



BSO Tutorial for Tax Year 2003 – Text-Only Version

Social Security Number Verification Service (SSNVS)

Contains the following lessons:

- [Request Online SSN Verification](#)
- [Submit an Electronic File for SSNVS Verification](#)
- [View Status and Retrieval Information](#)
- [View the Employee Verification Service \(EVS\) User Manual](#)

Lesson 1: Request an Online SSN Verification

Follow the instructions below to enter up to 10 Names and Social Security Numbers to be verified by the Social Security Administration. You must be a pilot participant and have a Personal Identification Number (PIN) and password to use the Social Security Number Verification Service (SSNVS).

Step 1: Point your browser to the Business Services Online Welcome page:

www.socialsecurity.gov/bsowelcome.htm.

Step 2: Select the Login link on the Business Services Online Welcome page. The system displays the BSO - Privacy Policy Statement page.

Step 3: Select the I Accept button (located at the bottom of the page) after reading the conditions defined on the BSO - Privacy Policy Statement page. The system displays the Business Services Online Login page.

Step 4: Enter your PIN and password.

Step 5: Select the Login button to display the main menu. The system displays the BSO Home Page. (To return to the Business Services Online Welcome page, select the Cancel button.)

Step 6: Select the Request Online SSN Verification link. The system displays the SSN Verification page.

Step 7: Enter the information to request up to 10 names and SSNs for immediate verification against SSA's records.

NOTE: SSN, First Name, and Last Name are mandatory fields.

Step 8: Select the Submit button to process the data. (Otherwise, select the Clear Form button to delete the data.) The system displays the SSN Verification Results page.

This page will display the number of total records submitted, number of total records that successfully verified, number of total records that failed verification against SSA's records, and the number of matches that came up as deceased. This page will only display any results that do not match SSA's records and those identified as deceased.

NOTE: If any problems occur with the submission of the verification, the system will display the Convert to Batch page. Select the Overnight button to process your data in an overnight batch. Follow the instructions in [Lesson 2: Submit an Electronic File for SSN Verification](#) for more information.

Step 9: Select the link in the Verification Result column to display the reason for the failed verification.

The following are the verification result code descriptions:

- 1 SSN is not in Social Security Administration's records
- 2 Name and DOB match; Gender Code does not
- 3 Name and Gender Code match; DOB does not
- 4 Name matches: DOB and Gender Code do not
- 5 Name does not match; DOB and Gender Code not checked
- * Record does not match Social Security Administration's records

NOTE: If the data does not match SSA's records, select the What to do if Names/SSNs don't match? link to view important information.

Step 10: Select the Verify More SSNs link to verify additional SSNs. (To return to the BSO Home Page, select the BSO Home link.)

Lesson 2: Submit an Electronic File for SSN Verification

Follow the instructions below to upload a file containing Names and Social Security Numbers to be verified by the Social Security Administration. The results are available within 24 hours.

- Step 1: Point your browser to the Business Services Online Welcome page:
www.socialsecurity.gov/bsowelcome.htm.
- Step 2: Select the Login link on the Business Services Online Welcome page. The system displays the BSO - Privacy Policy Statement page.
- Step 3: Select the I Accept button (located at the bottom of the page) after reading the conditions defined on the BSO - Privacy Policy Statement page. The system displays the Business Services Online Login page.
- Step 4: Enter your PIN and password.
- Step 5: Select the Login button to display the main menu. The system displays the BSO Home Page. (To return to the Business Services Online Welcome page, select the Cancel button.)
- Step 6: Select the Submit an Electronic File for SSN Verification link. The system displays the File Submission for SSN Verification page.
- Step 7: Enter the file to be uploaded by either typing the file name in the File to Submit field or by selecting the Browse button located next to the field.

TIPS:

- The file can be up to 4 MB for batch processing. Results will be available within 24 hours.
- It is recommended that you zip your file using WinZip or PKZIP.

Step 8: Select the Submit File Now button. The system displays the Tracking Number Confirmation page.

TIP: Be sure to keep a record of this tracking number. You will need it to track the status of your submitted file.

Step 9: Select the Submit Another File button to submit another file. (Otherwise, select the Home Page button to return to the BSO Home Page.)

Lesson 3: View Status and Retrieval Information

Follow the instructions below to view the current status of a submission, view results from an uploaded file, or download verification results.

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

Step 2: Select the Login link on the Business Services Online Welcome page. The system displays the BSO - Privacy Policy Statement page.

Step 3: Select the I Accept button (located at the bottom of the page) after reading the conditions defined on the BSO - Privacy Policy Statement page. The system displays the Business Services Online Login page.

Step 4: Enter your PIN and password.

Step 5: Select the Login button to display the main menu. The system displays the BSO Home Page. (To return to the Business Services Online Welcome page, select the Cancel button.)

Step 6: Select the View Status and Retrieval Information link from the BSO Home Page. The system displays the Status and Retrieval page.

Step 7: Select one of the following options to view the status of your submitted file.

Option 1: Enter the specific tracking number.

Option 2: Enter a start and end date to view the status of files submitted within that timeframe.

Option 3: View the 100 most recent SSNVS file submissions associated with your PIN.

Step 8: Select the appropriate Submit button. The system displays the Status and Retrieval Results page.

Step 9: Select the DWNLD link in the Retrieval Option column to download the report, if applicable. Select the VIEW link in the Retrieval Option column to view the report, if applicable.

Step 10: Select the link in the Status column for more information about the status of your submission, if applicable.

Lesson 4: View the Employee Verification Service (EVS) User Manual

Follow the instructions below to browse the Employee Verification Service (EVS) User Manual online.

- Step 1: Point your browser to the Business Services Online Welcome page:
www.socialsecurity.gov/bsowelcome.htm.
- Step 2: Select the Login link on the Business Services Online Welcome page. The system displays the BSO - Privacy Policy Statement page.
- Step 3: Select the I Accept button (located at the bottom of the page) after reading the conditions defined on the BSO - Privacy Policy Statement page. The system displays the Business Services Online Login page.
- Step 4: Enter your PIN and password.
- Step 5: Select the Login button to display the main menu. The system displays the BSO Home Page. (To return to the Business Services Online Welcome page, select the Cancel button.)
- Step 6: Select the View Employee Verification Service (EVS) User Manual link. The system displays a File Download dialog box.
- Step 7: Select Open to view the EVS User Manual. The system opens the online EVS User Manual.