BSO Tutorial

Registration Services

Contains the following lessons:

❖ Register User
  - ➢ Register User
  - ➢ Complete Phone Registration - For Appointed Representatives (AR), Consent Based Social Security Number Verification (CBSV), and Representative Payees (IRPA) **<u>Only</u>**
❖ Login
  - ➢ Login
  - ➢ Forgot Password - For Appointed Representatives (AR), Consent Based Social Security Number Verification (CBSV), and Representative Payees (IRPA) **<u>Only</u>**

❖ Logout

❖ Contact SSA

❖ Manage Account
  - ➢ View / Edit Account Info
  - ➢ Change Password - For Appointed Representatives (AR), Consent Based Social Security Number Verification (CBSV), and Representative Payees (IRPA) **<u>Only</u>**
  - ➢ Disable Account

❖ Manage Services
  - ➢ View / Edit Services
    - o Remove Access to Services
  - ➢ Request New Services
    - o Request Services Suite for Employers
    - o Request Services Suite for Attorneys
    - o Request Internet Representative Payee Suite
  - ➢ View Pending Services
    - o Re-Request Activation Codes
  - ➢ Enter Activation Code(s)

❖ Manage Employer Information
  ➢ Add Employer Information
  ➢ Update Employer Information
  ➢ Remove Employer Information

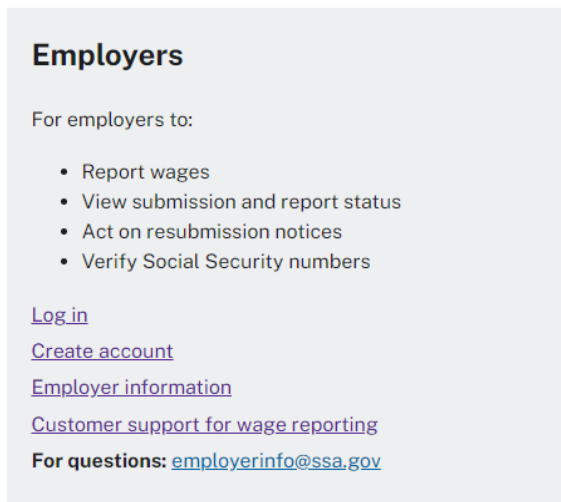## LESSON 1: REGISTER USER – Wage Reporting and Employer Services

Your BSO User ID and password is no longer used to access Business Services Online (BSO) wage reporting services. You must use a Social Security online account, ID.*me* or Login.gov credential to gain access to the BSO application.

Extra security is a requirement to access the following BSO wage reporting services:

- Wage file upload
- W-2/W-2C online
- AccuWage online
- Social Security Number Verification Service (SSNVS)
- View wage report name/SSN errors.

Follow the instructions below to register for a BSO User ID. After completing the steps, you can request to wage reporting services.

STEP 1: Point your browser to the BSO Welcome page: www.socialsecurity.gov/bso/bsowelcome.htm.

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

STEP 2: Select the **Create account** link on the BSO Welcome page from the **Employers** box above.

STEP 3: You must use a ID.*me*, Login.gov or a Social Security online credential to gain access to the BSO application. Select **Create an account with Login.gov** to create an account. Please note that you do not need to create a new Login.gov or ID.*me* credential specifically for SSA purposes. You can use your existing Login.gov or ID.*me* credentials to log into SSA services too. You will have the option to create a new BSO User ID or select an existing BSO User ID.

LESSON 2: REGISTER/LOG IN - For Appointed Representatives (AR), Consent   Based Social Security Number Verification (CBSV), and Representative Payees (IRPA) Only

Follow the instructions below to register for Business Online Services. After completing the steps, you will receive a User ID and set a password so that you can log in to Business Services Online (BSO) and request online services.

STEP 1: Point your browser to the Business Services Online (BSO) Welcome page: www.socialsecurity.gov/bso/bsowelcome.htm.

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

Representative Payees

For people and organization representatives to file their Representative Payee Report electronically.

Log in
Register
Complete phone registration
Information about being a payee

Appointed Representatives

For appointed representatives of people with cases pending at the hearings or appeals levels.

Log in
Appointed Representative Services (ARS)
Representing Social Security claimants
Electronics Records Express

Consent Based Verification (CBSV)

For companies that provide banking and mortgage services, process credit checks, provide background checks, satisfy licensing requirements, etc.

Log in
How to enroll
Complete phone registration
Learn more about CBSV
For questions: ssa.cbsv@ssa.gov

STEP 2: For AR, CBSV, or IRPA only select the **Register or Log in** link on the Business Services Online Welcome page in the appropriate box. The system displays the Log in to Online Services page.

STEP 3: In the New User? column on the Log in to Online Services page, select the Create Log In Account link. The system displays the Create a Login Account. Below is the User Registration Attestation screen. Select **I Accept** to continue.

Step 1: Provide Information page. (To return to the Business Services Online Welcome page, select the BSO Welcome link in the page footer.)

Business Services Online

Online Services Availability

- Monday-Friday: 5 AM - 1 AM ET
- Saturday: 5 AM - 11 PM ET
- Sunday: 8 AM - 11:30 PM ET

Create a Login Account

Step 1: Provide Information

Create an Account

1. **Provide Information**
2. Create Password
3. Review and Submit
4. Print User ID

The information you provide will be compared against our records in order to verifry your identity.

* Indicates required information

Form Approved:
OMB No.0960-0626
Expiration date:
10/31/2012

Personal Information

*Name:

[ ] [ ] [ ] [ ]
*First   Middle   *Last   Suffix

*Date of Birth:

[ ]
mmddyyyy

*Social Security Number (SSN):

[ ]
XXXXXXXXX
ⓘ What if I don't have a SSN?

Personal Contact Information

---

*Country:
[United States ▼]

*Home Street Address:
[ ]
[ ]

*City: ***State:**   ***Zip Code:**   **Ext.:**
[ ]   [AK ▼]   [ ]   [ ]

*Daytime Phone Number:
[ ]   Extension: [ ]

Fax Number:
[ ]

*Email Address:
[ ]
ⓘ Why do you need an email address?

[Cancel & Exit]   [Next]

STEP 4: Enter information in the Create a Login Account, Step 1: Provide Information page.

TIPS

- **Fields that are required are marked with a red asterisk (*).**

- **Links to informational pages are indicated with a blue information (ⓘ) link. Clicking on the link will display an informational page in a separate window.**

♦ **Do not use punctuation in any field. This includes dashes or slashes in date of birth, social security number, zip code, and phone or fax numbers.**

♦ **Date of birth must be entered in the format mmddyyyy. For example, if your date of birth is January 1, 1990, you would enter 01011990.**

♦ **If you do not have an SSN and work outside the United States for a business or organization that has an Employer Identification Number (EIN), you may leave the SSN field blank.**

♦ **If you live outside of the United States, when you select your country, text areas for you to enter Province and Postal Code information will appear.**

♦ **The Social Security Administration will use your email address to send you any important information affecting Business Service Online users.**

STEP 5: Select the **Next** button to continue registering. The system displays the Create a Login Account, Step 2: Create Your Password page. (Select the **Back** button to return to Create a Log in Account, Step 1: Provide Information. To return to the Business Services Online Welcome page without registering, select the **Cancel & Exit** button.)

Social Security Online
www.socialsecurity.gov

Business Services Online

BSO Welcome | BSO Information | Keyboard Navigation   HELP

Online Services Availability

- Monday-Friday: 5 AM - 1 AM ET
- Saturday: 5 AM - 11 PM ET
- Sunday: 8 AM - 11:30 PM ET

Create a Login Account

Step 2: Create Your Password

Create an Account

1. Provide Information
2. **Create Password**
3. Review and Submit
4. Print User ID

Your password will be used to log in to online servces; your User ID will be provided to you.
* Indicates required information

Your Password:

- Must contain exactly **8 characters**
- Must contain **only numbers and letters**
- Must contain **at least 1 number and 1 letter**
- Is **not case sensitive**

*Enter Password:

*Re-enter Password:

Security Questions and Answers
The security questions and answers you select will be used to validate your identity in case you forget your password.

