING SEASON
IN JANUARY

It can take up to 2
weeks to complete the
registration process.



USERS WITHOUT AN SSN

You can register for BSO employer services if you have a foreign or domestic address.

You can still access our BSO wage reporting services by creating or using an existing ID.me account. Access to the BSO application requires multifactor authentication. ID.me is a Single Sign-On provider that meets the U.S. government's most rigorous requirements for online identity proofing and authentication.

To register, you must start at

www.ssa.gov/bsa.

In the "Employers" section, select the 'Create account' link to verify your identity with ID.me.

ATTENTION! SELF-EMPLOYED USERS WITHOUT AN EMPLOYER IDENTIFICATION NUMBER (EIN)

Self-employed users without an EIN cannot currently register for BSO.

If you do not have an EIN, you will need to mail paper W-2/W-3 and W-2c/W-3c to our WBDIOC.

Visit the Paper Forms W-2 & Instructions page for address information.

[Paper Forms W-2 & Instructions- www.ssa.gov/employer/paperFormInstr.htm](http://www.ssa.gov/employer/paperFormInstr.htm)



[Home](#) > Business Services Online (BSO)

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.

www.ssa.gov/bso

[Sign in](#)

[Create account](#)

[Employer information](#)

[Customer support for wage reporting](#)

For questions: employerinfo@ssa.gov

START AT THE BSO WELCOME PAGE

HELPFUL TIPS TO CREATE A NEW EMPLOYER SERVICES ACCOUNT

DON'T WAIT! Register today! This process includes receiving activation codes in the mail and it would take up to 2 weeks.

Use this option if you are:

- an Employer,
- an employee submitting on behalf of your employer,
- a sole proprietor,
- a volunteer or,
- a 3rd party who submits on behalf of other companies

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For questions: employerinfo@ssa.gov

To register, you **MUST** start at the BSO Welcome page www.ssa.gov/bso.

NAVIGATING THE NEW SIGN IN PROCESS

The initial Social Security sign in screen looks the same for a business and personal account.

It is important that you start from the BSO Welcome page to access BSO services.

You will not be able to access BSO services otherwise.
www.ssa.gov/bso

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 You will no longer use your BSO User ID and password to log in to BSO.

However, your account still exists and will be available after you verify your identity.

Your employer will not have access to your personal information.

Start here: www.ssa.gov/bso

REQUIREMENTS FOR CREATING AN ONLINE ACCOUNT

You may need the following to create an account:

