BSO Tutorial for Tax Year 2003

W-2 Online

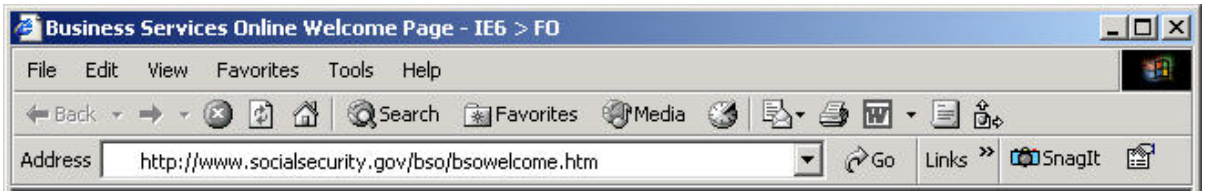
Contains the following lessons:

- Create a Form W-2 Online
- Resume the Creation of Unsubmitted Form W-2s
- Download Submitted W-2s

Lesson 1: Create Form W-2s Online

Follow the instructions below to create up to 20 Form W-2s online.

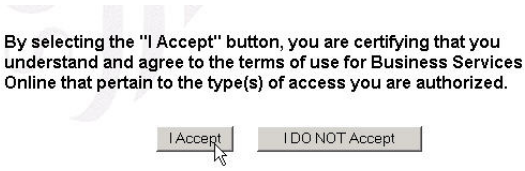
Step 1: Point your browser to the Business Services Online Welcome page: www.socialsecurity.gov/bso/bsowelcome.htm.



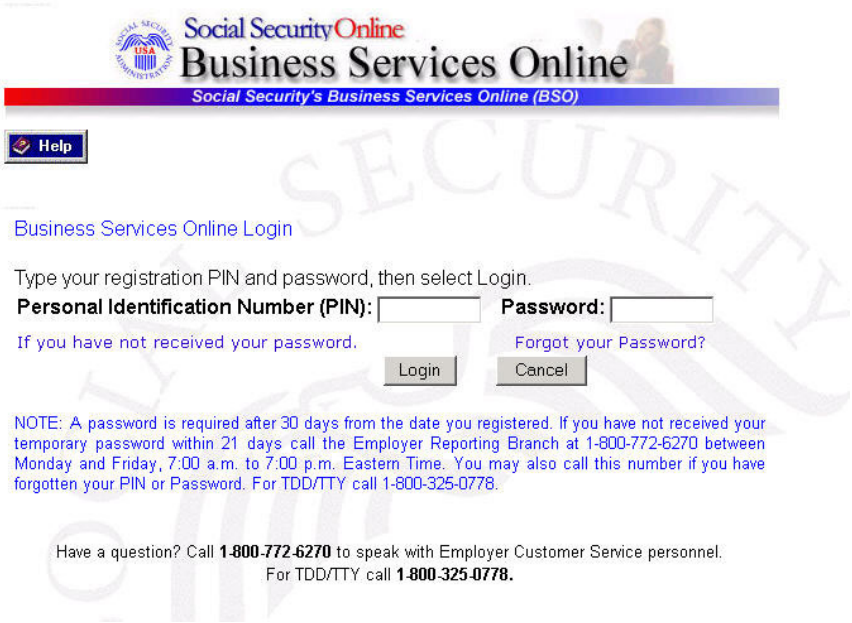
Step 2: Select the **Login** link on the Business Services Online Welcome page.

The system displays the 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. The system displays the BSO Home Page. (To return to the Business Services Online Welcome page, select the **Cancel** button.)

Step 6: Select the **Enter Forms W-2 for Tax Year 2003** link.

The system displays the W-2 Online Information page.

If you have any existing unsubmitted reports, the system will display the Unsubmitted W-2 Online reports for Tax Year 2003 page. For TY 2003, you may have a maximum of five unsubmitted reports at one time. To start a new report, you must first submit an existing report. If there are four or less reports you may continue without submitting the existing reports by selecting the ***Start a New Report*** *button. Refer to* Lesson 2: Resume Unsubmitted W-2s *for more information.*

Social Security Online
Business Services Online

W-2 Online - Help

W-2 Online Information for Tax Year 2003

W-2 Online lets you create, print, and submit up to 20 Forms W-2 to the Social Security Administration. You may not use W-2 Online if any of the restrictions below apply to you. Note that no test feature is provided for W-2 Online. Submitting a W-2 Online report will cause your data to be given to the Social Security Administration for processing.

You will need **Adobe Acrobat Reader** (version 5.0 is recommended) to print your Form W-3 and Forms W-2. Follow this link to go to Adobe's free download page.

BEFORE CONTINUING, YOU MUST:

- Read all restrictions carefully.
- Verify your registration information.
- Specify whether you are filing for yourself or another company.

When you have finished, select the ***Continue*** button at the bottom of this page.

