

Tax Year 2024

Accessing Electronic Wage Reporting (EWR)

Suite of Services Tutorial

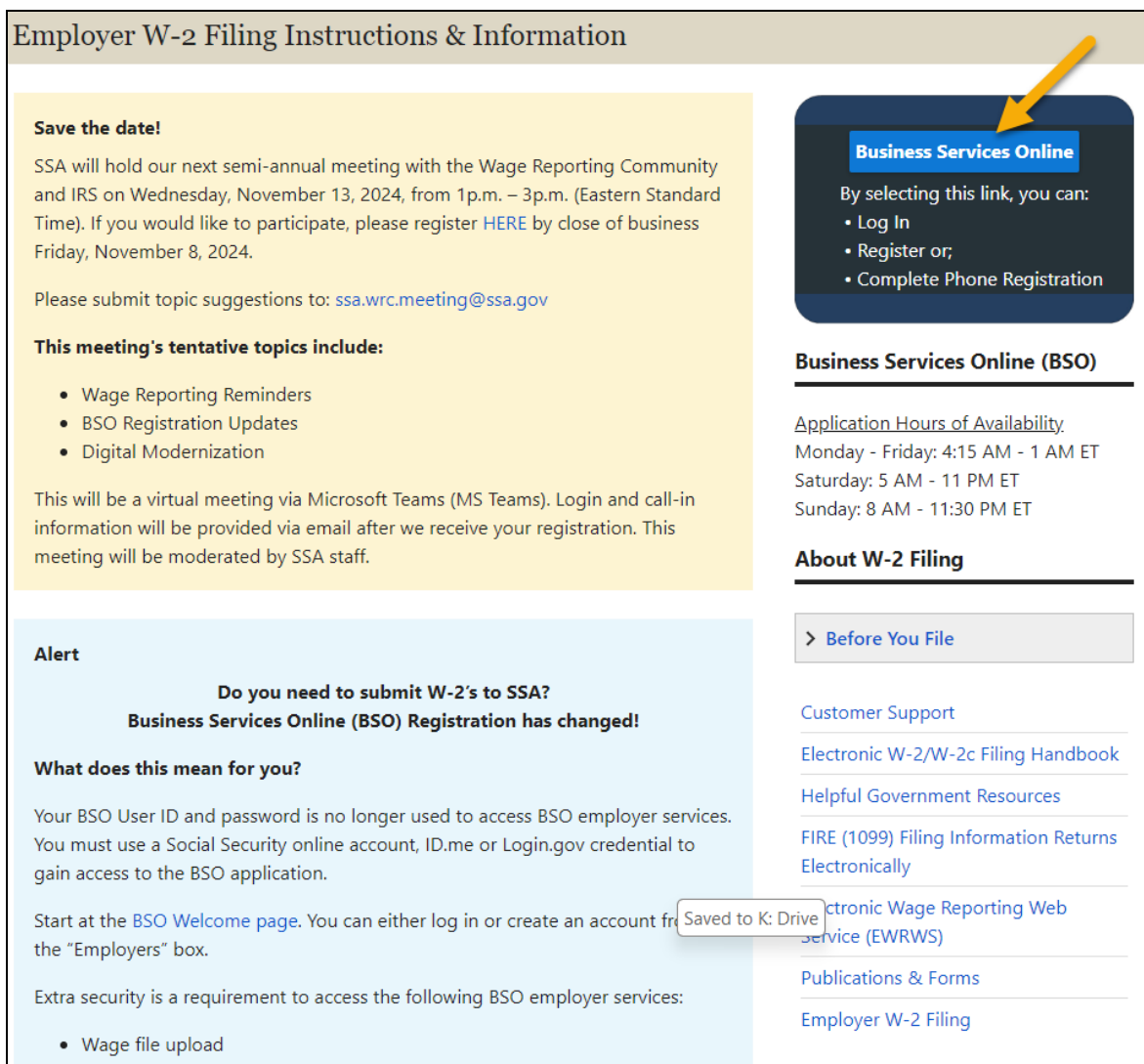
This tutorial demonstrates step-by step instructions for how to access EWR Suite of Services:

