

Social Security Online - Business Services Online - Windows Internet Explorer

http://www.ssa.gov/bsowelcome.htm

File Edit View Favorites Tools Help

Social Security Online - Business Services Online

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

**DON'T USE YOUR BROWSER'S BACK BUTTON**

**BSO Information**

- BSO Electronic W-2 Filing Handbook
- Tutorial
- Suite of Services
- Navigation
- Online Security Policy

**Wage Reporting**

Social Security

- Frequently Asked Questions
- Employer W-2 Filing Instructions & Information
- W-2 News - Subscribe Today!
- Contact Us

Internal Revenue Service

- IRS Employment Tax & W-2 Requirements
- Apply For EIN

**SSN Verification**

- SSNVS Handbook
- CBSV

**Other Governmental & Employment Links**

- The Privacy Act and the Freedom of Information Act
- Electronic Records Express
- Government to Government Services Online

**News**

- Wage News
- Electronic Records Express News
- Social Security Number Verification News
- Consent Based SSN Verification News
- Form SSA-1694 News

**Business Services Online**  
 Welcome to Business Services Online

**BSO HELP**

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.

**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.

**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 services, view pending services, and enter activation code), and in some cases manage your employer information.

[Informacion para el Empleador en Espanol](#)

**Log in to Business Services Online here**

**New user? Register for Business Services Online here**

**Complete Phone Registration [what is this?](#)**

**Explanation of BSO Services**

**Reporting Wages to the SSA**

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.

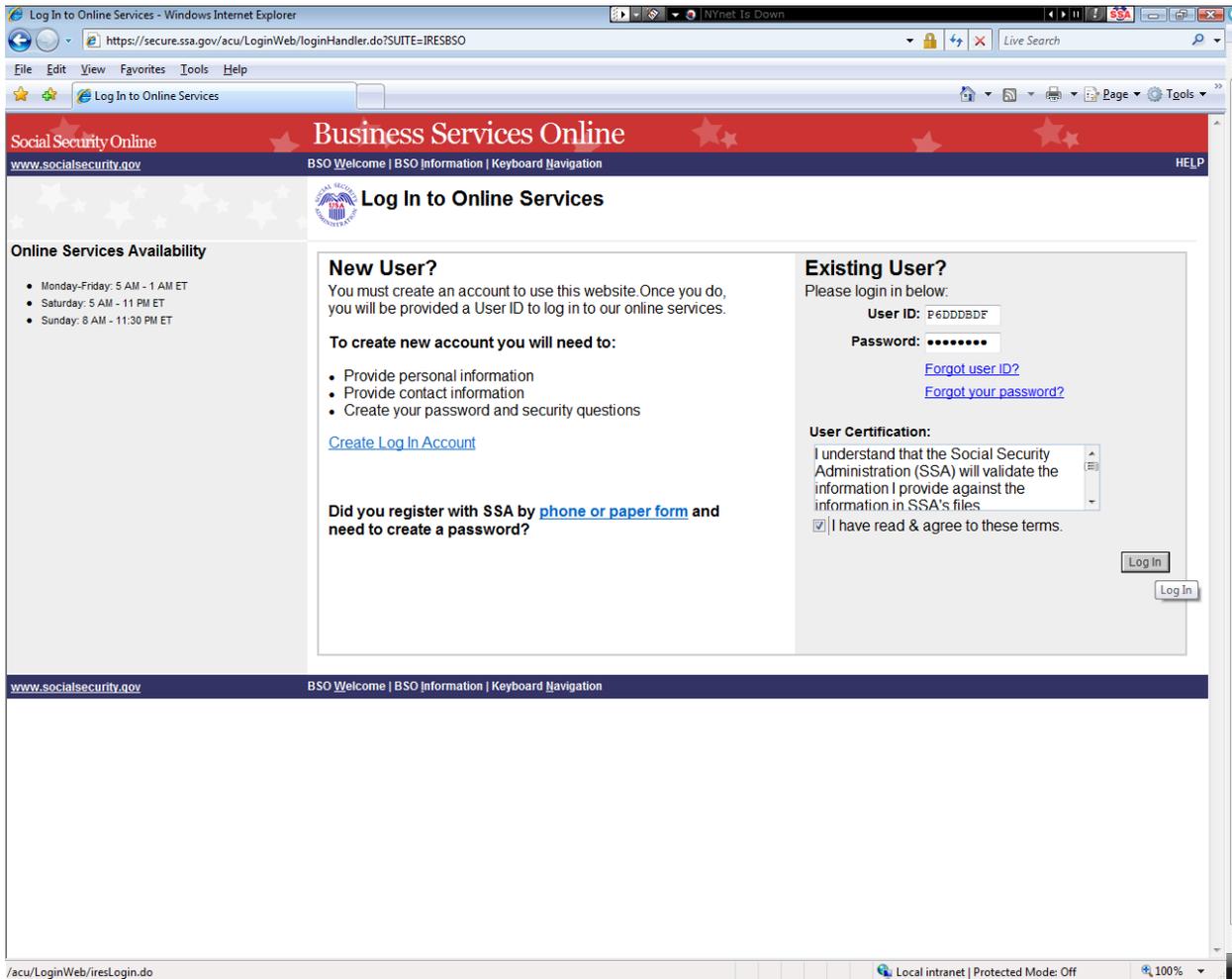
[More information about Reporting Wages](#)

