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Social Security Online	Business Services Online	* **	
www.socialsecurity.gov	Home Questions? 🔻 Contact Us 👻	Search GO	
Online Services Availability Monday-Friday: 5 AM - 1 AM ET Saturday: 5 AM - 11 PM ET Sunday: 8 AM - 11:30 PM ET	Business Services C Welcome to Business Servi	Online BSO HELP ces Online	
DON'T USE YOUR BROWSER'S BACK BUTTON BSO Information	Business Services Online (BSO) enables organizations and authorized individuals to conduct business with and submit confidential information to the Social Security Administration. You must Register to use this website. Registered users may Request, Activate and Access various BSO services and functions.		
BSO Electronic W-2 Filing Handbook Tutorial Suite of Services Navigation	REGISTRATION - If you are a new user, select the "Register" button to create a password and receive your User ID. If you have started and need to complete your Registration process, select the "Complete Phone Registration" button. In either case, after your Registration is complete, you can Request, Activate and Access services and functions.		
• Online Security Policy Wage Reporting	LOG IN to REQUEST, ACTIVATE AND ACCESS FUNCTIONS - Registered users can select the "Log In" button to login and display the BSO Main Menu. Then you may access services and functions you have already activated, or you may select links from the left panel to manage your account information (deactivate your User ID and change your password) or manage your services (request new		
Social Security • Frequently Asked Questions • Employer W-2 Filing Instructions & Information	services, view pending services, and enter activation code), and in some case Informacion para el Empleador en Espanol	es manage your employer information.	
<u>W-2 News - Subscribe Today!</u> <u>Contact Us</u>	Log in to Business Services Online here	Log In	
Internal Revenue Service • IRS Employment Tax & W-2 Requirements • Apply For EIN	New user? Register for Business Services Online here	Register	
SSN Verification	Complete Phone Registration what is this?	Complete Phone Registration	
<u>SSNVS Handbook</u> <u>CBSV</u>			
Other Governmental & Employment Links	Explanation of BSO Services Reporting Wages to the SSA		
The Privacy Act and the Freedom of Information Act Electronic Records Express Government to Government Services Online	Allows you to send forms W-2 and W-2c to Social Security by uploading a specifically formatted electronic file or by directly keying W-2 and W-2c information into an online form. Capability to view Submission and Report processing status is available. If you have received a notice requesting that you resubmit your wage file, it can be acknowledged online. Additionally, you may ask for a one time 15-day extension to the deadline for resubmitting your wage file.		
News	More information about Reporting Wages		
Wage News Electronic Records Express News	Social Security Number Verification Service (SSNVS)		
Social Security Number Verification News Consent Based SSN Verification News Form SSA-1694 News	For the purposes of completing W-2 and W-2c SSNVS allows you to complete an online form or submit specifically formatted files to request verification of names and Social Security Numbers of employees of the company for which you work or the company that has hired you to perform this service.		
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User starts at the BSO Welcome Page, selects "Log In" button.



User is presented with the login page. Enters user-ID and password.



User is presented with the BSO Main Menu, selects "Report Wages to Social Security".

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Social Security Online BSO Main Menu BSO Information Keyboard Navigation Logout	* 1	ζ _#	*	**
Wage Reporting Attestation				
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 certif	ication of Business Services	Online.		
IAccept IDO NOT Accept				
Have a question? Call 1-800-772-6270 Mon Fri. 7AM to 7PM Eastern Time to s	peak with Employer Custome	r Service personnel. For TD	D/TTY call 1-800-325-0778 .	
Done		G.	Local intranet Protected Mode: Of	r € € 100% ▼

User is presented with the EWR attestation page, selects "I Accept" button.