RESTRICTIONS

DO NOT use W-2 Online if you are:

- Filing Forms W-2C.
- Filing for a tax year other than 2003.
- Filing Forms W-2 that include more than four Box 12 codes.
- Filing for wages earned in American Samoa, Guam, Puerto Rico, the Northern Mariana Islands, or the Virgin Islands.
- Filing for United States military wages or using a military Employer Identification Number (EIN).
- Filing third-party sick pay recap forms.
- Filing as a Form 2678 Agent or a Common Paymaster.
- Filing for a self-employed income recipient who is not paid wages by a church or religious organization.
  Note: Self-employment income and applicable taxes must be reported on Internal Revenue Service Form Schedule SE, as required by the Internal Revenue Service. If you have questions on self-employment income and tax reporting, visit the Internal Revenue Service web site at www.irs.gov or call 1-800-829-1040.

REGISTRATION INFORMATION

You provided the following contact information when you registered to use Business Services. **This information will be saved with your annual wage report** so that we can contact you if questions arise. Please check to be sure this information is correct.

Your Company's Name:	**PERMANENTE MEDICAL GROUP INC**
Your Company's EIN:	**94-2728480**
Your Name:	**DENNIS MILLER**
Your Address:	**1950 KENT STREET APT. J5 GLEN BURNIE, MD 21061 -1111**
Your Phone:	**4109675433**
Your Extension (optional):	**<Not Specified>**
Your Fax (optional):	**<Not Specified>**
Your E-Mail Address (optional):	**<Not Specified>**

If the above registration information is no longer accurate, please follow this link to update it.

FOR WHOM ARE YOU FILING?

Please choose one of the following options:

- I am filing Forms W-2 for my company's employees.
- I am filing Forms W-2 for another company's employees.

Options	
Continue	Continue with W-2 Online. Read Privacy Act and Paperwork Reduction Act Notice.
Cancel	Abandon your changes and return to the BSO home page.

Privacy Act and Paperwork Reduction Act Notice.
We ask for the information on Forms W-2 and W-3 to carry out the Internal Revenue laws of the United States. We need it to figure and collect the right amount of tax. Section 6051 and its regulations require you to furnish wage and tax statements to employees and to the Social Security Administration. Section 6109 requires you to provide your employer identification number. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation, and to cities, states, and the District of Columbia for use in administrating their tax law. If you fail to provide this information in a timely manner, you may be subject to penalties.
You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by section 6103.
The time needed to complete and file these forms will vary depending on individual circumstances. The estimated average times are: Form W-2 – 30 minutes, and Form W-3 – 29 minutes.

Step 7: Select the appropriate response for the **FOR WHOM ARE YOU FILING?** section after reviewing the Registration Information.

NOTE

The FOR WHOM ARE YOU FILING? radio buttons are not available for self-employed users.

Step 8: Select the **Continue** button after reviewing the Privacy Act and Paperwork Reduction Act notice. The system displays the W-2 Online Employer Data page. (Otherwise, select the **Cancel** button to end this session and return to the BSO Home Page.)

Social Security Online
Business Services Online

W-2 Online - Help

W-2 Online Employer Data for Tax Year 2003

Please fill in your information below:

Contact the Internal Revenue Service if you need assistance with providing the information requested on this form.

Fields marked with an asterisk (*) MUST be completed.

Employer's Information

Employer Identification Number (EIN) * : 942728480

Employer's Name * : PERMANENTE MEDICAL GROUP INC

Employer's Address

Suite/Attn.:

Street/P.O.Box: 1950 FRANKLIN ST 18TH

City * : OAKLAND

Please enter a U.S. Domestic Address OR a Foreign Address

Country * : United States

State Abbreviation (for U.S.) / Province * : CA

Zip / Postal Code * : 94612 Zip Ext: (U.S.Only) 5103

Other EIN used this year :

Kind of Payer * : 941 (Regular) 943 (Agriculture) (Note: Military payers cannot file using this service)
CT-1 (Railroad) Hshld. emp. Medicare govt. emp. (For Government EINs ONLY!)

Warning! Be sure to select the *Kind of Payer* . You will not be given an opportunity to change your selection later.

Third-party sick pay

Establishment Number:

W3 Control Number:

Contact Person

Name * : DENNIS MILLER

Email Address:

Telephone Number: 4109675433 Ext:

Fax Number:

Options

Continue	Save your entries and begin creating W-2s.
Cancel	Abandon your entries and return to the BSO home page.

Step 9: Enter your employer information.

All fields marked with an asterisk must be completed.

Step 10: Select the **Continue** button. The system displays the W-2 Online Form W-2 page. (Otherwise, select the **Cancel** button to exit and return to the BSO Home Page.)

Social Security Online
Business Services Online

W-2 Online - Help

W-2 Online Form W-2 for Tax Year 2003

Contact the Internal Revenue Service if you need assistance with providing the information requested on this form.