*Question 1:
Select a Question
*Answer 1:

*Question 2:
Select a Question
*Answer 2:

*Question 3:
Select a Question
*Answer 3:

*Question 4:
Select a Question
*Answer 4:

*Question 5:
Select a Question
*Answer 5:

Back   Cancel & Exit   Next

www.socialsecurity.gov

STEP 6: Enter a password to use when you log in to Business Services Online. Re-enter the password for confirmation. Your password:

- ♦ Must contain exactly 8 characters.
- ♦ Must contain only numbers and letters (no special characters)
- ♦ Must contain at least 1 number and 1 letter.
- ♦ Is not case sensitive.

STEP 7: Select 5 questions and enter your answers. You will be asked to enter the same answers if you need to change your password later.

- ♦ You may not select the same question more than once.
- ♦ Answers to questions are not case sensitive; they cannot contain any special characters.

STEP 8: Select the **Next** button to continue. The system displays the Create a Login Account, Step 3: Review and Submit page. (Select the Back button to return to the Create a Log in Account, Step 1: Provide Information. To return to the Business Services Online Welcome page without registering, select the **Cancel & Exit** button.)

STEP 9: The information you entered on the previous two pages is displayed for your review. To make corrections, select the **Edit Personal Information** button to return to the

Create a Log in Account, Step 1: Provide Information page. Or select the **Edit Security Questions** button or the **Back** button at the bottom of the page to return to the Create a Login Account, Step 2: Create your Password page.

STEP 10: After making any corrections, read the conditions stated in the User Certification for Online Services section of the page. You must agree to these conditions by checking the **I Accept** checkbox to proceed. Select the **Submit** button to process the registration. The system displays the Create a Login Account, Step 4: Print your User ID. (Select the **Back** button at the bottom of the page to return to Create a Login Account, Step 2: Create Your Password page. To return to the Business Services Online Welcome page without registering, select the **Cancel & Exit** button.)

Social Security Online	Business Services Online	
www.socialsecurity.gov	BSO Welcome ✎	BSO Information	Keyboard Navigation	HELP ✎

Online Services Availability

- Monday-Friday: 5 AM - 1 AM ET
- Saturday: 5 AM - 11 PM ET
- Sunday: 8 AM - 11:30 PM ET

Create a Login Account

Step 4: Print your User ID

Create an Account

1. Provide Information
2. Create Password
3. Review and Submit
4. **Print User ID**

Thank you! You have sucessfully created a login account.
The User ID below has been assigned to you:

User ID: 9LBXFWT5

Please secure this User ID for your future use.
You must enter the above User ID and your self-selcted Password each time you log in and access online services.
Print a confirmation Receipt

What's Next?

Now that you've created a log in account for Online Services, you will need to tell us what functions and services you require to do your work.

Depending on the services that you are requesting, you may be required to provide additional information about yourself or the organizations that you represent.

Next

www.socialsecurity.gov

STEP 11: You may click on the <u>Print a Confirmation Receipt</u> link to print your User ID for your records. You will need your User ID and password to log in to Business Services Online to request services and perform other functions. Refer to other lessons in this Tutorial for guidance.

LESSON 2: COMPLETE PHONE REGISTRATION - For AR, CBSV IRPA <u>Only</u>

If you started your registration for online services by speaking with an Employer Customer Service representative or completing a form, follow the instructions below to complete your registration.

STEP 1: Point your browser to the Business Services Online Welcome page: www.socialsecurity.gov/bso/bsowelcome.htm.

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

Representative Payees

For people and organization representatives to file their Representative Payee Report electronically.

Log in
Register
Complete phone registration
Information about being a payee

Appointed Representatives

For appointed representatives of people with cases pending at the hearings or appeals levels.

Log in
Appointed Representative Services (ARS)
Representing Social Security claimants
Electronics Records Express

Consent Based Verification (CBSV)

For companies that provide banking and mortgage services, process credit checks, provide background checks, satisfy licensing requirements, etc.

Log in
How to enroll
Complete phone registration
Learn more about CBSV
For questions: ssa.cbsv@ssa.gov

STEP 2: Select the **Complete Phone Registration** button on the Business Services Online Welcome page. The system displays the sign into Online Services page.

STEP 3: In the New User? column of the Log in to Online Services page, select the link portion of Need to complete a phone/form registration? The system displays the Complete Phone Registration Attestation page. (To return to the Business Services Online Welcome page, select the BSO Welcome link in the page footer.)

Complete Phone Registration Attestation

Please read the following information about registering to use Business Services Online.
Please select the link below to read about SSA's legal authority for collecting information.

Paperwork Reduction Act Statement

Registering for Business Services
To obtain a User ID and password, complete the registration form and select the submit button on the following page. The information you submit will be verified against our records.

Upon successful registration, you will have your User ID and password.

You may update your registration information or change your password at any time.

I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files.

User Certification for SSA Business Services Online
I certify that:

- I understand that SSA may prevent me from using these services if SSA determines or suspects there has been misuse of these services.

- I understand that I may be subject to penalties if I submit fraudulent information.

- I am aware that any person who knowingly and willingly makes any representation to falsely obtain information from Social Security records and/or intends to deceive the Social Security Administration as to the true identity of an individual could be punished by a fine or imprisonment, or both.

By selecting the "I Accept" button, you certify that you have read, understand and agree to the user certification of Business Services Online.

[I Do NOT Accept]   [I Accept]

STEP 4: Read the conditions stated in the User Certification for SSA Business Services Online section of the page. You must agree to these conditions by selecting the **I Accept** button to proceed. The system displays the Complete Phone Registration page. (Selecting the **I Do NOT Accept** button will display the Business Services Online Welcome page.)

Online Services Availability

- Monday-Friday: 5 AM - 1 AM ET
- Saturday: 5 AM - 11 PM ET
- Sunday: 8 AM - 11:30 PM ET

Complete Phone Registration

A User identification (User ID) and password are required to use Online Services. Your User ID was issued during the registration process. You must now choose your personal password to complete registration.
* Indicates required information

* **User ID:**

* **First Name:**

* **Last Name:**

* **U.S. Social Security Number:**

(If you do NOT have an SSN leave this field blank.)

* **Date of Birth**

(M M D D Y Y Y Y)

* **Enter Password:**

* **Re-enter Password:**

Cancel   Complete Phone Registration

STEP 5: Enter the registration information.

TIPS

♦ **Fields that are required are marked with a red asterisk (*).**

♦ **Enter your User ID that was given to you when you registered over the phone or in person.**

♦ **Do not use punctuation in any field. This includes dashes or slashes in date of birth and social security number.**

♦ **If you do not have a U. S. Social Security Number, leave the SSN field blank.**

♦ **Date of birth must be entered in the format mmddyyyy. For example, if your date of birth is January 1, 1990, you would enter 01011990.**

♦ **Your password must contain any combination of eight letters and numbers (e.g., 9580859A or frog2828). Special characters are not allowed, and passwords are not case sensitive. Do not share your password with anyone.**

♦ **When you tab off or click out of a field, the system will check the format of what was entered and display a message if it needs to be corrected.**

STEP 6: Select the **Complete Phone Registration** button to complete the registration process. The **Log in** to Online Services page will be displayed. (To return to the Business Services Online Welcome page without completing the registration process, select the **Cancel** button.)

LESSON 3: LOGIN - For AR, CBSV, and IRPA <u>Only</u>

Follow the instructions below to log in to Business Services Online with your User ID and password.

STEP 1: Point your browser to the Business Services Online Welcome page:
www.socialsecurity.gov/bso/bsowelcome.htm.

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

Representative Payees

For people and organization representatives to file their Representative Payee Report electronically.

Log in
Register
Complete phone registration
Information about being a payee

Appointed Representatives

For appointed representatives of people with cases pending at the hearings or appeals levels.

Log in
Appointed Representative Services (ARS)
Representing Social Security claimants
Electronics Records Express

Consent Based Verification (CBSV)

For companies that provide banking and mortgage services, process credit checks, provide background checks, satisfy licensing requirements, etc.