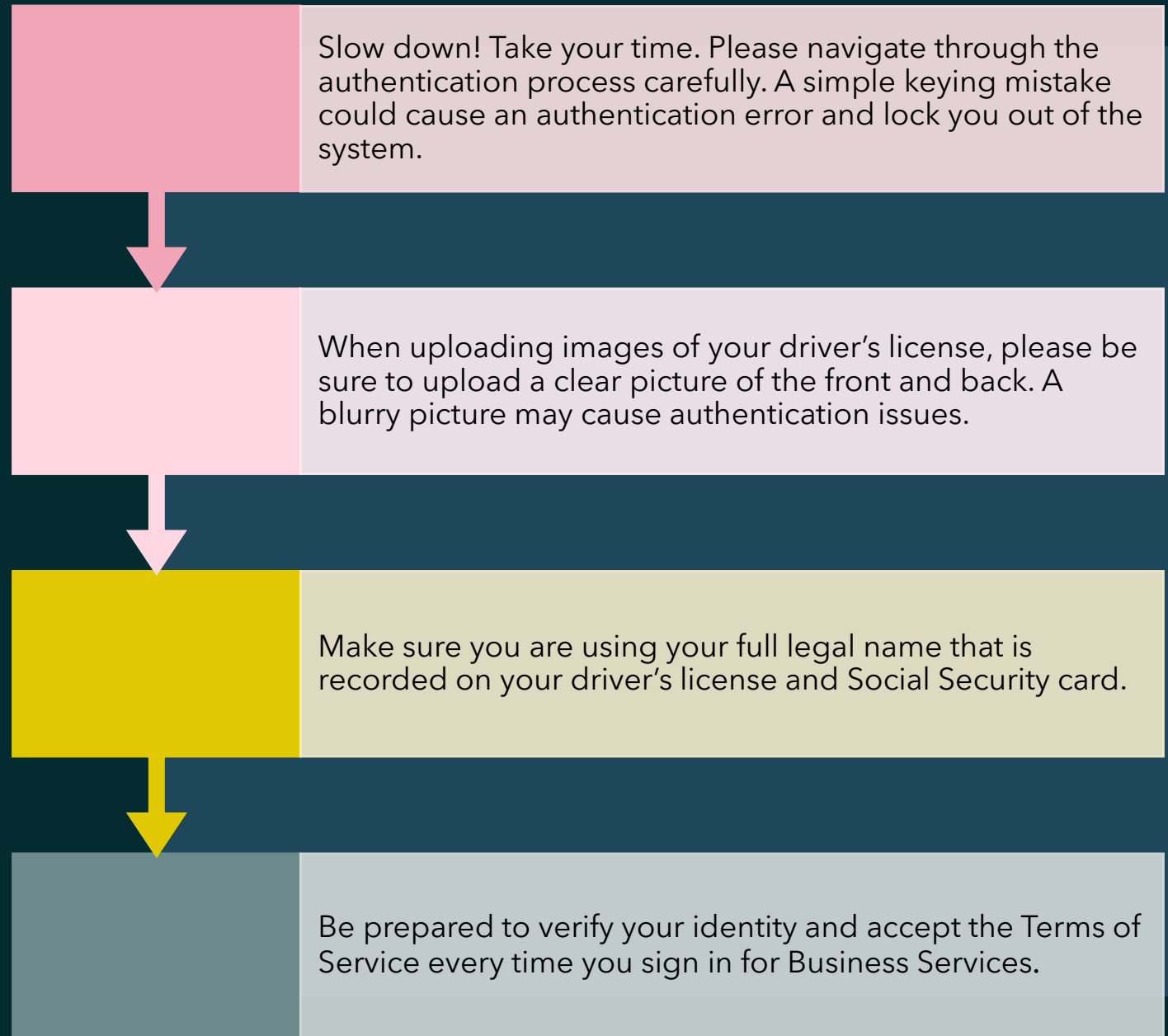
- A valid email address.
- Your Social Security number (unless using ID.me).
- A U.S. mailing address (unless using ID.me).
- A working mobile device to receive text messages.
- Your driver's license.
- Your full legal name (as listed on your Social Security card).
- Passport information.

IF YOU ARE HAVING DIFFICULTY WITH ACCESS AND REGISTRATION

- Login.gov Help Center
 - <https://login.gov/contact>
- ID.me Help Center
 - <https://help.id.me/hc/en-us>
- Social Security's Employer Reporting Service Center:
 - 1-800-772-6270 (TTY 1-800-325-0778)

TIPS TO SUCCESSFULLY NAVIGATE THE AUTHENTICATION PROCESS

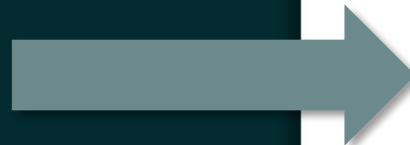
NOTE: Your personal and business accounts will remain SEPARATE.



BSO WELCOME PAGE

YOU MUST START
HERE FOR
EMPLOYER
SERVICES

www.ssa.gov/bso



The screenshot shows the Social Security Business Services Online (BSO) page. At the top is the Social Security Administration logo and navigation links for Benefits, Medicare, and Card & record. A search bar and a link to 'Español' are also present. Below the navigation bar, the breadcrumb trail reads 'Home > Business Services Online (BSO)'. The main heading is 'Business Services Online (BSO)'. The text explains that the suite of services allows organizations, businesses, individuals, employers, attorneys, non-attorney representatives, and third parties to securely exchange information with the SSA online. It states that users must register and create their own password to access BSO. New users are directed to the BSO tutorial for more information. A section titled 'Information you'll need to provide' is shown with a plus sign icon. Below this, the 'Employers' section is highlighted, listing tasks for employers and businesses: 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 an email address for questions: 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



FIRST TIME USER PATH

SIGN IN WITH [LOGIN.GOV](https://www.login.gov)

STARTING FROM SSA.GOV HOMEPAGE

Step 1: On the Social Security Administration (SSA) homepage (www.ssa.gov), in the “Services for” section at the bottom of the page, select the Employers & businesses link.

