

# **Tax Year 2023**

## **Accessing Electronic Wage Reporting (EWR)**

### **Suite of Services**

#### **Tutorial**

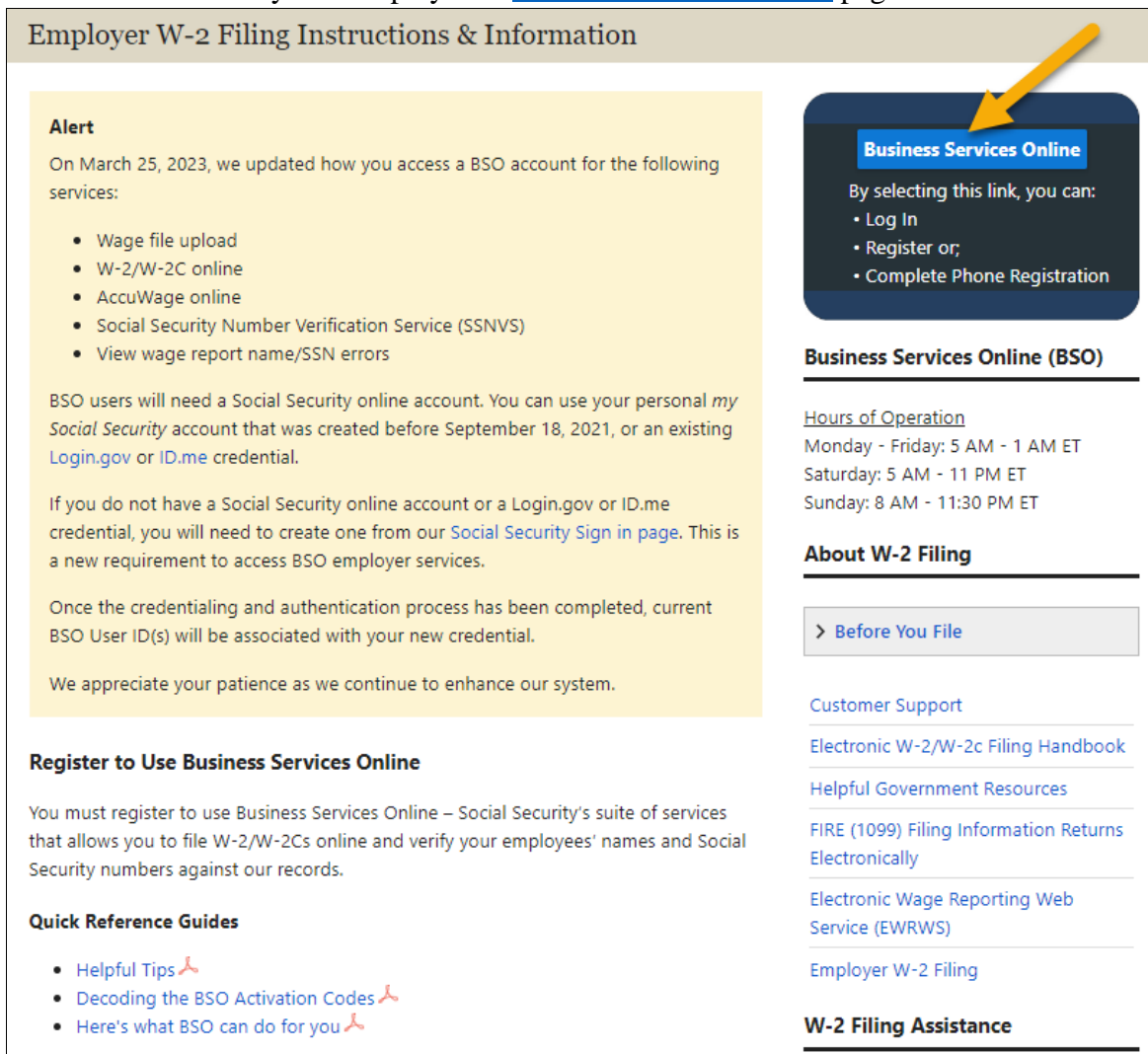
This tutorial demonstrates step-by step instructions for how to access EWR Suite of Services:

