

# Start at [www.socialsecurity.gov/employer](http://www.socialsecurity.gov/employer)

**Social Security Online**  
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## Employer W-2 Filing Instructions & Information

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**ELECTRONIC W-2 FILERS**  
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**SOCIAL SECURITY NUMBER VERIFICATION SERVICE**  
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**EA Pamphlet**

**FAQ's**

- **Register**
- **Log In**
- **Add Services**

**Business Services Online**

[Form W-2c/W-3c Instructions](#)   
[Instructions for Private Printing of Forms W-2/W-3 \(IRS Publication 1141\)](#)  [How to Report Fraud](#)

# "BSO" Welcome Screen

**Social Security Online**  
<http://val.ssa.gov/>

**Business Services Online**

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**Online Services Availability**  
Monday-Friday: 5 AM - 1 AM EST  
Saturday: 5 AM - 11 PM EST  
Sunday: 8 AM - 11:30 PM EST



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

**Tutorials and Handbooks**  
Effective as of [redacted]  
Personal Identification Number (PIN) is now referred to as User ID.

**Spanish Tutorial**

**Portal to Secure Area**

organizations and authorized individuals to conduct business with the Social Security Administration. You must Register to use this site and activate and Access various BSO services and functions.

"Register" button to create a password and receive your Registration process, select the "Complete" button, you can Request, Activate and Access services

**Information**

- [BSO Electronic W-2 Filing Handbook](#)
- [SSNVS Handbook](#)
- [Video - Software Demonstration](#)
- [Tutorial](#)
- [Employer Information](#)
- [Suite of Services](#)
- [Apply For EIN](#)
- [Navigation](#)
- [Online Security Policy](#)
- [The Privacy Act and the Freedom of Information Act](#)
- [Contact Us](#)
- [Electronic Records Express](#)
- [Government to Government](#)

**LOG IN to REQUEST, ACTIVATE, and ACCESS FUNCTIONS**  
Click the "Log In" button to login and display the Main Menu. Then you may already activated, or you may select "Account Maintenance" to request and functions, deactivate your User ID, and/or change your password.

[Información para el Empleador en Español](#)

**Log in to Business Services Online here**

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

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

## **“Registration 1, 2, 3”**

**Step 1: Who are you? – Name, SSN, DOB**

**Step 2: Employee or Self-Employed?**

I have an SSN and I am an employee of a business or organization that has an EIN: ☒

I do NOT have an SSN and I work outside the U.S. for a business or organization that has an EIN: ☐

I am Self-Employed with an EIN and receive a W-2 under this EIN: ☐

I am Self-Employed and my earnings are reported on IRS Schedule SE (Self-Employment Earnings): ☐

I am a Household Employer and have an EIN: ☐

I am a Volunteer for an organization that has an EIN: ☐

Employer Identification Number (EIN):  (If you do NOT have an EIN then leave this field blank.)

Business or Organization Name:

# Step 3: What do you want to do?

(Sample screen after completing step-by-step "Choose Services" Wizard)

## **Report Wages to Social Security**

Your may begin to use this service immediately. To do that, select "BSO Main Menu" below. Then, on the BSO Main Menu page, select "Report Wages to Social Security."

## **Form SSA-1694 Request for Business Entity Taxpayer Information**

Your may begin to use this service immediately. To do that, select "BSO Main Menu" below. Then, on the BSO Main Menu page, select "Form SSA-1694 Request for Business Entity Taxpayer Information."

Errors SSA found  
on W-2's

## **View Name and Social Security Number Errors with Name / SSN Errors**

Your **activation code** has been sent by first class mail to the address we have on record for your employer (TEST, MD). Once you have received the code and activated this service, you may access "View Name and Social Security Number Errors with Name / SSN Errors" (activation information at left of this screen).

"Sensitive" services cannot be used immediately. An "Activation Code" is mailed first for employer consent.

## **Social Security Number Verification Service**

Your **activation code** has been sent by first class mail to the address we have on record for your employer (TEST, MD). Once you have received the code, you may access "Social Security Number Verification Service" from the BSO Main Menu (activation information at left of this screen).

Verify before filing **W-2's**  
(not 1040 / 1099 TIN)