Fields marked with an asterisk (*) MUST be completed.

a Control Number

For Official Use Only
OMB No. 1545-0008

b Employer identification number
94 - 2728480

c Employer's name, address, and ZIP code
PERMANENTE MEDICAL GROUP INC
1950 FRANKLIN ST 18TH
OAKLAND, CA 94612-5103

1 Wages, tips, other compensation $.
2 Federal Income Tax withheld $.
3 Social security wages $.
4 Social security tax withheld $.
5 Medicare wages and tips $.
6 Medicare tax withheld $.
7 Social security tips $.
8 Allocated tips $.

d Employee's social security number *
- -

9 Advance EIC payment $.
10 Dependant care benefits $.

Employee's Name Information
e Employee's first name, middle initial, last name and suffix
first: *
middle:
last: *
suffix:

11 Nonqualified plans:
Section 457 distributions or contributions $.
Not Section 457 distributions or contributions $.

12a code: $.

Employee's Address
f Employee's address
Suite/Attn.:
Street/P.O.Box:
City: *
US Address OR Foreign Address:
Country: * United States
State / Province: *
Zip / Postal Code: * Zip Ext (U.S.Only):

13 Statutory employee Retirement plan Third-party sick-pay

12b code: $.

14 Other
Description
Amount $.

12c code: $.

Description
Amount $.

12d code: $.

15 Employer's state State ID number	16 State wages, tips, etc.	17 State income tax	18 Local wages, tips, etc.	19 Local income tax	20 Locality Name
	$.	$.	$.	$.	
	$.	$.	$.	$.	

Options

New W2	Keep this W-2 and create another W-2.
Done	Keep this W-2 and review a list of W-2s you have entered.
Cancel	Abandon this W-2 and review a list of W-2s you have entered.

Step 11: Enter the W-2 data in the appropriate boxes.

Step 12: Select **New W-2** to save this W-2 information and create another W-2. Select the **Done** button to save this W-2 information and proceed to the W-2 Online Data Review page. Select the **Cancel** button to delete entries made to this W-2.

You can enter a maximum of 20 W-2s. When entering your 20th W-2, the system will no longer display the New W-2 button.

Step 13: After you select New W-2 or Done, you may receive an alert. If so, you will need to review your data and make any corrections or select an override response for each alert. Then, select **Done** or **New W-2** to proceed to the W-2 Online Data Review page.

A review of this W-2 has generated the following alerts.

Please review the data associated with the alerts and make any corrections necessary.

Name and SSN Mismatch Alert :
The Name and SSN you provided does not match our records. Please verify that the name and SSN exactly match the name and SSN on the employee's Social Security card. If you are sure the SSN and Name are correct, check the box below. Select a button at the bottom of this page to continue.

☐ Check this box if the SSN and Employee name data provided is correct according to the Employee's Social Security Card and your payroll records.

Social Security Tax Rate Alert:
The Social Security tax rate for 2003 is 6.2%. The Social Security tax withheld (Box 4) on $ 4,500.00 (Box 3 + Box 7) should be $ 279.00. If you are sure the Social Security wages (Box 3), tips (Box 7) and tax withheld (Box 4) amounts are correct, check the box below then select a button at the bottom of this page to continue processing this W-2.

☐ Check this box if the Social Security wages, tips, and tax withheld data provided is correct.

Medicare Tax Rate Alert:
The Medicare tax rate for 2003 is 1.45%. The Medicare tax withheld (Box 6) on $ 30,000.00 (Box 5) should be $ 435.00. If you are sure the Medicare wages and tips (Box 5) and Medicare tax withheld (Box 6) amounts are correct, check the box below then select a button at the bottom of this page to continue processing this W-2.

☐ Check this box if the Medicare wages and tips, and Medicare tax withheld data provided is correct.

Social Security Online
Business Services Online

W-2 Online - Help

W-2 Online Data Review for Tax Year 2003

This wage report is being prepared for:

EIN: 06-0570975

UNITED TECHNOLOGIES CORPORATION
120B
1 FINANCIAL PLZ
HARTFORD, CT 06103-2608

#	SSN	Name	Options	
1.	654-65-5645	JOHN A DOE	View / Edit #1	Delete #1

Options	
New W-2	Create another W-2.
Edit Employer Info	Change the employer information you entered.
Go to W-3	View your Form W-3 totals. From here you can submit your wage report, print your wage report, or return to the W-2 Online Data Review page.
Save & Quit	Exit W-2 Online without finalizing your annual wage report. Your employer information and Forms W-2 will be saved until 12/31/2003. *Note: This is not an extension of the filing deadline.*
Quit without Saving	Exit W-2 Online without finalizing your annual wage report. Your employer information and Forms W-2 will **NOT** be saved!

Step 14: Select the **View/Edit** button next to the appropriate record to view or edit the W-2 data. If you want to delete the W-2 data, select the **Delete** button next to the appropriate record.

Step 15: Select one of the following options: **New W-2**, **Edit Employer Info**, **Go to W-3**, **Save & Quit**, or **Quit without Saving**.

The Save & Quit option will not be available if you logged in with your PIN and SSN.

Step 16: Select the **Go to W-3** button to submit your wage data. The system will display your W-2 Online Form W-3 for your review.