1. Forms W-2/W-3 Online (pilot)
2. Forms W-2c/W-3c Online (pilot)
3. Forms W-2/W-3 Online
4. Forms W-2c/W-3c Online
5. Upload Formatted Wage File
  - a. Wage File Upload
  - b. Special Wage Payment
6. AccuWage Online
7. Submission Status
8. Wage Report Status
9. Resubmission Notice (Request an Extension to file a Resubmission)
10. E-mail a Wage Report Expert (Contact SSA)

1. On the Social Security Administration (SSA) homepage ([www.ssa.gov](http://www.ssa.gov)), in the “Services for” section at the bottom of the page, select the **Employers & businesses** link. The system displays the [Employer W-2 Filing Instructions & Information](#) page.



2. On the Employer W-2 Filing Instructions & Information page, select the **Business Services Online** button. The system displays the [Business Services Online](#) page.



3. On the Business Services Online (BSO) page:
  - Select the [Learn more about the updated registration process](#) link to get familiar with the newly updated BSO registration process.

- Select the **Log in** link in the “Employers” section. The system displays the [Create an Account or Sign In](#) page.
- Select the **Create account** link in the “Employers” section if you need to create an account.

**Social Security** Benefits Medicare Card & record Search SSA.gov Español Account

**Warning:** Beginning March 25, 2023, employers will use the log in link below to report wages and other related actions. [Learn more about the updated registration process.](#)

## Business Services Online (BSO)

The [Suite of Services](#) allows organizations, businesses, people, employers, attorneys, non-attorneys representing Social Security claimants, and third-parties to exchange information with Social Security securely via the Internet. You must register and create your own password to access BSO.

[Información para el Empleador en Español](#)

### BSO hours

Monday-Friday: 5 a.m. - 1 a.m. ET  
 Saturday: 5 a.m. - 11 p.m. ET  
 Sunday: 8 a.m. - 11:30 p.m. ET

**Questions or comments?**  
 Phone: [1-800-772-6270](tel:1-800-772-6270) (TTY [1-800-325-0778](tel:1-800-325-0778))  
 Monday-Friday: 7 a.m. - 7 p.m. ET

#### 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](#)

#### Representative Payees

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

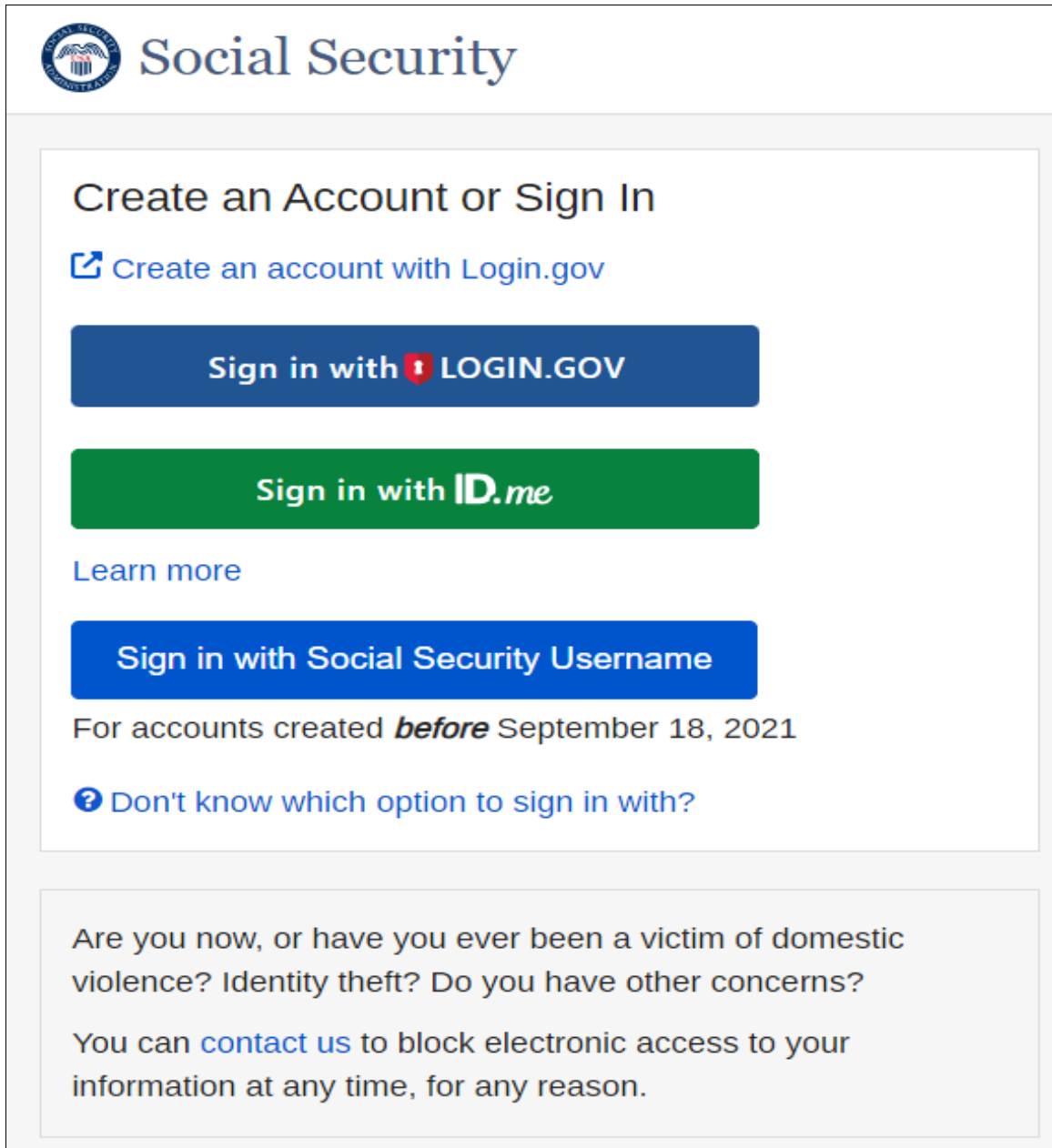
[Log in](#)