1. Forms W-2/W-3 Online (pilot)
2. Forms W-2c/W-3c Online (pilot)
3. Forms W-2/W-3 Online
4. Forms W-2c/W-3c Online
5. Upload Formatted Wage File
 - a. Wage File Upload
 - b. Special Wage Payment
6. AccuWage Online
7. Submission Status
8. Wage Report Status
9. Resubmission Notice (Request an Extension to file a Resubmission)
10. E-mail a Wage Report Expert (Contact SSA)

1. On the Social Security Administration (SSA) homepage (www.ssa.gov), in the “Services for” section at the bottom of the page, select the **Employers & businesses** link. The system displays the [Employer W-2 Filing Instructions & Information](#) page.



2. On the Employer W-2 Filing Instructions & Information page, select the **Business Services Online** button. The system displays the [Business Services Online](#) page.



3. On the Business Services Online (BSO) page:

- Select the **Log in** link in the “Employers” section. The system displays the [Create an Account or Sign In](#) page.
- Select the **Create account** link in the “Employers” section if you need to create an account.

Business Services Online (BSO)

The [Suite of Services](#) allows organizations, businesses, people, employers, attorneys, non-attorneys representing Social Security claimants, and third-parties to exchange information with Social Security securely via the Internet. You must register and create your own password to access BSO.

[Información para el Empleador en Español](#)

⚠ Attention all Employers and Organizational Representative Payees, to access BSO:

Your BSO User ID and password is no longer used to access BSO employer services or organizational representative payee services. You must have a Social Security username/password, Login.gov, or ID.me credential to gain access to the BSO application.

If you do not have any of these accounts, you will need to create a Login.gov or ID.me account. Select "Create account" in the "Employers" or "Representative Payees" box. If you already have a Login.gov or ID.me account, select 'Log in'.

Please note that you do NOT need to create a new Login.gov or ID.me credential specifically for SSA purposes. You can use your existing Login.gov or ID.me credentials to log into SSA services.

We encourage you to sign in to transition your account now - it only takes a few minutes. If you already have Login.gov, or ID.me account, you do not have to create another one.

Employers

For employers and businesses to:

- Report wages
- View submission and report status
- Act on resubmission notices
- Verify Social Security numbers

[Log in](#)

[Create account](#)

[Employer information](#)

Representative Payees


For organizational representative payees to file their Representative Payee Report electronically.

[Log in](#)

[Create account](#)

[Information about being a payee](#)

4. On the Create an Account or Sign In page, choose one of the three options to sign in. Each option will require you to enter a one-time code, then navigate to the Social Security Terms of Service page.

 Social Security

! Your BSO User ID and password can no longer be used to access employer services.
You must sign in with your Social Security username, Login.gov, or ID.me account to gain access to employer services.

Create an Account or Sign In

i You only need one Login.gov or ID.me account.
If you already have a Login.gov or ID.me account, do not create a new one. You can use your existing account to access Social Security services.

[Create an account with Login.gov](#)

Sign in with **LOGIN.GOV**

Sign in with **ID.me**

Sign in with Social Security Username


For accounts created *before* September 18, 2021

[Don't know which option to sign in with?](#)

[External Site Disclaimer](#)

[Privacy and Security](#)

5. On the Social Security Terms of Service page, select the **I agree to the Terms of Service** check box, then select the **Next** button. The system displays the Social Security Privacy Act Statement page.



Social Security

Terms of Service

The terms of service in this section apply to all Social Security online services. Depending on the specific Social Security online service you access, you may be asked to agree to added terms to use that service.

By checking I agree to the Terms of Service, I acknowledge the following conditions:

- I understand that I am accessing a U.S. Government system.
- I understand that my usage of this system may be monitored, recorded, and subject to audit.
- I understand that unauthorized or improper use of this system is prohibited and may result in administrative, civil, or criminal penalties and/or other actions.
- I understand that it is a federal crime to:
 - Give false or misleading statements to obtain information in Social Security records;
 - Give false or misleading information to obtain or alter Social Security benefits; or
 - Deceive the Social Security Administration about an individual's identity.
- I understand that the Social Security Administration may stop me from using Social Security online services if it finds or suspects fraud or misuse.
- I accept that I am responsible for properly protecting any information provided to me by the Social Security Administration.
- I agree that the Social Security Administration is not responsible for the improper disclosure of any information that the Social Security Administration has provided to me or any information that is on or from my computer or other device, whether due to my negligence or the wrongful acts of others.