Social Security Online
Business Services Online

W-2 Online - Help

W-2 Online Form W-3 For Tax Year 2003

a Control Number	For Official Use Only OMB No. 1545-0008		
b Kind of payer 941 - Regular		1 Wages, tips, other compensation $64,556.00	2 Federal Income Tax Withheld $0.00
		3 Social security wages $645.00	4 Social security tax withheld $0.00
c Total number of Forms W2 1	d Establishment number	5 Medicare wages and tips $4,353.00	6 Medicare tax withheld $0.00
e Employer identification number 06-0570975		7 Social security tips $345.00	8 Allocated tips $0.00
Employer's name, address, and ZIP code UNITED TECHNOLOGIES CORPORATION 120B 1 FINANCIAL PLZ HARTFORD, CT 06103-2608		9 Advance EIC payment $0.00	10 Dependant care benefits $0.00
		11 Nonqualified plans $0.00	12 Deferred Compensation $0.00
		13 For third-party sick pay use only	
		14 Income tax withheld by payer of third-party sick pay $ 0 .00	
h Other EIN used this year			
15 State Employer's state ID number		16 State wages, tips, etc. $ 0 .00	17 State income tax $ 0 .00
		18 Local wages, tips, etc. $ 0 .00	19 Local income tax $ 0 .00
Contact person ELEANOR BERARDI		Telephone number 4102221515	
E-mail Address DENISE.CARTER@SSA.GOV		Fax Number 4105551212	

Options

Under penalties of perjury, I declare that I have examined this return and accompanying documents and, to the best of my knowledge and belief, they are true, correct, and complete. By Selecting the "Submit Wage Report" button below I affirm that the above statement is true and wish to submit my annual wage report to Social Security Administration now.

Submit Wage Report	**Submit this Tax Year 2003 wage report to the Social Security Administration.** Your Form W-3 must reconcile with the Forms 941, 943, or Schedule H that you filed with the Internal Revenue Service. *Note: You will be given an opportunity to download a data file needed to print your Form W-3 and Forms W-2.* *No test feature is provided for W-2 Online. Selecting this button will cause your data to be submitted.*
Print Wage Report	**Print your unsubmitted Tax Year 2003 wage report.** *Note: Selecting this option will not submit your wage report to the Social Security Administration*
Return to W-2 Data Review Page	**Return to the W-2 Online Data Review to review and/or edit your wage report.**

Step 17: Select one of the following options:

Submit Wage Report button to submit your wage information. Go to **Step 18** for more information.

Print Wage Report button to print or preview your wage report prior to submitting it to SSA. Go to **Step 22** for more information.

Return to W-2 Data Review Page button to edit your data. Go to **Step 27** for more information.

Step 18: Select the **Submit Wage Report** button on the W-2 Online Form W-3 page. The system displays the W-2 Online Receipt Acknowledgement page.

Social Security Online
Business Services Online

W-2 Online - Help

W-2 Online Receipt Acknowledgment for Tax Year 2003

Date: 24-Sep-03 Time: 09:29 AM Eastern Time

Your annual wage report has been submitted to the Social Security Administration.
DO NOT SEND US PAPER FORMS.

This annual wage report was submitted for:
Employer Name: PERMANENTE MEDICAL GROUP INC
EIN: 942728480

Your Wage File Identifier (WFID) is JNY883.
The WFID is a number assigned to your submission for tracking purposes. You can check on the status of your submission by selecting *View Submission Status / Errors / Notice Information* on the BSO Home Page and looking for this WFID.

IMPORTANT! Do the following before proceeding:

1. Use your browser menu to save or print this acknowledgment of receipt for your records.
2. Right-click on the file link below (or tab to it and press Shift + F10) and select *Save As* to download your W-2 / W-3 file. Depending on your configuration, this download could take 5 minutes or longer.

   You will need Adobe Acrobat Reader to print your Forms W-2 and Form W-3. Acrobat Reader version 5.0 is recommended. If this software is not installed on your computer, follow this link to download it from Adobe's free download page.

   Note: You can also open the file in Acrobat Reader from its current location without downloading it. To open the file from its current location, left-click on the WFID (or tab to it and press Enter).

   Employers are required by law to keep copies of Forms W-3 and W-2 for four years.
   *This file will continue to be available through **10/24/2003** by selecting 'Download Submitted W-2's' from the BSO Home Page. After this date, it will be discarded.*

JNY883.pdf

Continue

Step 19: Right-click the file link to save the wage file.

Step 20: Select **Save Target As** option from the browser menu to save the file. (Otherwise, select the **Continue** button.)

Your Wage File Identifier (WFID) is JNY883.
The WFID is a number assigned to your submission for tracking purposes. You can check on the status of your submission by selecting *View Submission Status / Errors / Notice Information* on the BSO Home Page and looking for this WFID.

IMPORTANT! Do the following before proceeding:

1. Use your browser menu to save or print this acknowledgment of receipt for your records.
2. Right-click on the file link below (or tab to it and press Shift + F10) and select *Save As* to download your W-2 / W-3 file. Depending on your configuration, this download could take 5 minutes or longer.

   You will need Adobe Acrobat Reader to print your Forms W-2 and Form W-3. Acrobat Reader version 5.0 is recommended. If this software is not installed on your computer, follow this link to download it from Adobe's free download page.