Support	Languages	Services for	About
Contact us	Español	Employers & businesses	About SSA
Find an office	Other languages	Representatives	Communications
Forms	Plain language	Government agencies	Careers
Publications		Other groups	Initiatives
Report fraud			Research & policy
			Financial reports

Step 2: On the Employer W-2 Filing Instructions & Information page, select the Business Services Online button. The system will display the Business Services Online page

Employer W-2 Filing Instructions & Information

Alert

Do you need to submit W-2's to SSA?
Business Services Online (BSO) Registration has changed!

What does this mean for you?

Your existing BSO User ID and password is no longer used to access BSO employer services. You must use a Social Security online account. Login.gov or ID.me credential to gain access to the BSO application.

Business Services Online

By selecting this link, you can:

- Log In
- Register or;
- Complete Phone Registration

SELECT THE
'CREATE ACCOUNT'
LINK



[Sign in](#)
[Create account](#)
[Employer information](#)
[Customer support for wage reporting](#)
For questions: employerinfo@ssa.gov

Social Security

Benefits ▾ Medicare ▾ Card & record ▾

Home > Business Services Online (BSO)

Business Services Online (BSO)

allows organizations, businesses, individuals, employers, attorneys, non-attorney third parties to securely exchange information with us online.

and create your own password to access BSO.

the [BSO tutorial](#) for more information.

For questions: employerinfo@ssa.gov

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

Feedback

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

Select Create an account
with Login.gov

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 PROCESS





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

[Sign in](#)[Create an account](#)

Create an account for new users

Enter your email address

Select your email language preference
You will receive emails from Login.gov in the language you choose.

☒ English (default)

☐ Español

☐ Français

☐ 中文 (简体)

☐ I read and accept the Login.gov [Rules of Use](#)

Submit

[Cancel](#)
[Security Practices and Privacy Act Statement](#)
[Privacy Act Statement](#)





Authentication method setup

Add an additional layer of protection to your Login.gov account by selecting a multi-factor authentication method.

We recommend you select at least two different options in case you lose one of your methods.

☐  **Government employee ID**
PIV/CAC cards for government and military employees. Desktop only.
[Recommended](#)

☐  **Authentication application**
Download or use an authentication app of your choice to generate secure codes.

☐  **Text or voice message**
Receive a secure code by (SMS) text or phone call.

☐  **Security key**
Connect your physical security key to your device. You won't need to enter a code.

☐  **Backup codes**
A list of ten codes you can print or save to your device. Because backup codes are easy to lose, choose this option only as a last resort.

Continue

[Cancel account creation](#)







Connect your verified information to SSA

We'll share this information with SSA:

☒ Email address
[Change](#)

☒ Full name

☒ Address

☒ Phone number

☒ Date of birth

☒ Social Security number

 [Add a second authentication method](#). You will have to delete your account and start over if you lose your only authentication method.

Agree and continue

[Cancel](#)

ADDITIONAL CREDENTIAL SERVICE PARTNER OPTION

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](#)

If you need to create an account, select 'create an account with ID.me' and follow the ID.me process.



ID.me + 

Create an ID.me account

Multiple ID.me accounts are not allowed.
[If you have an ID.me account, use it to sign in.](#)

Need to use ID.me for work?
[Follow these steps.](#)

* Indicates a required field

Email *

Enter your personal email address

Password *

Enter password

Confirm Password *

Reenter 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](#)

Terms of Service

The terms of service in this section apply to all Social Security online services. Depending on the specific Social Security online service you access, you may be asked to agree to added terms to use that service.