[Register](#)

[Complete phone registration](#)

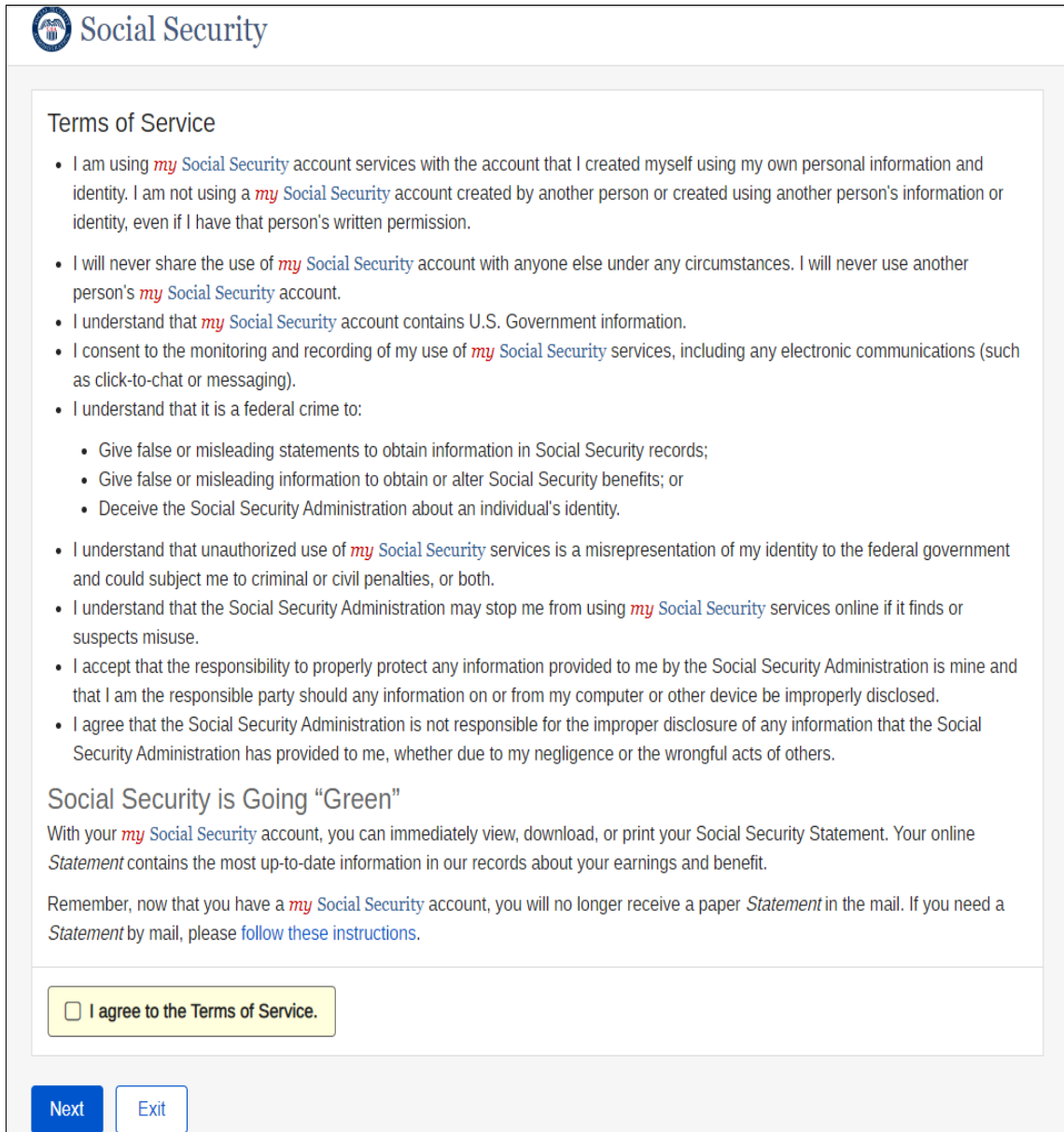
[Information about being a payee](#)