Log in
How to enroll
Complete phone registration
Learn more about CBSV
For questions: ssa.cbsv@ssa.gov

STEP 2: Select the **Log In or Register** link on the Business Services Online Welcome page. The system displays the Log in to Online Services page.

Business Services Online

Social Security Online
www.socialsecurity.gov

BSO Welcome | BSO Information | Keyboard Navigation

HELP

Log In to Online Services

For your security, please log out of the application and close all Internet windows when you are finished.

Online Services Availability

- Monday-Friday: 5 AM - 1 AM ET
- Saturday: 5 AM - 11 PM ET
- Sunday: 8 AM - 11:30 PM ET

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
☐ I have read & agree to these terms.

Log In

www.socialsecurity.gov

BSO Welcome | BSO Information | Keyboard Navigation

STEP 3: Under the Existing User? column, enter your User ID and password. Read the terms stated under the User Certification heading. You must agree to these conditions by checking the "I have read & agree to these terms." checkbox to proceed. Select the **Log In** button. The system displays the Business Services Online Main Menu page.

- If you have forgotten your User ID, please call 1-800-772-6270 Monday through Friday, 7:00 a.m. to 5:30 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY, call 1-800-325-0778.

- If you have forgotten your password, select the Forgot your password? link beneath the Password field. Refer to the Forgot Password lesson in this Tutorial for further guidance.

(To return to the Business Services Online Welcome page, select the BSO Welcome link on the page footer.)

NOTE

The menu selection on your BSO Main Menu is unique to you and presents only the applications and services to which you have access.

Main Menu

HELP

JOHN PUBLIC

[Logout]

Manage Account

- View / Edit Account Info
- Change Password
- Disable Account

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

Welcome, JOHN PUBLIC
Your password expires on **January 19, 2011**

Report Wages To Social Security
Submit, download or process W-2s and W-2cs
View submission status, acknowledge resubmission notices or
Request resubmission extensions
View errors and error notices for wage files and/or wage reports submitted by or for your company

Social Security Number Verification Service
Request online SSN verification, or
Submit files for SSN verification

Form SSA-1694 Request for Business Entity Taxpayer Information
Submit or update a Business Taxpayer Information form to receive form 1099 for work related to claimant representation

Internet Representative Payee Accounting (IRPA)
File a Form SSA-623, SSA-6230, or SSA-6234 Representative Payee Reports electronically
Submit and print representative payee accounting forms,
Download submitted forms for up to 30 days after submission

LESSON 4: FORGOT PASSWORD - For AR, CBSV, and IRPA <u>Only</u>

Follow the instructions below if you have forgotten your password and wish to get a new one.

STEP 1: Point your browser to the Business Services Online Welcome page:
www.socialsecurity.gov/bso/bsowelcome.htm.

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

Representative Payees

For people and organization representatives to file their Representative Payee Report electronically.

Log in
Register
Complete phone registration
Information about being a payee

Appointed Representatives

For appointed representatives of people with cases pending at the hearings or appeals levels.

Log in
Appointed Representative Services (ARS)
Representing Social Security claimants
Electronics Records Express

Consent Based Verification (CBSV)

For companies that provide banking and mortgage services, process credit checks, provide background checks, satisfy licensing requirements, etc.

Log in
How to enroll
Complete phone registration
Learn more about CBSV
For questions: ssa.cbsv@ssa.gov

STEP 2: Select the **Log In or Register** button on the Business Services Online Welcome page. The system displays the Log in to Online Services page.

STEP 3: Under the Existing User? column, enter your User ID. Select the [Forgot your password?](#) link under the Password field. The system displays the Forgot Password page. (To return to the Business Services Online Welcome page, select the BSO Welcome link on the page footer.)

STEP 4: The Forgot Password page presents you with the choice of entering and submitting a new password online or requesting a temporary password by mail.

- If you would like to change your password online immediately, continue to Step 5.

- If you would rather receive a temporary password by mail, you do not have to enter anything on the Forgot Password page. Just select the **Request Password by Mail** button and proceed to Step 7.

(To return to the Business Services Online Welcome page, select the **Cancel** button.)

STEP 5: Enter the answers to three security questions randomly selected from the five you chose and answered during registration. Next, enter a new password and confirm that password by entering it a second time. Select the **Submit New Password** button. The system displays the Forgot Password Update Successful page. (To return to the Business Services Online Welcome page without submitting the new password, select the **Cancel** button.)

STEP 6: Select the **Log In** button to log in using the new password. Select the **BSO Welcome** button to return to the Business Services Online Welcome page.

STEP 7: If you selected the **Request Password by Mail** button on the Forgot Password page, the system displays the Request Password by Mail page.

STEP 8: Enter your First Name, Last Name, U.S. Social Security Number, and Date of Birth. Select the **Request Temporary Password** button to send the request. The system

displays the "Password By Mail Success" page. (To return to the Business Services Online Welcome page without sending the request, select the **Cancel** button.)
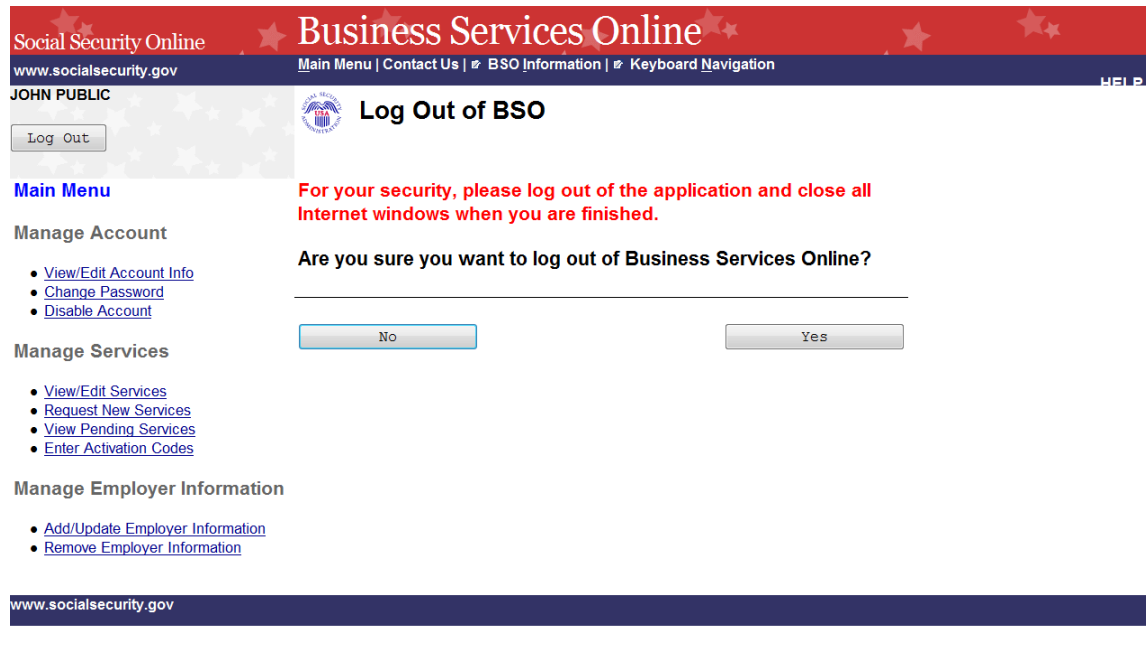

NOTE

Until you receive your new password in the mail, you will not be able to log in to BSO.

LESSON 5: LOGOUT

Follow the instructions below to log out of Business Services Online (BSO).

STEP 1: Select any **Log Out** button where displayed.

The system displays the Log Out of BSO page.

STEP 2: Select the **Yes** button to end the current session. The system displays the Customer Satisfaction Survey or the Business Services Online Welcome page. (To continue your session and return to the BSO Main Menu, select the **No** button.)

LESSON 6: CONTACT SOCIAL SECURITY ADMINISTRATION (SSA)

Please visit https://www.ssa.gov/employer/empcontacts.htm to contact SSA.

LESSON 7: EDIT ACCOUNT INFORMATION

Follow the instructions below to update your account information.

STEP 1: Point your browser to the Business Services Online Welcome page: www.socialsecurity.gov/bso/bsowelcome.htm.