   Note: You can also open the file in Acrobat Reader from its current location without downloading it. To open the file from its current location, left-click on the WFID (or tab to it and press Enter).

   Employers are required by law to keep copies of Forms W-3 and W-2 for four years. *This file will continue to be available through **10/24/2003** by selecting 'Download Submitted W-2's' from the BSO Home Page. After this date, it will be discarded.*

JNY883.pdf

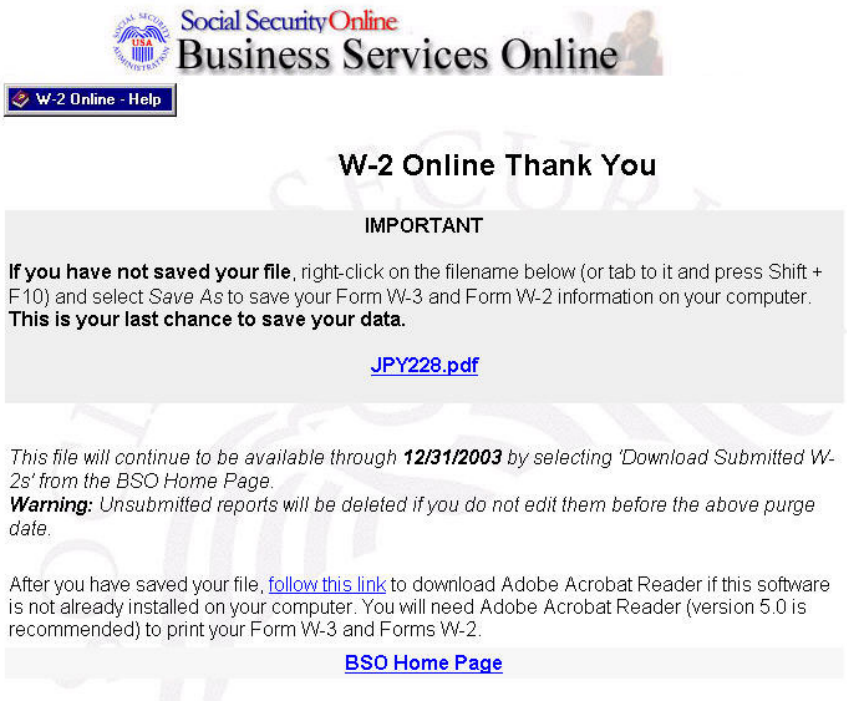
Continue

Open
Open in New Window
Save Target As...
Print Target
Cut

NOTE

Your wage file will be available for you until the date displayed on your Receipt Acknowledgement.

Step 21: Select the **Continue** button. The system displays the W-2 Online Thank You page.



Step 22: Select the **Print Wage Report** button on the W-2 Online Form W-3 page to print the wage report. The system displays the W-2 Online Report Print page.

Social Security Online
Business Services Online

W-2 Online - Help

W-2 Online Report Print

Your annual wage report has NOT been submitted to the Social Security Administration.

You can view, print or save your Form W-3 and Forms W-2 using Adobe Acrobat Reader (version 5.0 is recommended).
If the above software is already installed on your computer, select the *Print Preview* link below to open it with Acrobat Reader.

Print Preview

If the above software is not already installed on your computer:

1. Right-click on the *Print Preview* link (or tab to it and press Shift + F10).
2. Select *Save As* to save your Form W-3 and Form W-2 information on your computer.

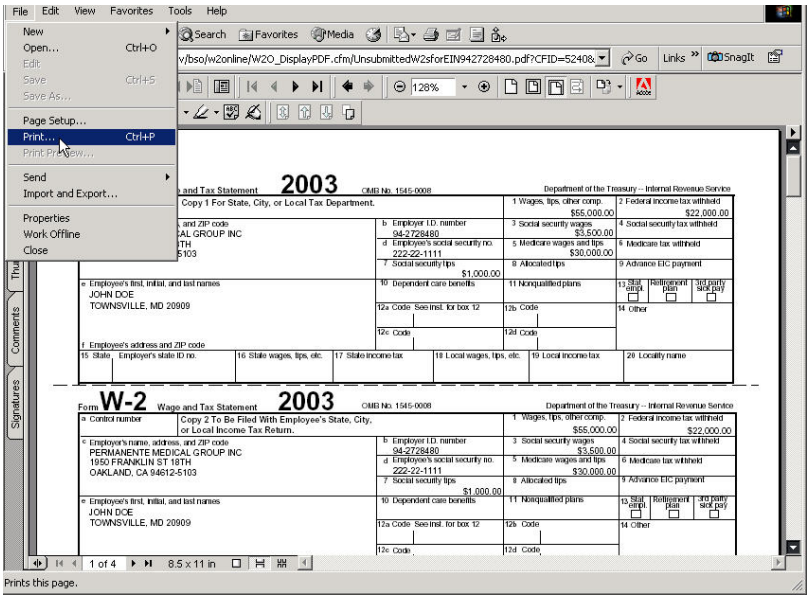
   Depending on your configuration, this download could take 5 minutes or longer.
   After you have saved your file, follow this link to download Acrobat Reader from Adobe's free download page.