4. On the Create an Account or Sign In page, choose one of the three options to sign in. Each option will require you to enter a one-time code, then navigate to the Social Security Terms of Service page.



The screenshot shows the Social Security Administration's sign-in page. At the top left is the Social Security Administration logo, followed by the text "Social Security". Below this is a section titled "Create an Account or Sign In". Underneath, there is a link "Create an account with Login.gov" with an external link icon. There are three main sign-in buttons: a blue button for "Sign in with LOGIN.GOV" (with a red shield icon), a green button for "Sign in with ID.me", and another blue button for "Sign in with Social Security Username". Below the buttons is a link "Learn more". Under the "Sign in with Social Security Username" button, there is text: "For accounts created *before* September 18, 2021". At the bottom of this section is a link with a question mark icon: "Don't know which option to sign in with?". A separate box at the bottom contains a question: "Are you now, or have you ever been a victim of domestic violence? Identity theft? Do you have other concerns?" followed by the text: "You can [contact us](#) to block electronic access to your information at any time, for any reason."

5. On the Social Security Terms of Service page, select the **I agree to the Terms of Service** check box, then select the **Next** button. The system displays the Social Security Privacy Act Statement page.



 Social Security

### Terms of Service

- I am using *my Social Security* account services with the account that I created myself using my own personal information and identity. I am not using a *my Social Security* account created by another person or created using another person's information or identity, even if I have that person's written permission.
- I will never share the use of *my Social Security* account with anyone else under any circumstances. I will never use another person's *my Social Security* account.
- I understand that *my Social Security* account contains U.S. Government information.
- I consent to the monitoring and recording of my use of *my Social Security* services, including any electronic communications (such as click-to-chat or messaging).
- I understand that it is a federal crime to:
  - Give false or misleading statements to obtain information in Social Security records;
  - Give false or misleading information to obtain or alter Social Security benefits; or
  - Deceive the Social Security Administration about an individual's identity.
- I understand that unauthorized use of *my Social Security* services is a misrepresentation of my identity to the federal government and could subject me to criminal or civil penalties, or both.
- I understand that the Social Security Administration may stop me from using *my Social Security* services online if it finds or suspects misuse.
- I accept that the responsibility to properly protect any information provided to me by the Social Security Administration is mine and that I am the responsible party should any information on or from my computer or other device be improperly disclosed.
- I agree that the Social Security Administration is not responsible for the improper disclosure of any information that the Social Security Administration has provided to me, whether due to my negligence or the wrongful acts of others.