STEP 2: Select the **Log In** link on the Business Services Online Welcome page.

STEP 3: Under the Existing User? column, enter your User ID and password (AR, CBSV, and IRPA only). Read the terms stated under the User Certification heading. You must agree to these conditions by checking the "I have read & agree to these terms." checkbox to proceed. Select the **Log In** button. The system displays the Business Services Online Main Menu page. (To return to the Business Services Online Welcome page, select the BSO Welcome link on the page footer.)

NOTE

The menu selection on your BSO Main Menu is unique to you and presents only the applications and services to which you have access.

STEP 4: Under the Manage Account section of the left navigation panel, select the View/Edit Account Info link. The system displays the View/Edit Account Information page. (To return to the Business Services Online Main Menu, select the BSO Main Menu link in the second line of the page header.)

KAMALJIT RANDHAWA

[Log Out]

View/Edit Account Information

Main Menu

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 account information is displayed below. You may update this information at anytime.

Personal & Contact Information   [Edit Personal Information]

Name:	**KAMALJIT RANDHAWA**
Date of Birth:	**05/03/1970**
SSN:	**XXX-XX-3704**
Country:	**United States**
Home Street Address:	**1234 ABC**
	DR
City, State, Zip:	**BALITMORE , MD 21207**
Daytime Phone Number:	**(123) 123-1234**
Fax Number:	
Email:	**Srinivasa.R.Dama@ssa.gov**

Security Questions and Answers   [Edit Security Questions]

Question 1:	**WHAT IS THE NAME OF YOUR FIRST NEPHEW?**
Answer 1:	**ANSWER1**
Question 2:	**WHAT IS YOUR HOMETOWN?**
Answer 2:	**ANSWER5**
Question 3:	**WHAT IS THE NAME OF YOUR FIRST NIECE?**
Answer 3:	**ANSWER2**
Question 4:	**WHAT IS THE NAME OF YOUR FIRST PET?**
Answer 4:	**ANSWER3**
Question 5:	**WHAT WAS YOUR FIRST JOB?**
Answer 5:	**ANSWER4**

STEP 5: Select the **Edit Personal Information** button to edit personal and contact information. The system displays the Edit Personal & Contact Information page. (To return to the Business Services Online Main Menu, select the BSO Main Menu link in the second line of the page header.)

Business Services Online

Main Menu | Contact Us | BSO Information | Keyboard Navigation   HELP

KAMALJIT RANDHAWA

Log Out

Edit Personal & Contact Information

Main Menu

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

* Indicates required information

Personal Information

*Name:
KAMALJIT   RANDHAWA
*First   Middle   *Last   Suffix

*Date of Birth:
05031970
mmddyyyy

Personal Contact Information

*Country:
United States

*Home Street Address:
1234 ABC DR

*City: *State: *Zip Code:
BALITMORE   MD   21207   -

*Daytime Phone Number:
1231231234   Extension:

Fax Number:

*Email Address: ⓘ Why do you need an email address?
Srinivasa.R.Dama@ssa.gov

Cancel   Update Information

www.socialsecurity.gov

STEP 6: Edit the information you wish to change. Select the **Update Information** button to update the account information. The system displays the Edit Personal & Contact Information – Confirmation page. (Select the **Cancel** button to cancel the update and return to the View/Edit Account Information page. To return to the Business Services Online Main Menu, select the BSO Main Menu link in the second line of the page header.)

Business Services Online

Main Menu | Contact Us | BSO Information | Keyboard Navigation   HELP

KAMALJIT RANDHAWA

Log Out

Edit Personal & Contact Information - Confirmation

Main Menu

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 successfully updated your personal and contact information.

Your new information will be displayed on the View / Edit Account Info page.

Go to the Main Menu

www.socialsecurity.gov

STEP 7: To edit other account information, select the View/Edit Account Info link under the Manage Account section of the left navigation panel. The system displays the View/Edit Account Information page. (Select the **Go to the Main Menu** button to return to the Business Services Online Main Menu.)

View/Edit Account Information

KAMALJIT RANDHAWA

Log Out

Main Menu

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 account information is displayed below. You may update this information at anytime.

Personal & Contact Information   Edit Personal Information

Name: KAMALJIT RANDHAWA
Date of Birth: 05/03/1970
SSN: XXX-XX-3704
Country: United States
Home Street Address: 1234 ABC
DR
City, State, Zip: BALITMORE , MD 21207
Daytime Phone Number: (123) 123-1234
Fax Number:
Email: Srinivasa.R.Dama@ssa.gov

Security Questions and Answers   Edit Security Questions

Question 1: WHAT IS THE NAME OF YOUR FIRST NEPHEW?
Answer 1: ANSWER1
Question 2: WHAT IS YOUR HOMETOWN?
Answer 2: ANSWER5
Question 3: WHAT IS THE NAME OF YOUR FIRST NIECE?
Answer 3: ANSWER2
Question 4: WHAT IS THE NAME OF YOUR FIRST PET?
Answer 4: ANSWER3
Question 5: WHAT WAS YOUR FIRST JOB?
Answer 5: ANSWER4

www.socialsecurity.gov

STEP 8: Select the **Edit Security Questions** button to edit the five questions and answers used to verify your identity if you forget your password. The system displays the Edit Security Questions page. (To return to the Business Services Online Main Menu, select the BSO Main Menu link in the second line of the page header.)

Edit Security Questions

KAMALJIT RANDHAWA

Log Out

Main Menu

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

The security questions and answers you select will be used to validate your identity in case you forget your password.
* Indicates required information

*Question 1:   *Answer 1:
WHAT IS THE NAME OF YOUR FIRST NEPHEW?   ANSWER1
*Question 2:   *Answer 2:
WHAT IS YOUR HOMETOWN?   ANSWER5
*Question 3:   *Answer 3:
WHAT IS THE NAME OF YOUR FIRST NIECE?   ANSWER2
*Question 4:   *Answer 4:
WHAT IS THE NAME OF YOUR FIRST PET?   ANSWER3
*Question 5:   *Answer 5:
WHAT WAS YOUR FIRST JOB?   ANSWER4

Cancel   Update Information

www.socialsecurity.gov

STEP 9: Edit the information you wish to change. Select the **Update Information** button to update the account information. The system displays the Edit Security Questions – Confirmation page. (Select the **Cancel** button to cancel the update and return to the View/Edit Account Information page. To return to the Business Services Online Main Menu, select the BSO Main Menu link in the second line of the page header.)

KAMALJIT RANDHAWA

Log Out

Main Menu

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

Edit Security Questions - Confirmation

You have successfully updated your security questions.

Your new information will be displayed on the View / Edit Account Info page.

Go to the Main Menu

STEP 10: Select the **Go to the Main Menu** button to return to the Business Services Online Main Menu.

LESSON 8: CHANGE YOUR PASSWORD – AR, CBSV, and IRPA Only

You can change your password at any time. For security purposes, you are required to change your password at least once every 90 days in order to maintain an active User Identification Number (User ID). Follow the instructions below to change your password.

STEP 1: Point your browser to the Business Services Online Welcome page: www.socialsecurity.gov/bso/bsowelcome.htm.

STEP 2: Select the **Log In** link on the Business Services Online Welcome page.

NOTE

> *When your password is more than 90 days old, the following message will display at the top of the page:*
>
> > *It has been more than 90 days since your password has been changed. You must change your password to continue with Online services.*
>
> *The system will then automatically display the Change Password page. (Go to Step 5.)*

STEP 3: Under the Existing User? column, enter your User ID and password. Read the terms stated under the User Certification heading. You must agree to these conditions by checking the "I have read & agree to these terms." checkbox to proceed. Select the **Log In** button. The system displays the Business Services Online Main Menu page. (To return to the Business Services Online Welcome page, select the BSO Welcome link in the page footer.)

NOTE

> *The menu selection on your BSO Main Menu is unique to you and presents only the applications and services to which you have access.*

STEP 4: Select the Change Password link from the left navigation panel. The system displays the Change Password page.

STEP 5: Enter your current password and new password. Enter your new password again for verification purposes. Your new password:

- ♦ Must contain exactly 8 characters.
- ♦ Must contain only numbers and letters (no special characters)
- ♦ Must contain at least 1 number and 1 character.
- ♦ Is not case sensitive.