By checking I agree to the Terms of Service, I acknowledge the following conditions:

- I understand that I am accessing a U.S. Government system.
- I understand that my usage of this system may be monitored, recorded, and subject to audit.
- I understand that unauthorized or improper use of this system is prohibited and may result in administrative, civil, or criminal penalties and/or other actions.
- I understand that it is a federal crime to:
 - Give false or misleading statements to obtain information in Social Security records;
 - Give false or misleading information to obtain or alter Social Security benefits; or
 - Deceive the Social Security Administration about an individual's identity.
- I understand that the Social Security Administration may stop me from using Social Security online services if it finds or suspects fraud or misuse.
- I accept that I am responsible for properly protecting any information provided to me by the Social Security Administration.
- I agree that the Social Security Administration is not responsible for the improper disclosure of any information that the Social Security Administration has provided to me or any information that is on or from my computer or other device, whether due to my negligence or the wrongful acts of others.

☐ I agree to the Terms of Service.

Next

Exit

SELECT 'I AGREE TO
THE TERMS OF
SERVICE'

THEN SELECT 'NEXT'

READ THE PRIVACY ACT STATEMENT AND SELECT 'NEXT'

 Social Security

Privacy Act Statement

Please read the following privacy act statement on collection and use of personal information.

Sections 205 and 1106 of the Social Security Act, as amended, allow us to collect your information, which we will use to verify your identity and register you, your company, or authorized employee(s) to use our Business Services Online (BSO) applications. Providing the information is voluntary, but not providing all or part of the information may prevent access to the BSO suite of services. As law permits, we may use and share the information you submit, including with other Federal or State agencies, our contractors, employers, and others as outlined in the routine uses within System of Records Notice (SORN) 60-0373, available at www.ssa.gov/privacy. The information you submit may also be used in computer matching programs to establish or verify eligibility for Federal benefit programs and to recoup debts under these programs.

[Privacy and Security](#)

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

CHOOSE YOUR EXISTING BSO USER ID BY SELECTING THE DROPDOWN ARROW

 Social Security

BSO User ID

Please select your User ID and EIN from the list:

Select One 

Need a new User ID? [Request here.](#)

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

[Privacy and Security](#)

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



 Social Security

BSO User ID

Please select a User ID and EIN

Select one 

-
- User ID XXXXXXXX
- User ID XXXXXXXX
- User ID XXXXXXXX
- User ID XXXXXXXX
- User ID XXXXXXXX
- User ID XXXXXXXX

[Privacy and Security](#)

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



CHOOSE THE BSO USER
ID YOU WANT TO USE

Social Security Online
www.socialsecurity.gov

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

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

Add/Update Employer Information

Remove 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

[HELP](#)

Welcome

[Report Wages To Social Security](#)

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

BSO MAIN MENU

FOR MORE INFORMATION, VISIT:

HOW TO NAVIGATE BSO ACCESS
AND REGISTRATION

WWW.SSA.GOV/EMPLOYER/NAVIGATE.HTM

BSO WAGE REPORTING REMINDERS

Activation codes

The new process requires that we mail an activation code before you can access our suite of services on behalf of your employer.

Social Security uses the Internal Revenue Service (IRS) business address on file to mail activation codes.

Start the registration and authentication process for BSO before W-2 reporting season in January.

It can take up to 2 weeks to complete the registration process.

CUSTOMER OUTREACH & SUPPORT

For assistance with the credential and identity verification process:

- Employer Website
 - www.ssa.gov/employer
- Login.gov Help Center
 - <https://login.gov/contact>
- ID.me Help Center
 - <https://help.id.me/hc/en-us>

CUSTOMER OUTREACH & SUPPORT

If you have questions about access and registration or wage reporting:

Social Security's Employer Reporting Service Center
1-800-772-6270 (TTY 1-800-325-0778)

Representatives are available Monday through Friday,
7 a.m. to 5:30 p.m., Eastern Time.

THANK YOU FOR JOINING US TODAY

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.