### Social Security is Going "Green"

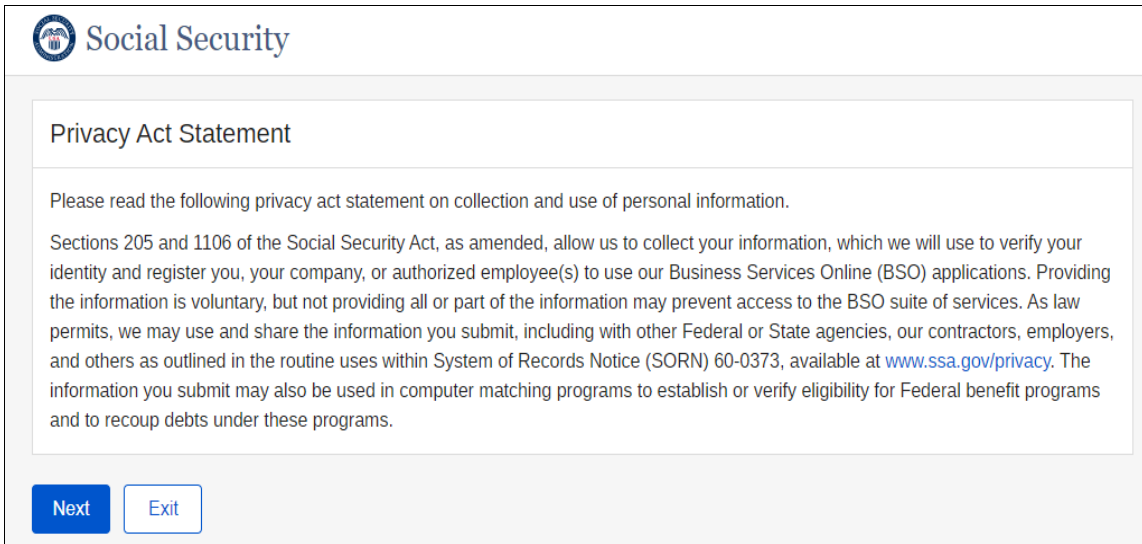
With your *my Social Security* account, you can immediately view, download, or print your Social Security Statement. Your online *Statement* contains the most up-to-date information in our records about your earnings and benefit.


Remember, now that you have a *my Social Security* account, you will no longer receive a paper *Statement* in the mail. If you need a *Statement* by mail, please [follow these instructions](#).

I agree to the Terms of Service.

**Next**   **Exit**

6. On the Social Security Privacy Act Statement page, select the **Next** button. The system displays the BSO User ID page.