Options	
Under penalties of perjury, I declare that I have examined this return and accompanying documents and, to the best of my knowledge and belief, they are true, correct, and complete. By Selecting the "Submit Wage Report" button below I affirm that the above statement is true and wish to submit my annual wage report to Social Security Administration now.	
Submit Wage Report	**Submit this wage report to the Social Security Administration.** Your Form W-3 must reconcile with the Forms 941, 943, or Schedule H that you filed with the Internal Revenue Service. *Note: You will be given an opportunity to download a data file needed to print your Form W-3 and Forms W-2.*
Return to W-3	**View your Form W-3 totals.** From here you can submit your wage report, print your wage report, or return to the W-2 Onlnie Data Review Page.
Return to W-2 Data Review Page	**Return to the W-2 Online Data Review page to review and/or edit your wage report.**
Save & Quit	**Exit W-2 Online without finalizing your annual wage report.** Your employer information and Forms W-2 will be saved until 12/31/2003. *Note: This is not an extension of the filing deadline.*
Quit without Saving	**Exit W-2 Online without finalizing your annual wage report.** Your employer information and Forms W-2 will **NOT** be saved!

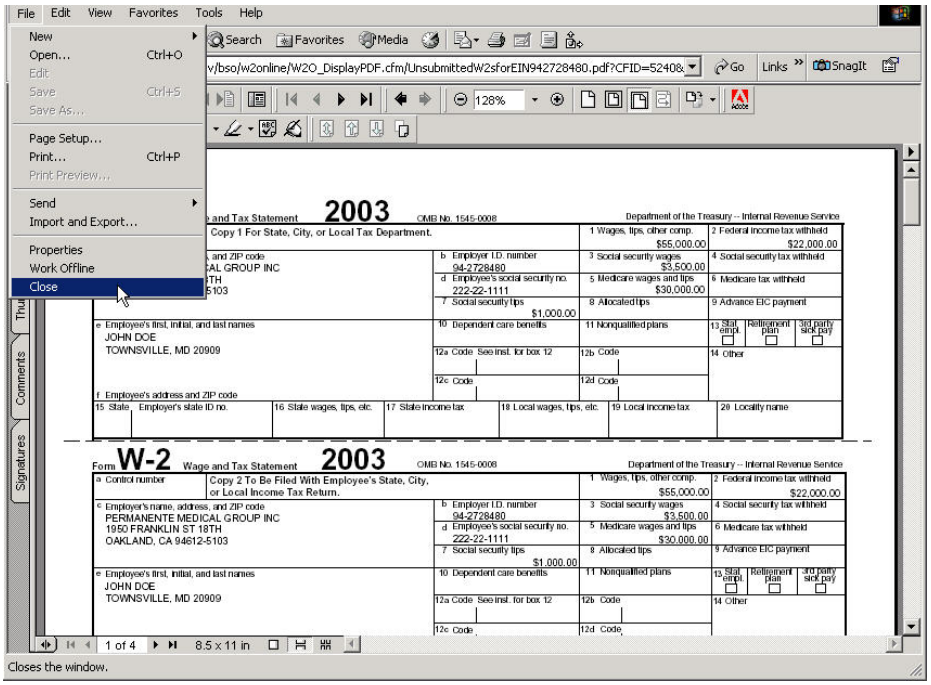
*If you do not have Adobe Acrobat Reader on your computer, you can download it by selecting **follow this link** near the top of the page.*

Step 23: Select the **Print Preview** link. The system displays the Forms W-2.

Step 24: Select **File>Print** from the menu bar or select the **Print** icon from the tool bar.



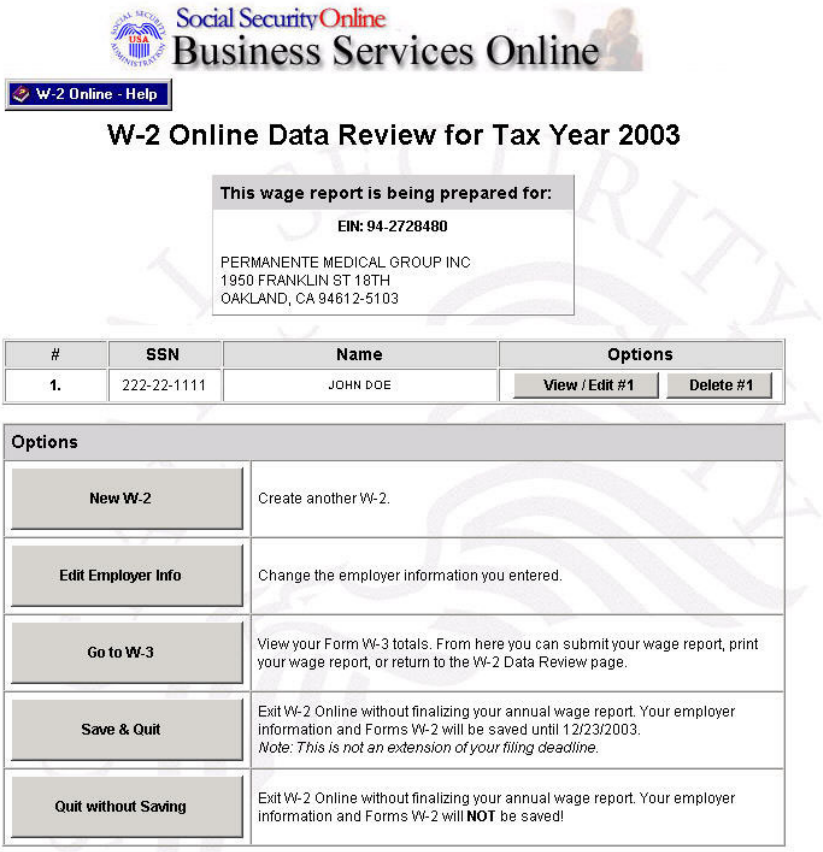
Step 25: Select **File>Close** on the menu bar after printing to close the window.