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

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.

Local intranet | Protected Mode: Off 100%

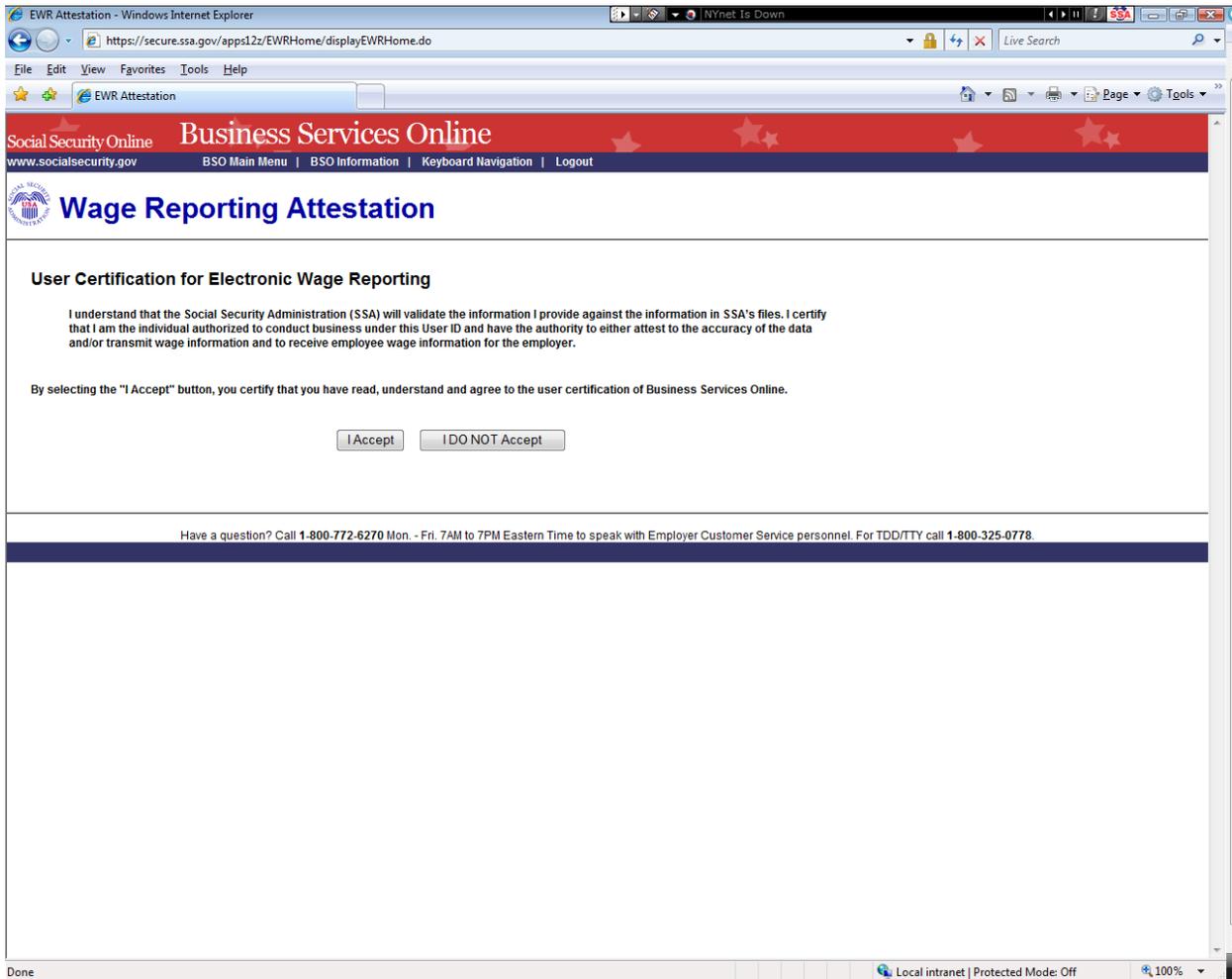
User starts at the BSO Welcome Page, selects "Log In" button.