STEP 6: Select the **Change Password** button. The system displays the Password Change Successful page. (To return to the Business Services Online Main Menu without changing your password, select the **Cancel** button.)

STEP 7: Select the **Go to the Main Menu** button to return to the Business Services Online Main Menu.

LESSON 7: DISABLE YOUR ACCOUNT

Follow the instructions below to disable your account. When you disable your account, you will no longer be able to use your User ID to access online services.

STEP 1: Point your browser to the Business Services Online Welcome page: www.socialsecurity.gov/bso/bsowelcome.htm.

STEP 2: Select the **Log In** link on the Business Services Online Welcome page.

STEP 3: Under the Existing User? column, enter your User ID and password (**for AR, IRPA, and CBSV only**). Read the terms stated under the User Certification heading. You must agree to these conditions by checking the "I have read & agree to these terms." checkbox to proceed. Select the **Log In** button. The system displays the Business Services Online Main Menu page. (To return to the Business Services Online Welcome page, select the BSO Welcome link on the page footer.)

NOTE

> *The menu selection on your BSO Main Menu is unique to you and presents only the applications and services to which you have access.*

STEP 4: Under the Manage Account section of the left navigation panel, select the Disable Account link. The system displays the **Disable Account** page.

STEP 5: Enter your password in the Enter Current Password field and select the radio button beside the reason for disabling your User ID. Select the **Disable Account** button. The system displays the Disable Account – Confirmation page. (To return to the Business Services Online Main Menu without disabling your user id, select the **Cancel** button.)

NOTE

If you select the Disable Account button, your account will be permanently disabled. You will need to register a new account to access online services.

STEP 6: Select the **Exit to SSA Website** button to go to the Social Security Online page. To register a new account to access online services, select the **Create a New Account** button.

LESSON 8: REMOVE ACCESS TO BSO SERVICES

Follow the instructions below to remove access to one or more BSO services. Use this option if you no longer need to use a service(s) in BSO.

STEP 1: Point your browser to the Business Services Online Welcome page: www.socialsecurity.gov/bso/bsowelcome.htm.

STEP 2: Select the **Log In** link on the Business Services Online Welcome page.

STEP 3: Under the Existing User? column, enter your User ID and password (**for AR, CBSV, and IRPA only**). Read the terms stated under the User Certification heading. You must agree to these conditions by checking the "I have read & agree to these terms." checkbox to proceed. Select the **Log In** button. The system displays the Business Services Online Main Menu page. (To return to the Business Services Online Welcome page, select the BSO Welcome link in the page footer.)

NOTE

> *The menu selection on your BSO Main Menu is unique to you and presents only the applications and services to which you have access.*

STEP 4: Under the Manage Services section of the left navigation panel, select the <u>View/Edit Services</u> link. The system displays the Remove Access to BSO Services page. This page lists the services to which you currently have access. (To return to the Business Services Online Main Menu, select the BSO Main Menu link in the second line of the page header.)

STEP 5: Select the checkbox(es) of the service(s) you wish to remove and select the **Remove** button. The system displays the Remove Access to BSO Services Successful page. (Select the **Cancel** button to return to the Business Services Online Main Menu without removing any services. To return to the Business Services Online Main Menu, select the BSO Main Menu link in the second line of the page header.)

STEP 6: Select the **Deactivate Another Service** button to return to the Remove Access to BSO Services page. Select the **Cancel** button to return to the Business Services Online Main Menu.
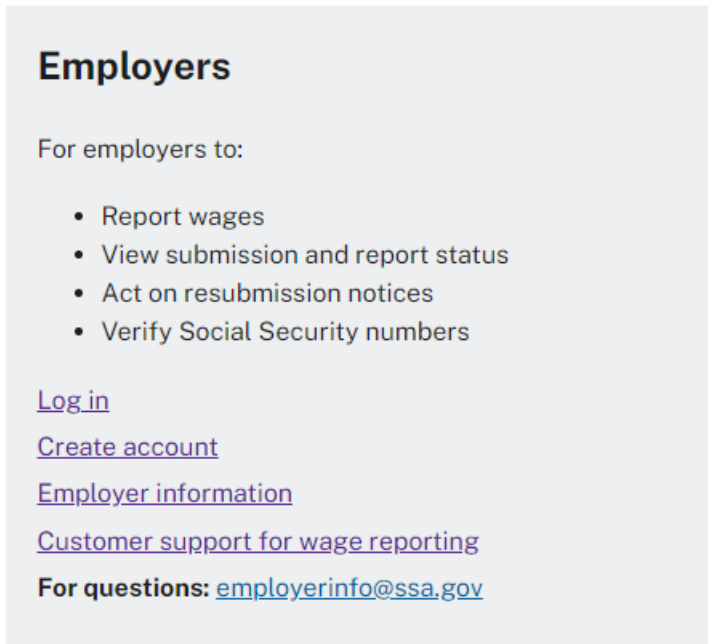
LESSON 9: REQUEST SERVICES SUITE FOR EMPLOYERS

Follow the instructions below to log in to request access to the SSA Services Suite for Employers. Note that the request for this suite can be combined with requests for other services. For guidance in accessing a different service(s), refer to another lesson(s) in this Tutorial that specifically addresses the service(s).

STEP 1: Point your browser to the Business Services Online Welcome page: www.socialsecurity.gov/bso/bsowelcome.htm.

STEP 2: Select "Log in" from the "Employers" box.

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

STEP 3: Select one of the options below to sign in.

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?

NOTE

The menu selection on your BSO Main Menu is unique to you and presents only the applications and services to which you have access. Once the credentialing and authentication process has been completed, current BSO User ID(s) will be associated with your new credential.

STEP 4: Select the <u>Request New Services</u> link in the Main Menu or the left navigation panel. The system displays the Request Access to Services page. (To return to the Business Services Online Welcome page, select the **Logout** button.)

JOHN PUBLIC

Log Out

Main Menu

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

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 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

STEP 5: Continue with this lesson if you wish to request access to the Suite for Employers. If a different or additional suite(s) of services is needed, refer to another lesson that specifically addresses requesting that suite.

Check the checkbox saying "SSA Services Suite for Employers:" and select the **Next** button.

- If Employer information has not been entered, the Request Access to BSO Services page is re-displayed with the message "Employer Information is required for the selected suite(s). Please select this link 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.

(To return to the Business Services Online Main Menu page, select the **Cancel** button.)

Business Services Online

JOHN PUBLIC

Log Out

Main Menu

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 3

Employer Identification Number (EIN): 020000002

Business or Organization Name:
MY ORGANIZATION

You currently have access to the following services:

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

STEP 6: The Employer Identification Number (EIN) and Business or Organization name associated to your User ID will be displayed. The services listed are only the ones to which you have access. Select the Next button to continue. The system displays the Report Wages to Social Security page of the adding services wizard. (Select the Previous button at the bottom of the page to return to the Request Access to BSO Services page. To return to the Business Services Online Main Menu, select Main Menu on the second line of the page header.)

PLEASE NOTE: Access to the wage reporting service(s) involves a 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.

ELEANOR BERARDI

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

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.

⚠ **Access to the Wage Reporting 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.**

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

[< Previous]   [Next]

www.socialsecurity.gov

STEP 7: Request access to any service requires preauthorization 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.

If Report Wages is selected, the View Wage Report Name/SSN Errors may also be selected. Select the Next button to continue.

The system displays the Social Security Number Verification Service (SSNVS) page of the adding services wizard. (To return to the Employer Information page of the adding services wizard, select the Previous button at the bottom of the page. To return to the Business Services Online Main Menu without adding services, select Main Menu on the second line of the page header.)

Social Security Online
www.socialsecurity.gov

Main Menu | Contact Us | BSO Information | Keyboard Navigation

HELP

JOHN PUBLIC

Log Out

Request Access to BSO Services

Main Menu

Page 3 of 3

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

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**

< Previous   Next

www.socialsecurity.gov

STEP 8: Request access to any service requires preauthorization 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.