I agree to the Terms of Service.

[Next](#) [Exit](#)

[Privacy and Security](#)

[OMB No. 0960-0789](#) [Privacy Policy](#) [Privacy Act Statement](#) [Accessibility Help](#)

6. On the Social Security Privacy Act Statement page, select the **Next** button. The system displays the BSO User ID page.



Social Security

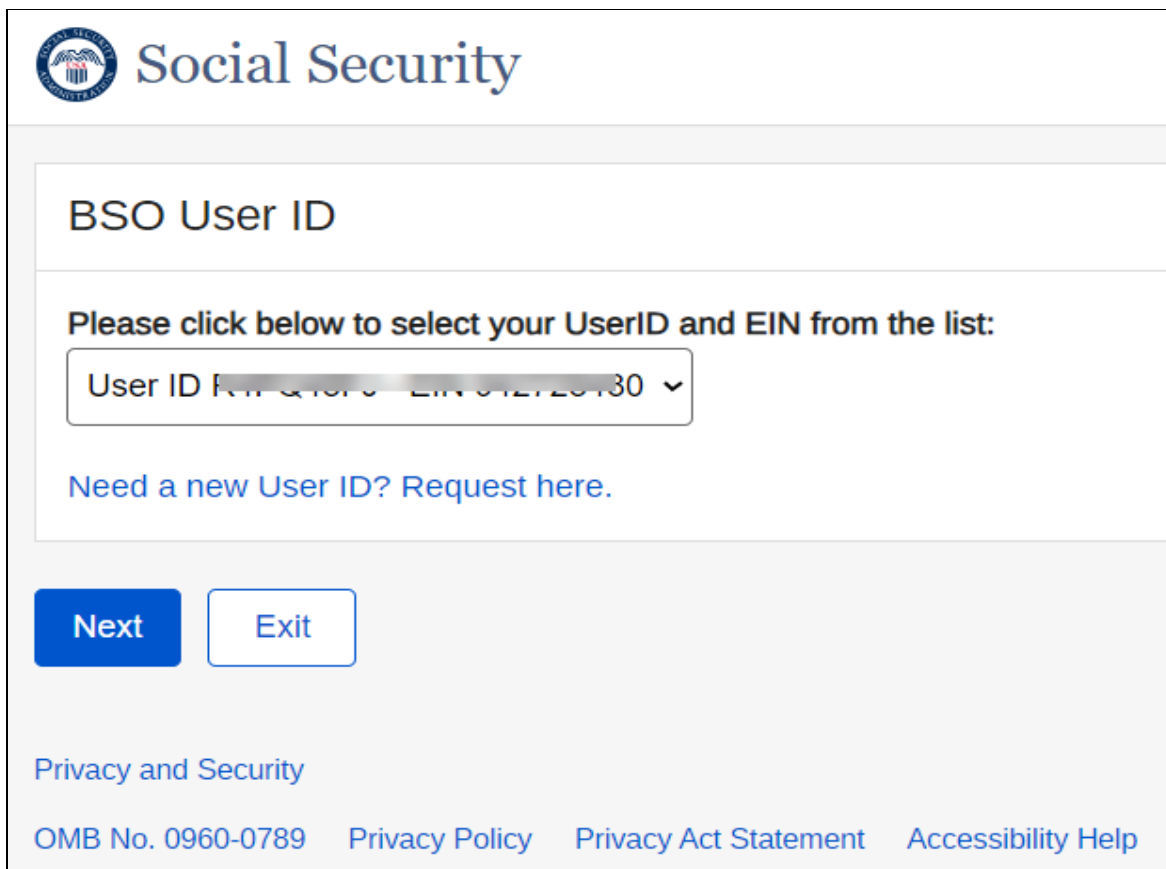
Privacy Act Statement

Please read the following privacy act statement on collection and use of personal information.