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".



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

Windows Internet Explorer browser window showing the EWR Home Page. The address bar displays <https://secure.ssa.gov/apps12z/EWRHome/attest.do>. The page header includes "Social Security Online Business Services Online" and "www.socialsecurity.gov".

## Electronic Wage Reporting (EWR)

**Reporting Wages to Social Security**

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

[Create/Resume Forms W-2/W-3 Online](#)

- Create (fill in the form), save, print and submit up to 20 Forms W-2 per Form W-3. There is no limit on the number of Forms W-3 with up to 20 Forms W-2 an employer can enter, even if the multiple Forms W-3 are for the same Employer Identification Number (EIN).
- At any point in time, up to 50 Forms W-3, each containing up to 20 Forms W-2, can be saved and resumed/submitted at a later date.
- A pre-submission PDF is provided to print the Forms W-2 for distribution to the employees and for the employer review.
- Read the [list of restrictions](#) to determine whether you can use Forms W-2/W-3 Online.

[Save \(or Print\) Submitted W-2 Report\(s\)/PDF to Your Computer](#)  
A printable final PDF version of a wage report created and submitted using Forms W-2/W-3 Online can be saved to your computer. The final PDF(s) are available for download for only 30 days from the date of submission.

**Submission Status**  
[View Submission Status](#)  
Check report status, errors, and notice information for previously submitted wage reports (Forms W-2/W-3).

**Employer Report Status**  
[View Wage Report Status](#)  
Check report status or view errors for reports submitted for your company by a third party.

**Resubmission Notice**  
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.

**Alerts and News for EWR**  
[E-mail a Wage Reporting Expert](#)  
[Información en Español](#)

**Online Tutorials & Training**  
[Wage Reporting Handbook](#)  
[SSN Verification Handbook](#)  
[Online Registration Handbook](#)  
[Online Tutorial](#)  
[FAQs - General Employer](#)

**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](#)

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.

Local intranet | Protected Mode: Off | 100%

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

https://secure.ssa.gov/apps12z/EWRHome/displayEWRHome.do?show=Upload

File Edit View Favorites Tools Help

EWR Homepage - Wage File Upload

Social Security Online Business Services Online

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

## Electronic Wage Reporting (EWR)

**Reporting Wages to Social Security**

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

**Warning** This tab is **not** for submitting Forms W-2(c)W-3(c) created using the other tabs.

[Submit/Resubmit a Formatted Wage File](#)  
You may submit an appropriately 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.