The system returns you to the Print Preview page.

Step 26: The options on the Print Preview page will allow you to submit your wage file to SSA, return to the W-3 page, return to the W-2 Online Data Review page, save your data, or quit without saving your data.

Step 27: Select the **Return to W-2 Data Review Page** button on the W-2 Online Form W-3 page to edit your W-2 data. The system returns you to the W-2 Online Data Review page.

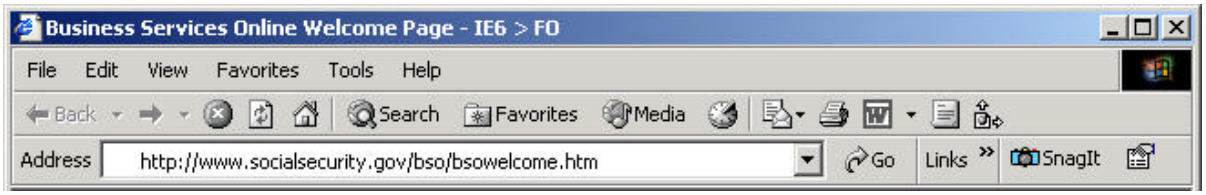


Lesson 2: Resume Unsubmitted W-2s

Follow the instructions below to continue working with W-2 Online reports that you have saved but not yet submitted. SSA will delete any saved reports that you do not submit or update within 90 days. All unsubmitted Form W-2s will be removed on December 31.

You may have up to five saved reports. If you have more than one saved report, you must re-enter W-2 Online after resuming work with each one.

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

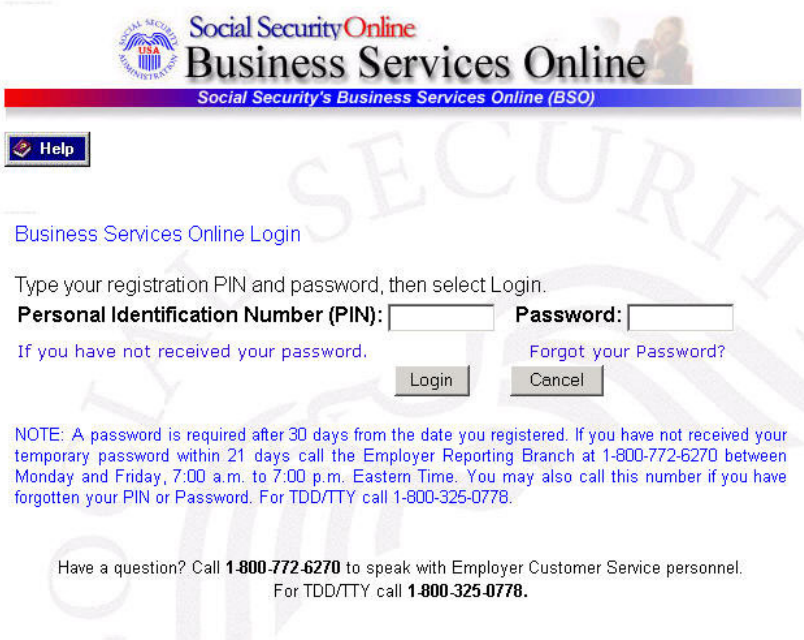


Step 2: Select the **Login** link on the Business Services Online Welcome page.

The system displays the BSO - Privacy Policy Statement page.

Step 3: Select the **I Accept** button (at the bottom of the page) after reading the conditions defined on the BSO - Privacy Policy Statement page.

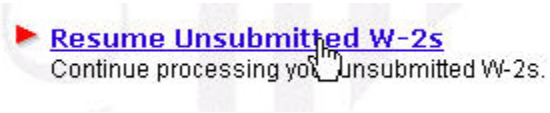
The system displays the Business Services Online Login page.



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 **Resume Unsubmitted W-2s** link.



The system displays the Unsubmitted W-2 Online Reports page.

Social Security Online
Business Services Online

W-2 Online - Help

Unsubmitted W-2 Online Reports for Tax Year 2003

You have 1 saved report that you have not yet submitted.
To resume a previous report, select the "*View / Edit*" button next to the report you wish to continue editing. To start a new submission press the "Start a new report" button below.