Sections 205 and 1106 of the Social Security Act, as amended, allow us to collect your information, which we will use to verify your identity and register you, your company, or authorized employee(s) to use our Business Services Online (BSO) applications. Providing the information is voluntary, but not providing all or part of the information may prevent access to the BSO suite of services. As law permits, we may use and share the information you submit, including with other Federal or State agencies, our contractors, employers, and others as outlined in the routine uses within System of Records Notice (SORN) 60-0373, available at www.ssa.gov/privacy. The information you submit may also be used in computer matching programs to establish or verify eligibility for Federal benefit programs and to recoup debts under these programs.

[Next](#) [Exit](#)

7. On the BSO User ID page, select a set of User ID/EIN, then select the **Next** button. The system displays the BSO Main Menu page.



The screenshot shows the Social Security BSO User ID selection page. At the top left is the Social Security Administration logo. The main heading is "Social Security". Below this is a section titled "BSO User ID". A prompt reads: "Please click below to select your UserID and EIN from the list:". Below the prompt is a dropdown menu showing "User ID [REDACTED] EIN 012120130" with a downward arrow. Below the dropdown is a link: "Need a new User ID? Request here.". At the bottom of the form area are two buttons: "Next" (a solid blue button) and "Exit" (a white button with a blue border). Below the buttons is a link for "Privacy and Security". At the very bottom of the page are four links: "OMB No. 0960-0789", "Privacy Policy", "Privacy Act Statement", and "Accessibility Help".

8. On the BSO Main Menu page, select the **Report Wages To Social Security** link. The system displays the Wage Reporting Attestation page.

Social Security Online
www.socialsecurity.gov

Business Services Online
BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation

Main Menu [HELP](#)

User ID: [REDACTED]
[Logout](#)

Welcome, [REDACTED]

Report Wages To Social Security
Test wage files using AccuWage
Submit, download and print W-2s and W-2cs
View submission status, errors and error notices for wage reports submitted by or for your company
Request an extension to resubmit a wage file

Manage Account

- [View / Edit Account Info](#)

Manage Services

- [View / Edit Services](#)
- [Request New Services](#)
- [View Pending Services](#)
- [Enter Activation Code\(s\)](#)

Manage Employer Information

- [Add/Update Employer Information](#)
- [Remove Employer Information](#)

Have a question? Call 1-800-772-6270 Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel.
For TDD/TTY call 1-800-325-0778.

www.socialsecurity.gov

9. On the Wage Reporting Attestation page, select the **I Accept** button. The system displays the Report Wages to Social Security page (EWR homepage).

Social Security Online
www.socialsecurity.gov

Business Services Online

BSO Main Menu | BSO Information | Logout

Wage Reporting Attestation

Privacy Act Statement
Collection and Use of Personal Information

Sections 205(a) and (c)(2) and 233 of the Social Security Act, as amended, and Sections 6051 and 6109 of the Internal Revenue Code allow us to collect this information, which we will use to report and update wages. Providing the information is voluntary, but not providing all or part of the information may subject you to penalties. As law permits, we may use and share the information you submit, including with the Department of Treasury for tax administration and with other Federal or state agencies when authorized by the Internal Revenue Code, as outlined in the routine uses within System of Records Notice (SORN) 60-0059; Earnings Recording and Self-Employment Income System, available at www.ssa.gov/privacy. The information you submit may also be used in computer matching programs to establish or verify eligibility for Federal benefit programs and to recoup debts under these programs.

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 certification of Business Services Online.

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.

10. On the EWR homepage, you can access all EWR services, including:
- Forms W-2/W-3 Online
 - Pilot Program Participants—Forms W-2/W-3 Online (Pilot)
 - Create/Resume Forms W-2/W-3 Online (legacy)
 - Forms W-2c/W-3c Online
 - Pilot Program Participants—Forms W-2c/W-3c Online (Pilot)
 - Create/Resume Forms W-2cc/W-3 Online (legacy)
 - Upload Formatted Wage File

- AccuWage Online
- Submission Status
- Employer Report Status
- Resubmission Notice
- E-mail a Wage Reporting Expert (Contact SSA)

Reporting Wages to Social Security

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

Submission Status

Employer Report Status

Resubmission Notice

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