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Electronic Wage Reporting	(EWR)	
Reporting Wages to Social Security		Alerts and News for EWR
Forms W-2/W-3 Online Forms W-2c/W-3c Online Upload Formatted V	Vage File	E mail a Wasa Rapatina Evant
Create/Resume Forms W-2W-3 Online Create (fill in the form), save, print and submit up to 20 Forms W-3 are fort to 4 any point in time, up to 50 Forms W-3, each containing up to 20 Forms experiments of the print the Forms W-2 for distible Read the list of restrictions to determine whether you can use Form Save for Print) Submitted W-2 Reports (PFD For Your Computer Aprintable final PDF version of a wage report created and submitted using available for download for only 30 days from the date of submission. Submission Status Mew Submission Status Check report status, errors, and notice information for previously submitted wage reports (Forms W-2N-3). Resubmission Notice If you received a Resubmission Notice, you may use the following link to act the deadline: Acknowledge Notice and/or Request Extension You will need information from the Notice to acknowledge the notice You cannot extend if (a) the file has previously been resubmitted or if (a) the file has previously been resubmitted or if (a) the file has previously been resubmitted or if (a) the file has previously been resubmitted or if (a) the file has previously been resubmitted or if (a) the file has previously been resubmitted or if (a) the file has previously been resubmitted or if (a) the file has previously been resubmitted or if (a) the file has previously been resubmitted or if (a) the file has previously been resubmitted or if (a) the file has previously been resubmitted or if (a) the file has previously been resubmitted or if (a) the file has previously been resubmitted or if (a) the file has previously been resubmitted or if (a) the file has previously been resubmitted or if (a) the file has previously been	er Form W-3. There is no limit on the number of Forms W-3 with up to 20 Forms le same Employer Identification Number (EIN). prms W-2, can be saved and resumed/submitted at a later date. uiton to the employees and for the employer review. sW-2W-3 Online. Forms W-2W-3 Online can be saved to your computer. The final PDF(s) are Employer Report Status Mew Wage Report Status Check report status or view errors for reports submitted for your company by a third party. knowledge receiving the Notice and/or to request a one-time 15-day extension of or request an extension. b) today is more than 45 days from the date on the Resubmission Notice.	Informacion en Español Online Tutorials & Training Wace Reportino Handbook SSN Verification Handbook Online Registration Handbook Online Tutorial FAQs - General Employer Other Useful Information Before You File Checking SSNs Uploading Formatted Files General Info about Wage Filing Regination Regination Publication Resources Employer Support Links
Have a question? Call 1-800-772-6270 Mon Fr	1. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. Fo	r TDD/TTY call 1-800-325-0778 .
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User is presented with the EWR Home Page, selects the "Upload Formatted Wage File" tab to continue.

🏉 EWR Homepage - Wage File Upload - Windows Internet Explorer	😥 🔹 😵 💌 🧶 eDib:AS/400 Unavailable for W	ashington DC DDS-Update 🛛 📢 🕨 🔢 🛐	- 6 💌
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Social Security Online Business Services On www.socialsecurity.gov BSO Main Menu BSO Information Key	line	🔸 🗮	^
Electronic Wage Reporting (EWR)		
Reporting Wages to Social Security		Alerts and News for EWR	
Forms W-2/W-3 Online Forms W-2c/W-3c Online Upload Formatted Wa	ge File	E-mail a Wage Reporting Expert	
Warning This tab is not for submitting Forms W-2(c)W-3(c) created using the	other tabs.	Informacion en Español	
SubmitResubmit a Formatted Wage File You may submit a perportiately formatted electronic file containing annual wage data or resubmit a formatted file that was returned to you for correction. The required file format is described in these Social Security publications. Submit a Special Wage Payments File You can submit an electronic file that contains special wage payment data as defined in Internal Revenue Service Publication 957.		Online Tutorials & Training	
		Wage Reporting Handbook SSN Verification Handbook	
Submit a Special Wage Payments file	Submit a Special Wage Payments file		
Submission Status	Employer Report Status	FAQs - General Employer	
View Submission Status Check report status, errors, and notice information for previously submitted wage reports (Forms W-2/W-3),	View Wage Report Status Check report status or view errors for reports submitted for your company by a third party.	Other Useful Information Before You File	
Resubmission Notice		<u>Checking SSNs</u> <u>Uploading Formatted Files</u>	
If you received a Resubmission Notice, you may use the following link to acknowledge receiving the Notice and/or to request a one-time 15-day extension of the deadline: Acknowledge Notice and/or Request Extension • You will need information from the Notice to acknowledge the notice or request an extension. • You cannot extend if (a) the file has previously been resubmitted or (b) today is more than 45 days from the date on the Resubmission Notice.		► For Other Electronic Filers	
		General Info about Wage Filing	
		► IRS Information	
		Publication Resources	
		Employer Support Links	
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 .			
https://secure.ssa.gov/apps12z/EWRUpload/swpUpload.do?show=fileUnload		💊 Local intranet Protected Mode: Off	-

