

Electronic Wage Reporting Web Service (EWRWS) Terms of Service

- By signing this document, Requesting Party agrees to the following Terms of Service (ToS) for Electronic Wage Reporting Web Service (EWRWS). Requesting Party acknowledges the following conditions:
 - Requesting Party is accessing a U.S. Government system.
 - Requesting Party's usage of this system may be monitored, recorded, and subject to audit.
 - Requesting Party understands that unauthorized or improper use of this system is prohibited and may result in administrative, civil, or criminal penalties and/or other actions.
 - Requesting Party understands that the Social Security Administration may review submissions for anomalous wage reports (indicators of potential inaccuracies in the submission records). Requesting Party agrees to cooperate with the Social Security Administration and take appropriate steps to resolve concerns related to any such anomalous submissions.
 - Requesting Party understands that, after providing notice and opportunity to respond, the Social Security Administration may suspend or terminate access to EWRWS if the Requesting Party fails to sufficiently address the identified concerns.
 - Requesting Party understands that the Social Security Administration has sole discretion to terminate or suspend Requesting Party's usage of EWRWS for violations of these Terms of Service.
 - Requesting Party agrees 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.
- Requesting Party understands 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.
- Requesting Party must implement security measures for the data exchanged between EWRWS and Requesting Party's software application. EWRWS uses the following techniques from the EWR Web Service Startup Guide manual:
 - User Authentication: The Requesting Party's authorized representative must register with the Integrated Registration Services (IRES) utility of Business Services Online (BSO) and get a User Identifier (ID)/password (credential), as well as acquire access to EWRWS. This authorized representative is the IRES Account Holder.
 - HTTPS: EWRWS secures the communication with the Requesting Party's software application using HTTPS, ensuring proper encryption of the data exchanged.
 - Digital Signature: The Simple Object Access Protocol (SOAP) message sent by a Request Party's software application must include the X.509 digital certificate issued by a trusted Certificate Authority (CA).
- Requesting Party must submit a new executed ToS agreement with the authentication certificate renewal process to continue access to EWRWS. SSA will send a reminder 30 days before the certificate renewal of the service to the Requesting Party's authorized representative to the email address identified for the authorized representative's BSO account.
- Requesting Party must notify the Social Security Administration (EWR.Webservice.Support@ssa.gov) of any changes to contact information for its IRES Account Holder.
- Requesting Party must notify SSA within 1 business day when it becomes aware of suspected or fraudulent activity that affects the information submitted through EWRWS. Requesting Party should notify SSA through our [Employer Reporting Service Center](https://ssa.gov/employer/empcontacts.htm) (ssa.gov/employer/empcontacts.htm) website.
- Requesting Party will cooperate with the Social Security Administration in the event of suspected or fraudulent activity and provide information as needed.

Electronic Signature Acknowledgement: The signatories may sign this document electronically by using an approved electronic signature process. By signing this document electronically, the signatories agree that the signature they provide has the same meaning and legal validity and effect as a handwritten signature.

The Requesting Party official, whose signature appears below, warrants and represents that they have competent authority on behalf of the Requesting Party to accept and expressly agree to the terms and conditions expressed herein, and hereby commits the Requesting Party to these terms.

Requesting Party Official

Consolidator/Company: _____
Printed Name: _____ Signature: _____
Date: _____

The IRES Account Holder, whose signature appears below, warrants and represents that they accept and expressly agree to the terms and conditions expressed herein, and hereby commits to act in accordance with these terms.

IRES Account Holder (Requesting Party Authorized Representative)

Consolidator/Company: _____ IRES User Account: _____
Printed Name: _____ Signature: _____
Date: _____