Request access to Social Security Number Verification Service (SSNVS) by selecting the "Yes" radio button and the Next button. The system displays the Request Summary page. (To return to the Report Wages to Social Security page of the adding services wizard, select the Previous button at the bottom of the page. To return to the Business Services Online Main Menu without adding services, select Main Menu on the second line of the page header.)

NOTE

The functions listed on your Request Summary page is unique to you and presents only the services which you have requested access.

STEP 9: Review the list of functions and select the **Confirm** button to submit your access request. The system will display the Request Access to BSO Services Confirmation page. (To return to the Social Security Number Verification Service (SSNVS) page of the adding services wizard, select the **Previous** button at the bottom of the page. To return to the Business Services Online Main Menu without adding services, select **Main Menu** on the second line of the page header.)

STEP 10: 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 (please note the city and state shown) and are usually received within two weeks. To return to the Business Services Online Main Menu, select the **Main Menu** button.

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 this Tutorial for guidance.

LESSON 10: REQUEST SERVICES SUITE FOR ATTORNEYS

Follow the instructions below to request access to the SSA Services Suite for Attorneys. Note that the request to this suite can be combined with requests to other services. For guidance in accessing a different suite(s), refer to another lesson(s) in this Tutorial that specifically addresses the service(s).

STEP 1: Point your browser to the Business Services Online Welcome page: www.socialsecurity.gov/bso/bsowelcome.htm.

STEP 2: Select the **Login** link on the Business Services Online Welcome page. The system displays the Log in to Online Services page.

STEP 3: Under the Existing User? column, enter your User ID and password (**for AR, CBSV, or IRPA only**). Read the terms stated under the User Certification heading. You must agree to these conditions by checking the "I have read & agree to these terms." checkbox to proceed. Select the **Log In** button. The system displays the Business Services Online Main Menu page. (To return to the Business Services Online Welcome page, select the BSO Welcome link in the page footer.)

NOTE

The menu selection on your BSO Main Menu is unique to you and presents only the applications and services to which you have access.

JOHN PUBLIC

[Logout]

Main Menu

HELP

Welcome, JOHN PUBLIC
Your password expires on **February 02, 2011**

You currently do not have access to any services.

The following options are available to you:

- You can add services to your menu at Request New Services.

Manage Account

- View / Edit Account Info
- Change Password
- Disable Account

Manage Services

- View / Edit Services
- Request New Services
- View Pending Services
- Enter Activation Code(s)

STEP 4: Under the Manage Services section in the left navigation panel, select the Request New Services link. The system displays the Request Access to BSO Services page. (To return to the Business Services Online Welcome page, select the Logout button.)

WILLIAM FIELD

Log Out

Main Menu

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

Request Access to BSO Services

Select Service Suite

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

Allows use of one or more of the following services:

- View File/Wage Reports Status, Errors, and Error Notices **without** Name / SSN Errors
- View File/Wage Reports Status, Errors, and Error Notices **with** Name / SSN Errors

☑ **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

Cancel   Next

www.socialsecurity.gov

STEP 5: Continue with this lesson if you wish to request access to the SSA Services Suite for Attorneys. If a different or additional suite(s) of services is needed, refer to another lesson that specifically addresses requesting that suite.

Check the checkbox saying "SSA Services Suite for Attorneys:" and select the **Next** button.

- If Employer information has not been entered, the Request Access to BSO Services page is re-displayed with the message "Employer Information is required for the selected suite(s). Please select this link 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.

(To return to the Business Services Online Main Menu page, select the **Cancel** button.)

Business Services Online

Social Security Online
www.socialsecurity.gov

Main Menu | Contact Us | BSO Information | Keyboard Navigation

HELP

JOHN PUBLIC

Log Out

Main Menu

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): 020000002

Business or Organization Name:
MY ORGANIZATION

You currently have access to the following services:

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

www.socialsecurity.gov

STEP 6: Review the employer information displayed.

- If the employer information displayed is incorrect, you may update your employer information by selecting the Add/Update Employer Information link on the left navigation panel.
- If the employer information displayed is correct, select the Next button. The system displays the Complete Form SSA-1694 Business Taxpayer Information Form page of the adding services wizard.

(Select the **Previous** button at the bottom of the page to return to the Request Access to BSO Services page. To return to the Business Services Online Main Menu, select **Main Menu** on the second line of the page header.)

JOHN PUBLIC

Log Out

Request Access to BSO Services

Main Menu

Page 2 of 2

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

Complete Form SSA-1694 Business Taxpayer Information Form

Do you want to Complete Form SSA-1694 Business Taxpayer Information Form?
Law firms, partnerships, corporations, or multi-member LLCs/LLPs that have attorneys and/or non-attorney representatives as partners or employees who receive direct payments **must** provide us with taxpayer identification information for that business entity using the Business Taxpayer Information Form (Form SSA-1694). You will be able to:

- Complete a Business Taxpayer Information Form
- Update a Business Taxpayer Information Form

◉ Yes

◯ No

< Previous   Next

Request Access to BSO Services

STEP 7: Request access to Complete Form SSA-1694 Business Taxpayer Information Form by selecting the "Yes" radio button and the **Next** button. The system displays the Request Summary page. (To return to the Employer Information page of the adding services wizard, select the **Previous** button at the bottom of the page. To return to the Business Services Online Main Menu without adding services, select **Main Menu** on the second line of the page header.)

Business Services Online

Main Menu | Contact Us | BSO Information | Keyboard Navigation

HELP

JOHN PUBLIC

Log Out

Request Access to BSO Services

Request Summary

Main Menu

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:

Form SSA-1694 Request for Business Entity Taxpayer Information

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 |

STEP 8: Review the list of services and select the **Confirm** button to submit your access request. The system will display the Request Access to BSO Services Confirmation page. (To return to the Complete Form SSA-1694 Business Taxpayer Information Form page of the adding services wizard, select the **Previous** button at the bottom of the page. To return to the Business Services Online Main Menu without adding services, select **Main Menu** on the second line of the page header.)

JOHN PUBLIC

Log Out

Request Access to BSO Services Confirmation

Main Menu

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 November 04, 2010.

Form SSA-1694 Request for Business Entity Taxpayer Information
You may begin to use this service immediately. To do that, select "BSO Main Menu" below. Then, on the BSO Main Menu page, select "Form SSA-1694 Request for Business Entity Taxpayer Information."

Please print this page for your records.   Print

Main Menu

STEP 9: The confirmation screen shows the selected service. A print button may be selected to print the confirmation. To return to the Main Menu, select the **Main Menu** button.

LESSON 11: REQUEST INTERNET REPRESENTATIVE PAYEE SUITE

Follow the instructions below to request services in the Internet Representative Payee Suite. Note that the request to this suite can be combined with requests to other services. For guidance in accessing a different suite(s), refer to another lesson(s) in this Tutorial that specifically addresses that service(s).

STEP 1: Point your browser to the Business Services Online Welcome page: www.socialsecurity.gov/bso/bsowelcome.htm.

STEP 2: Select the **Login** link on the Business Services Online Welcome page. The system displays the Log in to Online Services page.

STEP 3: Under the Existing User? column, enter your User ID and password. Read the terms stated under the User Certification heading. You must agree to these conditions by checking the "I have read & agree to these terms." checkbox to proceed. Select the **Log In** button. The system displays the Business Services Online Main Menu page. (To return to the Business Services Online Welcome page, select the BSO Welcome link on the page footer.)

NOTE

The menu selection on your BSO Main Menu is unique to you and presents only the applications and services to which you have access.

JOHN PUBLIC

Logout

Main Menu

HELP

Welcome, JOHN PUBLIC
Your password expires on **February 02, 2011**

You currently do not have access to any services.

The following options are available to you:

● You can add services to your menu at Request New Services.

Manage Account

● View / Edit Account Info
● Change Password
● Disable Account

Manage Services

● View / Edit Services
● Request New Services
● View Pending Services
● Enter Activation Code(s)

STEP 4: Under the Manage Services section in the left navigation panel, select the Request New Services link. The system displays the Request Access to BSO Services page. (To return to the Business Services Online Welcome page, select the Logout button.)