User is presented with wage file reporting links, selects "Submit a Special Wage Payments File" to continue.

🍘 EWR - Submit Your Special Wage Payments File - Windows Internet Explorer 😥 🖌 🛞 💌 🗞 💌 🖉 🛛 NYnet Is Down	< > II 🚺	<u>\$\$</u> A _ 0 = 3 (
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Social Security Online Electronic Wage Reporting (EWR)	🔺 🔺	(¥
Upload Special Wage Payment File		
EWR Handbook		
Submit Your Special Wage Payments File		
1. Review your file(s) for correct formatting. The file format for Special Wage Payments is described in Publication 957, which is available by clicking the link below. Please ensure that the format of your fi it will process successfully.	ile is correct so that	
Reporting Back Pay and Special Wage Payments 2. Zip Your File If you have a large file (e.g., greater than 10MB) or a slow connection, the transmission will be faster if the file is zipped (compressed). WinZip, PKZip, and the Windows XP file compression utility are examples of acceptable compression tools.		
Submit Your File Select your file by using the Browse button. Then, select the Submit button to upload your file. Select file: K:EWRIdata/EWRIswpfile.bt		
	Submit	
Quit without sending		
Have a question? Call 1-800-772-6270 Mon Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDI	D/TTY call 1-800-325-0778 .	
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User is presented with "Upload Special Wage Payment File" page, uses "Browse" button to select file from their PC, and the selects the "Submit" button to submit the file to SSA.

🏉 EWR - Special Wage Payments File Submission Confirmation - Windows Internet Explorer	🚺 🗸 🐼 👻 🥑 NYnet Is Down	< > II 🗾 🚳 🕞 🕞 💽 🤇
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Social Security Online Electronic Wa www.socialsecurity.gov EWR Home E-mail a Wage Reporting E	ge Reporting (EWR)	* **
Upload Special Wage Payment	File	
EWR Handbook		
Special Wa	ge Payments File Submission Confirmation	
Name: ORS15 TEST PIN		
Your submission was successful. Use your browser menu to save or print this acknowledg checking the processing status.	ment of receipt for your records, as proof of your filing date, and to keep	a record of the Special Wage Payment Confirmation Number for
Date: 10/14/2010	Confirmation Number: 12BACB68E57FA4AA	
Time: 05:47 PM Eastern Standard Time	Your File Name: swpfile.bt	
File Size: 8,348 bytes (8.2 Kb)		
Check the size of your file. How? If it is not the same as the file size shown on your computer, there may have been a problem	n with transmission. Please contact BSO Technical Assistance at 1-888-	-772-2970. For TDD/TTY call 1-800-325-0778.
What to expect: Please allow 24 to 48 hours to complete the processing of your file. Our business days are t	Monday through Friday.	
Thank you for subr	mitting your report using Business Services Online.	
	Submit Another File EWR Home	
Have a question? Call 1-800-772-6270 Mon Fri. 7AM to 7P	M Eastern Time to speak with Employer Customer Service personnel. F	or TDD/TTY call 1-800-325-0778.
		-
Done		😪 Local intranet Protected Mode: Off 🛛 🔍 100% 👻

File is received, high-level edit is conducted for file format verification, and a confirmation number is assigned and displayed.

The file is then processed by the AWR/SWP mainframe batch system(s).