 Social Security

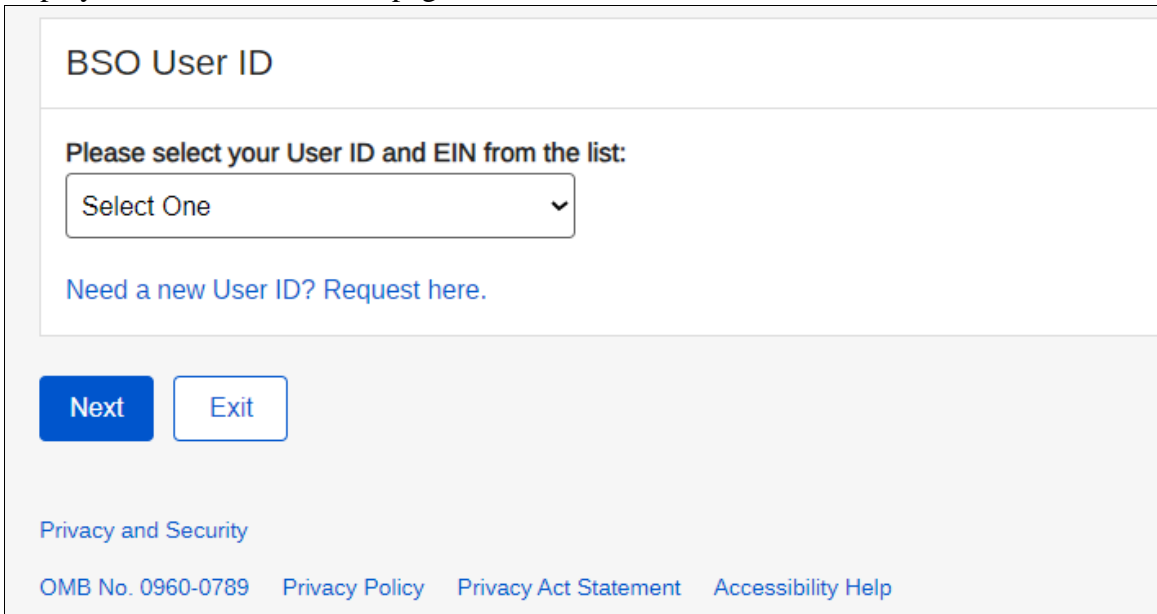
**Privacy Act Statement**

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

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


**Next**   **Exit**

7. On the BSO User ID page, select a set of User ID/EIN, then select the **Next** button. The system displays the BSO Main Menu page.



**BSO User ID**

Please select your User ID and EIN from the list:

Select One 

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

**Next**   **Exit**

[Privacy and Security](#)

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

8. On the BSO Main Menu page, select the **Report Wages To Social Security** link. The system displays the Wage Reporting Attestation page.

Social Security Online Business Services Online

www.socialsecurity.gov BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation

Main Menu [HELP](#)

User ID: [REDACTED]  
[Logout](#)

Welcome, [REDACTED]

**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

**Manage Account**

- [View / Edit Account Info](#)

**Manage Services**

- [View / Edit Services](#)
- [Request New Services](#)
- [View Pending Services](#)
- [Enter Activation Code\(s\)](#)

**Manage Employer Information**

- [Add/Update Employer Information](#)
- [Remove Employer Information](#)

Have a question? Call 1-800-772-6270 Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel.  
 For TDD/TTY call 1-800-325-0778.

www.socialsecurity.gov

9. On the Wage Reporting Attestation page, select the **I Accept** button. The system displays the Report Wages to Social Security page (EWR homepage).

Social Security Online Business Services Online

www.socialsecurity.gov BSO Main Menu | BSO Information | Logout

Wage Reporting Attestation

**Privacy Act Statement**  
**Collection and Use of Personal Information**

Sections 205(a) and (c)(2) and 233 of the Social Security Act, as amended, and Sections 6051 and 6109 of the Internal Revenue Code allow us to collect this information, which we will use to report and update wages. Providing the information is voluntary, but not providing all or part of the information may subject you to penalties. As law permits, we may use and share the information you submit, including with the Department of Treasury for tax administration and with other Federal or state agencies when authorized by the Internal Revenue Code, as outlined in the routine uses within System of Records Notice (SORN) 60-0059; Earnings Recording and Self-Employment Income System, available at [www.ssa.gov/privacy](http://www.ssa.gov/privacy). The information you submit may also be used in computer matching programs to establish or verify eligibility for Federal benefit programs and to recoup debts under these programs.

**User Certification for Electronic Wage Reporting**

I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files. I certify that I am the individual authorized to conduct business under this User ID and have the authority to either attest to the accuracy of the data and/or transmit wage information and to receive employee wage information for the employer.

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

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

10. On the EWR homepage, you can access all EWR services, including:
- Forms W-2/W-3 Online
    - Pilot Program Participants—Forms W-2/W-3 Online (Pilot)
    - Create/Resume Forms W-2/W-3 Online (legacy)
  - Forms W-2c/W-3c Online
  - Upload Formatted Wage File
  - AccuWage Online
  - Submission Status

- Employer Report Status
- Resubmission Notice
- E-mail a Wage Reporting Expert (Contact SSA)

**Reporting Wages to Social Security**

Forms W-2/W-3 Online | Forms W-2c/W-3c Online | Upload Formatted Wage File | AccuWage Online

**Submission Status**

**Employer Report Status**

**Resubmission Notice**

**Other Useful Information**

- ▶ Before You File
- ▶ Checking SSNs
- ▶ Uploading Formatted Files
- ▶ For Other Electronic Filers
- ▶ General Info about Wage Filing
- ▶ IRS Information
- ▶ Publication Resources

[Employer Support Links](#)