[Submit a Special Wage Payments file](#)

**Submission Status**

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[Alerts and News for EWR](#)

[E-mail a Wage Reporting Expert](#)

[Información en Español](#)

**Online Tutorials & Training**

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- [SSN Verification Handbook](#)
- [Online Registration Handbook](#)
- [Online Tutorial](#)
- [FAQs - General Employer](#)

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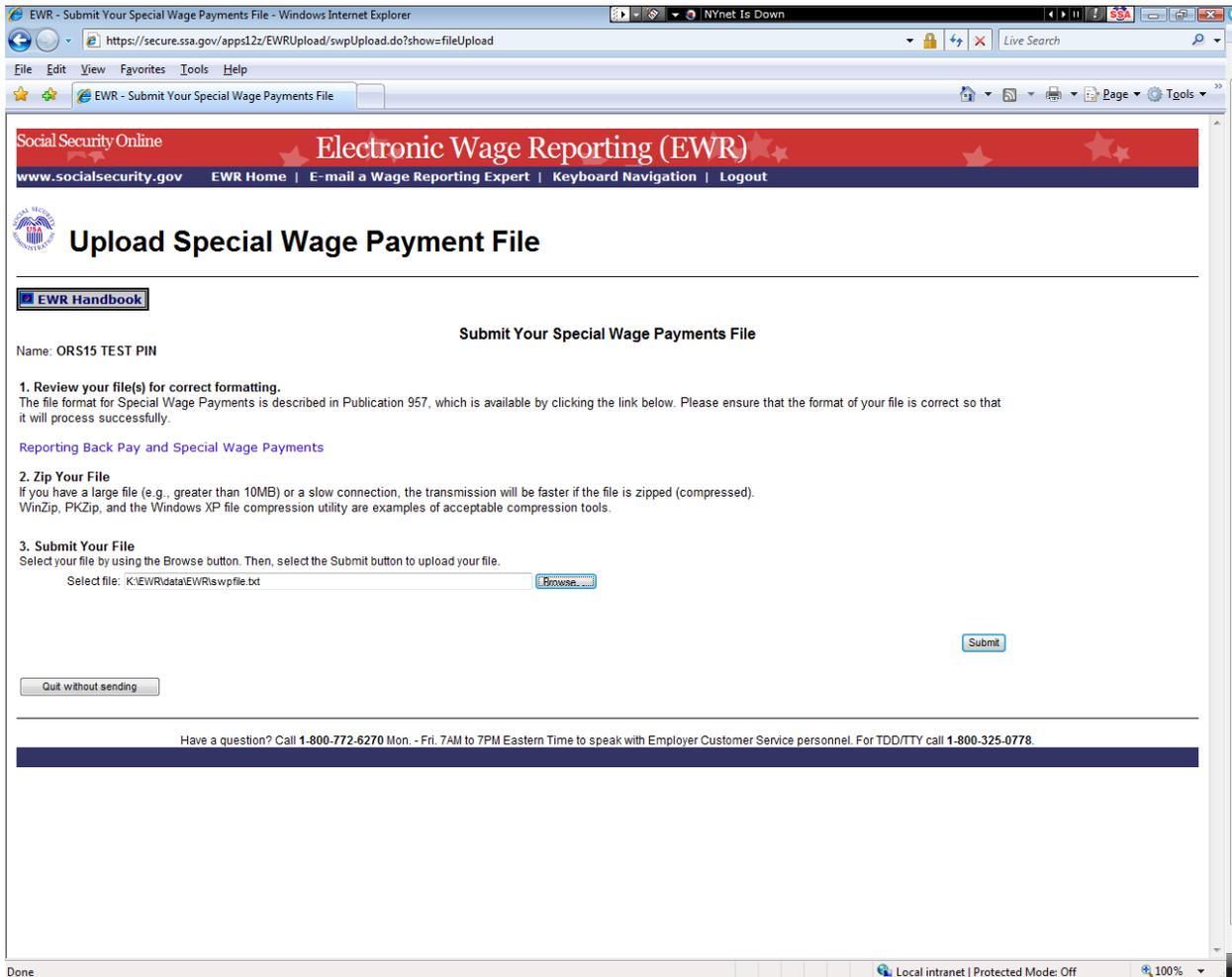
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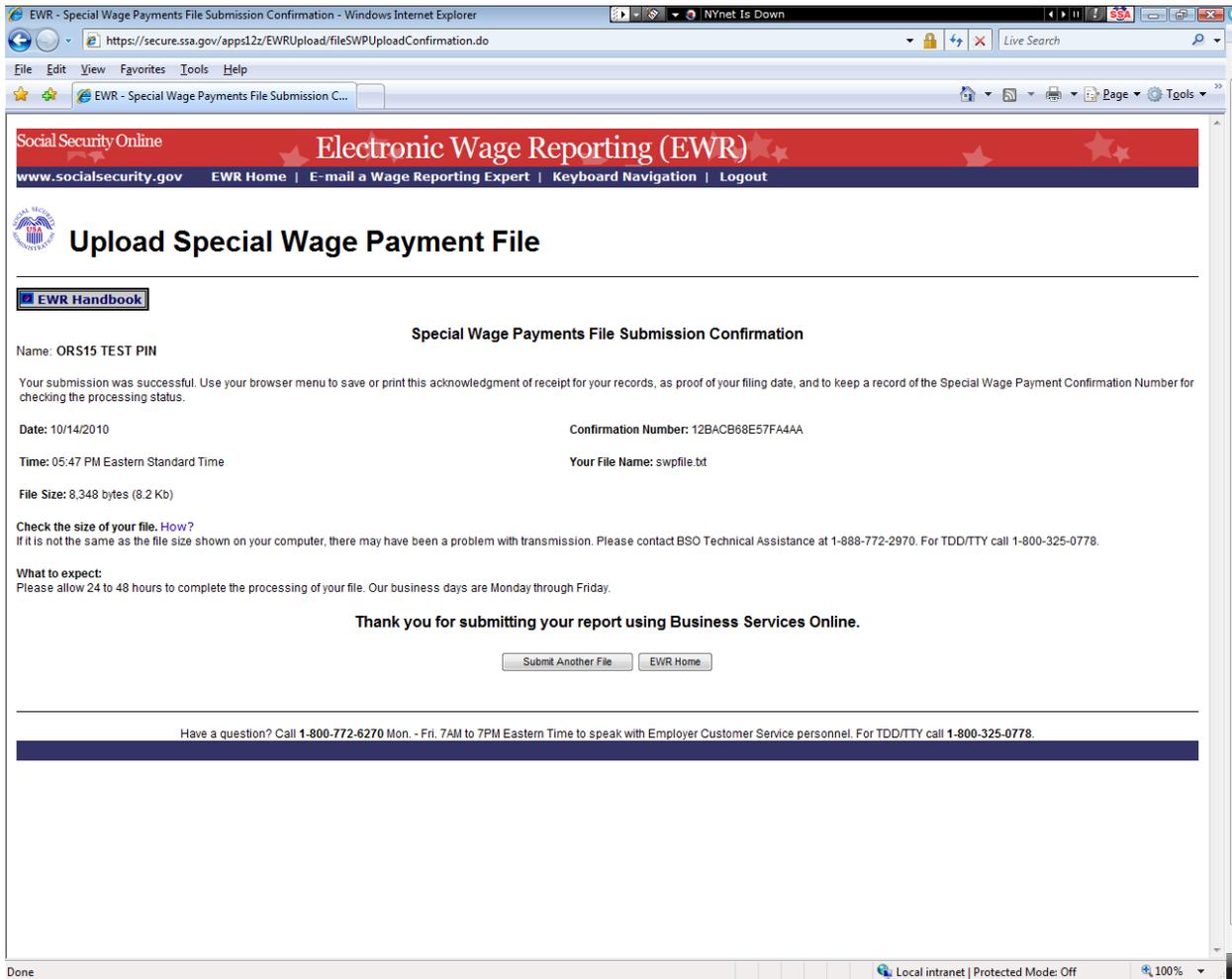
https://secure.ssa.gov/apps12z/EWRUpload/swpUpload.do?show=fileUpload

Local intranet | Protected Mode: Off | 100%

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



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.



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).