Business Services Online

Main Menu | Contact Us | BSO Information | Keyboard Navigation

HELP

JOHN PUBLIC

[Log Out]

Main Menu

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

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 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]

Done   Local intranet | Protected Mode: Off   100%

STEP 5: Continue with this lesson if you wish to request access to the Internet Representative Payee Suite. If a different or additional suite(s) of services is needed, refer to another lesson that specifically addresses requesting that suite.

Check the checkbox saying, "Internet Representative Payee Suite:" and select the **Next** button. The system displays the Internet Representative Payee page of the adding services wizard. (To return to the Business Services Online Main Menu page, select the **Cancel** button.)

Business Services Online

Social Security Online
www.socialsecurity.gov

Main Menu | Contact Us | BSO Information | Keyboard Navigation

HELP

JOHN PUBLIC

Log Out

Main Menu

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

Request Access to BSO Services

Internet Representative Payee

Do you want to complete Form SSA-623,SSA-6230 or SSA-6234?

Allows individual and organizational representatives to file their Representative Payee Report electronically. This includes the following:

- Form SSA-623 for individual Representative Payees
- SSA-6230 for parents, stepparents and grandparents with minor children in custody
- 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.

○ **No**

◉ **Yes, and I am an employee of a Representative Payee organization that administers benefits for several benefit recipients**

Support for registration, login, and selecting the IRPA service: Call 1-800-772-6270

< Previous   Next

www.socialsecurity.gov

Local intranet | Protected Mode: Off   100%

STEP 6: Request access to complete the forms to file the Representative Payee Report electronically by selecting the "Yes" radio button and the **Next** button. The system displays the Request Summary page. (To return to the Select Access to BSO Services page, select the **Previous** button at the bottom of the page. To return to the Business Services Online Main Menu without adding services, select **Main Menu** on the second line of the page header.)

JOHN PUBLIC

Log Out

Request Access to BSO Services

Request Summary

Main Menu

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:

Internet Representative Payee

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]

STEP 7: Select the **Confirm** button to submit your access request. The system will display the Request Access to BSO Services Confirmation page. (To return to the Internet Representative Payee page of the adding services wizard, select the **Previous** button at the bottom of the page. To return to the Business Services Online Main Menu without adding services, select **Main Menu** on the second line of the page header.)

JOHN PUBLIC

Log Out

Request Access to BSO Services Confirmation

Main Menu

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 November 04, 2010.

Internet Representative Payee
You may begin to use this service immediately. To do that, select "BSO Main Menu" below. Then, on the BSO Main Menu page, select "Internet Representative Payee."

Please print this page for your records.   Print

Main Menu

STEP 8: The confirmation screen informs you that you may begin to use this service immediately. To return to the Main Menu, select the **Main Menu** button.

LESSON 12: RE-REQUEST ACTIVATION CODES

Follow the instructions below to re-request activation codes for BSO services. Use this option if you have not received your activation codes from Social Security or if you have misplaced them. You may re-request activation codes if it has been at least 10 days since you requested access to BSO services. If you re-request any activation codes, previously issued codes will no longer be valid.

STEP 1: Point your browser to the Business Services Online Welcome page: www.socialsecurity.gov/bso/bsowelcome.htm.

STEP 2: Select the **Log In** link on the Business Services Online Welcome page. The system displays the Log in to Online Services page.

STEP 3: Under the Existing User? column, enter your User ID and password. Read the terms stated under the User Certification heading. You must agree to these conditions by checking the "I have read & agree to these terms." checkbox to proceed. Select the **Log In** button. The system displays the Business Services Online Main Menu page. (To return to the Business Services Online Welcome page, select the BSO Welcome link in the page footer.)

NOTE

The menu selection on your BSO Main Menu is unique to you and presents only the applications and services to which you have access.

Business Services Online

BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation

Main Menu

Logout

Manage Account

- View / Edit Account Info
- Change Password
- Disable Account

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**.

Welcome,   John Public
Your password expires on **December 12, 2022**

Report Wages To Social Security
    Test wage files using AccuWage
    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

STEP 4: Under the Manage Services section of the left navigation panel, select the View Pending Services link. The system displays the Re-Request Activation Codes page. This page lists the services for which you are awaiting activation codes.

Skip to content
Social Security Online

Business Services Online

www.socialsecurity.gov

Main Menu | Contact Us | ↵ BSO Information | ↵ Keyboard Navigation

HELP

ELEANOR BERARDI

Log Out

Re-Request Activation Codes

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 not entered the activation code(s) for the requested services listed below. If you have not received your activation code(s) or have misplaced them, you may have the activation code mailed to you again by selecting the service(s) below. You may only request activation codes every 10 days. Each activation code will expire 60 days after the date you initially selected the service. If the activation code expires, select Request New Services on the left panel to re-select the service.

☐ **Report Wages to Social Security**

- Electronic Wage Reporting allows employers to Report Wages to Social Security and to view the status of their submission.

☐ **View Wage Report Name/SSN Errors**

- View Wage Report Name/SSN Errors will display these errors for the wage information submitted by you or for your employer.

☐ **Social Security Number Verification Service (SSNVS)**

- 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.

Cancel   Re-Request

www.socialsecurity.gov

STEP 5: The actions you can take at this time will depend on when you last requested access to a service.

- If it has not been at least 10 days since you requested the access to the service(s), you will not be able to re-request your activation code(s) at this time.
- If it has been more than 60 days since you requested the access to the service(s), you will need to re-request access to the service(s) by selecting the Request Access to BSO Services link in the first paragraph of the current page.
- If it has been between 10 and 60 days since you requested the access to the service(s), you may select the checkbox(es) of the service(s) and select the **Re-Request** button. The system displays the View Pending Services – Confirmation of Activation Code Notice Re-Request page.

(Select the **Cancel** button to return to the Business Services Online Main Menu without re-requesting any activation codes. To return to the Business Services Online Main Menu, select the BSO Main Menu link in the second line of the page header.)

STEP 6: Select the **View Pending Services** button to return to the Re-Request Activation Codes page. To return to the Business Services Online Main Menu, select the **Go to the Main Menu** button.

LESSON 13: ENTER ACTIVATION CODE(S)

Follow the instructions below to enter the activation codes received by you directly or from your employer. Certain services that you requested require you to enter an activation code before you can use the online service.

STEP 1: Point your browser to the Business Services Online Welcome page: www.socialsecurity.gov/bso/bsowelcome.htm.

STEP 2: Select the **Log in** link on the Business Services Online Welcome page. The system displays the Log in to Online Services page.

STEP 3: Under the Existing User? Column, enter your User ID and password (**for AR, CBSV, and IRPA only**). Read the terms stated under the User Certification heading. You must agree to these conditions by checking the "I have read & agree to these terms." Checkbox to proceed. Select the **Log In** button. The system displays the Business Services Online Main Menu page. (To return to the Business Services Online Welcome page, select the BSO Welcome link in the page footer.)

NOTE

The menu selection on your BSO Main Menu is unique to you and presents only the applications and services to which you have access.

KAMALJIT RANDHAWA

Logout

Main Menu

Welcome, KAMALJIT RANDHAWA
Your password expires on **January 03, 2010**

Report Wages To Social Security
Submit, download or process W-2s and W-2cs
View submission status, acknowledge resubmission notices or
Request resubmission extensions

Manage Account
- View / Edit Account Info
- Change Password
- Disable Account

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**.

STEP 4: Select the Enter Activation Code(s) link on the left navigation panel. The system
displays the Enter Activation Code(s) page. (Select the **Cancel** button to return to the
Business Services Online Main Menu page without activating a service.)

NOTE

If you have more than one activation code to enter, repeat Steps 4 and 5.

Business Services Online

KAMALJIT RANDHAWA

Log Out

Enter Activation Code(s)

Main Menu

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

Enter the activation code for any service(s) for which you have requested access and have received an activation code.

Enter Activation Code:

[   ]

Cancel   Activate Service(s)

www.socialsecurity.gov

STEP 5: Enter the activation code in the Enter Activation Code field and select the **Activate Service(s)** button. The system displays the Enter Activation Code(s) – Confirmation page. (Select the **Cancel** button to return to the Business Services Online Main Menu page without activating a service.)