Note: Unsubmitted W-2 Online reports are deleted if you do not resume working on them after 90 days.

Unsubmitted Reports

#	Employer Name	EIN	Number of W2s	Save Date	Purge Date	Options	
1.	PERMANENTE MEDICAL GROUP INC	942728480	0	09/24/2003	12/23/2003	View / Edit #1	Delete #1

Options	
Start a New Report	Start a new W-2 Online Wage Report.
BSO Home	Return to the BSO Home Page.

Step 7: Select the **View/Edit** button for the specific report to view or modify the report. The system displays the W-2 Online Data Review page. (To delete the report, select the **Delete** button for the specific report.)

*The **Start a New Report** button will not be displayed if you have the maximum number of unsubmitted reports (5).*

Social Security Online
Business Services Online

W-2 Online - Help

W-2 Online Data Review for Tax Year 2003

This wage report is being prepared for:

EIN: 94-2728480

PERMANENTE MEDICAL GROUP INC
1950 FRANKLIN ST 18TH
OAKLAND, CA 94612-5103

#	SSN	Name	Options	
1.	222-22-1111	JOHN DOE	View / Edit #1	Delete #1

Options	
New W-2	Create another W-2.
Edit Employer Info	Change the employer information you entered.
Go to W-3	View your Form W-3 totals. From here you can submit your wage report, print your wage report, or return to the W-2 Data Review page.
Save & Quit	Exit W-2 Online without finalizing your annual wage report. Your employer information and Forms W-2 will be saved until 12/23/2003. *Note: This is not an extension of your filing deadline.*
Quit without Saving	Exit W-2 Online without finalizing your annual wage report. Your employer information and Forms W-2 will **NOT** be saved!

Step 8: Select the **Go to W-3** button. The system displays your Form W-3. Use the options on this page to submit your wage report, print your wage report, or return to your unsubmitted Form W-2s.

Lesson 3: Download Submitted Form W-2s

Follow the instructions below to download an Adobe file containing Forms W-2 and W-3 for a W-2 Online report submitted within the last 30 days.

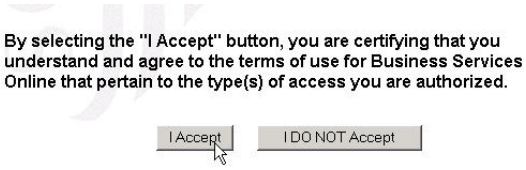
Adobe files are available for 30 days or until December 31.

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 BSO 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.

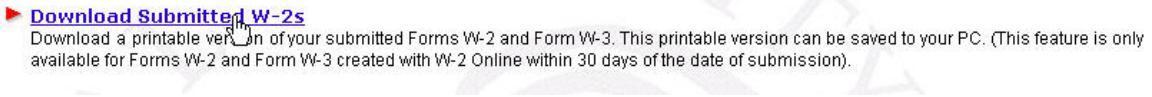


The system displays the Business Services Online Login page.

Step 4: Enter your PIN and password.

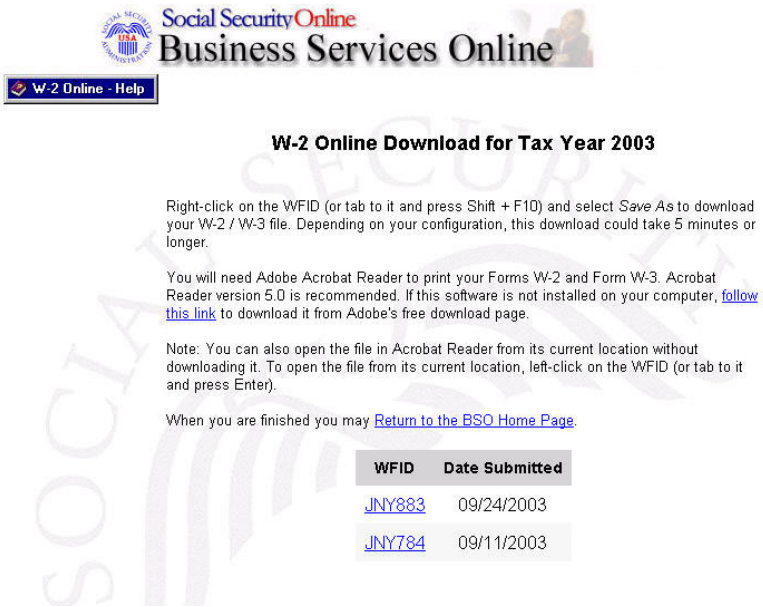
Step 5: Select the **Login** button to display the main menu. The system displays the BSO Home Page. (To return to the BSO Welcome page, select the **Cancel** button.)

Step 6: Select the **Download Submitted W-2s** link.



The system displays the W-2 Online Download page with previously submitted Wage Statements.

Step 7: Right-click the **WFID** link you wish to download.



Step 8: Select the **Save Target As** option from the browser menu to download the file onto your computer.

Step 9: Select the **Return to the BSO Home Page** link to return to the BSO Home Page.