Business Services Online

KAMALJIT RANDHAWA

Log Out

Enter Activation Code(s) - Confirmation

Main Menu

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 successfully activated Social Security Number Verification Service (SSNVS).

The service(s) listed are now available from the Main Menu.

Go to the Main Menu

www.socialsecurity.gov

STEP 6: Select the **Go to the Main Menu** button to return to the Business Services Online Main Menu page. The activated service will be listed.

LESSON 14: ADD EMPLOYER INFORMATION

Follow the instructions below to add employer information. Employer information is required in order to request certain business services.

STEP 1: Point your browser to the Business Services Online Welcome page: www.socialsecurity.gov/bso/bsowelcome.htm.

STEP 2: Select the **Log In** button on the Business Services Online Welcome page. The system displays the Log in to Online Services page.

STEP 3: Under the Existing User? Column, enter your User ID and password (**for AR, CBSV, and IRPA only**). Read the terms stated under the User Certification heading. You must agree to these conditions by checking the "I have read & agree to these terms." checkbox to proceed. Select the **Log In** button. The system displays the Business Services Online Main Menu page. (To return to the Business Services Online Welcome page, select BSO Welcome link in the page footer.)

NOTE

The menu selection on your BSO Main Menu is unique to you and presents only the applications and services to which you have access.

STEP 4: Select the <u>Add/Update Employer Information</u> link from the left navigation panel. The system displays the Employer Information Attestation page.   (Select the Logout button to return to the Business Services Online Welcome page.)

NOTE

> *Certain services require Employer information to have been added before you request the service. If you have not previously added Employer information, the Request Access to BSO Services page is re-displayed with the message* "Employer Information is required for the selected suite(s). Please select this link <u>Add Your Employer Information</u> to continue*." When you select the link, the system displays the Employer Information Attestation page.*

Business Services Online

Main Menu | Contact Us | BSO Information | Keyboard Navigation

Social Security Online
www.socialsecurity.gov

JOHN PUBLIC

Log Out

HELP

Employer Information Attestation

Please read the following information about entering employer information to request access to BSO services.

Main Menu

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

- You need to accept these terms and conditions to use BSO services.

Employer Information for Business Services Online.

To request access to BSO services, complete the employer information form and select the submit button on the following page. The information you submit will be verified against our records.

After successfully entering employer information, you will be able to select individual services based upon the suite (s) of services you selected.

You may update your employer information any time.

I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files

User Certification for SSA Business Services Online

I certify that:

- I am currently employed by the employer associated with my employer information and am authorized to conduct business on behalf of the employer.
  OR

- I am the employer of an individual or individuals who work(s) for me in my household.

  OR

- I am a self-employed individual.

  OR

- I am a volunteer for an organization.

- I understand that SSA may prevent me and/or the company or organization I represent from using these services if SSA determines or suspects there has been misuse of these services.

- I understand that I may be subject to penalties if I submit fraudulent information.

By selecting the "I Accept" button, you certify that you have read, understand and agree to the user certification of Business Services Online.

I Do NOT Accept   I Accept

Cancel

www.socialsecurity.gov

STEP 5: Read the statements located under the User Certification for Business Services Online heading. You must agree to these terms by selecting the **I Accept** button to proceed. The system displays the Add Employer Information page.

(Selecting the **I Do NOT Accept** button will display again the Employer Information Attestation page with the message in red "You need to accept these terms and conditions to use BSO services.")

(Select the **Cancel** button to return to the Business Services Online Main Menu page. To return to the BSO Welcome page, select the **Log Out** button.)

STEP 6: Select the radio button beside the description that best describes you and enter the Employer Identification Number (EIN) and Business or Organization Name.

TIPS

- ♦ **Do not enter dashes in the EIN.**

- ♦ **If you do not have an EIN, leave the EIN field blank.**

STEP 7: The look-up button may be used to retrieve the name of the business or organization that the IRS has provided to SSA to help you verify that the entered EIN is yours. You may edit the name, but it does not change the name on Internal Revenue Service (IRS) records. Select the **Submit Employer Information** button to process the employer information. The system displays the Add Your Employer Information Successful page. (Select the **Cancel** button to return to the Business Services Online Main Menu page. To return to the BSO Welcome page, select the **Log Out** button.)

Social Security Online
www.socialsecurity.gov

Business Services Online

Main Menu | Contact Us | ☞ BSO Information | ☞ Keyboard Navigation

HELP

JOHN PUBLIC

Log Out

Main Menu

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

Add Employer Information

You have successfully added your employer information.

Main Menu   Request Access to BSO Services

www.socialsecurity.gov

STEP 8: Select the **Request Access to BSO Services** button to select services you need to access. The system displays the Request Access to BSO Services page. (Select the **Main Menu** button to return to the Business Services Online Main Menu page. To return to the BSO Welcome page, select the Logout link.)

LESSON 15: UPDATE EMPLOYER INFORMATION

Follow the instructions below to update employer information. To change your Employer Identification Number (EIN) you must first "Remove Your Employer Information" which will deactivate all active services with this employer and then re-request services by selecting the Request New Services link under the Manage Services section on the left navigation panel.

STEP 1: Point your browser to the Business Services Online Welcome page: www.socialsecurity.gov/bso/bsowelcome.htm.

STEP 2: Select the **Log In** button on the Business Services Online Welcome page.

NOTE

The menu selection on your BSO Main Menu is unique to you and presents only the applications and services to which you have access.

STEP 3: Select the Add/Update Employer Information link from the left navigation panel. The system displays the Update Your Employer Information page. (Select the Logout button to return to the Business Services Online Welcome page.)

Business Services Online

Main Menu | Contact Us | BSO Information | Keyboard Navigation

HELP

JOHN PUBLIC

Log Out

Update Your Employer Information

Main Menu

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

This employer information form is used to gather information about the business you own or by which you are employed. We will compare this information with our records to verify you are currently employed by the business or organization you represent. Correspondence with your employer will be sent to the address we have on file.

To change your EIN you must first "Remove Your Employer Information" using the link in the left panel. That will deactivate all active services with this employer. Then re-request services for the new EIN using the "Request New Services" link in the left panel.

I have an SSN and I am an employee of a business or an organization that has an EIN.

Employer Identification Number (EIN): 020000002

Look-up Name

Business or Organization Name:

MY ORGANIZATION

You may edit the name here, but it does not change the name on Internal Revenue Service (IRS) records.

Cancel   Update

www.socialsecurity.gov

STEP 4: Change any information and select the **Update** to submit the changes. The system displays the Update Your Employer Information Successful page. (Select the **Cancel** button to return to the Business Services Online Main Menu page without submitting any changes).

NOTE

Changing the EIN will deactivate all active services with this employer. To request services for this different employer, select the Request New Services link under the Manage Services section on the left navigation panel.

Business Services Online

JOHN PUBLIC

Log Out

Main Menu

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

Add Employer Information

You have successfully added your employer information.

Main Menu   Request Access to BSO Services

STEP 5: Select the **Main Menu** button to return to the Business Services Online Main Menu.

LESSON 16: REMOVE EMPLOYER INFORMATION

Follow the instructions below to remove employer information. Removing this employer information will cause the services for this employer to be deactivated.

STEP 1: Point your browser to the Business Services Online Welcome page: www.socialsecurity.gov/bso/bsowelcome.htm.

STEP 2: Select the **Log In** button on the Business Services Online Welcome page.

NOTE

The menu selection on your BSO Main Menu is unique to you and presents only the applications and services to which you have access.

STEP 3: Under the Manage Employer Information section of the left navigation panel, select the Remove Employer Information link. The system displays the Remove Your Employer Information page.   (Select the Logout button to return to the Business Services Online Welcome page.)

STEP 4: Select the **Remove Employer** button to submit the changes. The system displays the Remove Your Employer Information Successful page. (Select the **Cancel** button to return to the Business Services Online Main Menu page without removing the employer.)

NOTE

Removing this employer information will cause the listed services to be deactivated.

STEP 5: Select the **Request Access to BSO Services** button to request new services for a different employer. To return to the Business Services Online Main Menu, select the **BSO Main Menu** button.