

BSO Tutorial for Tax Year 2013

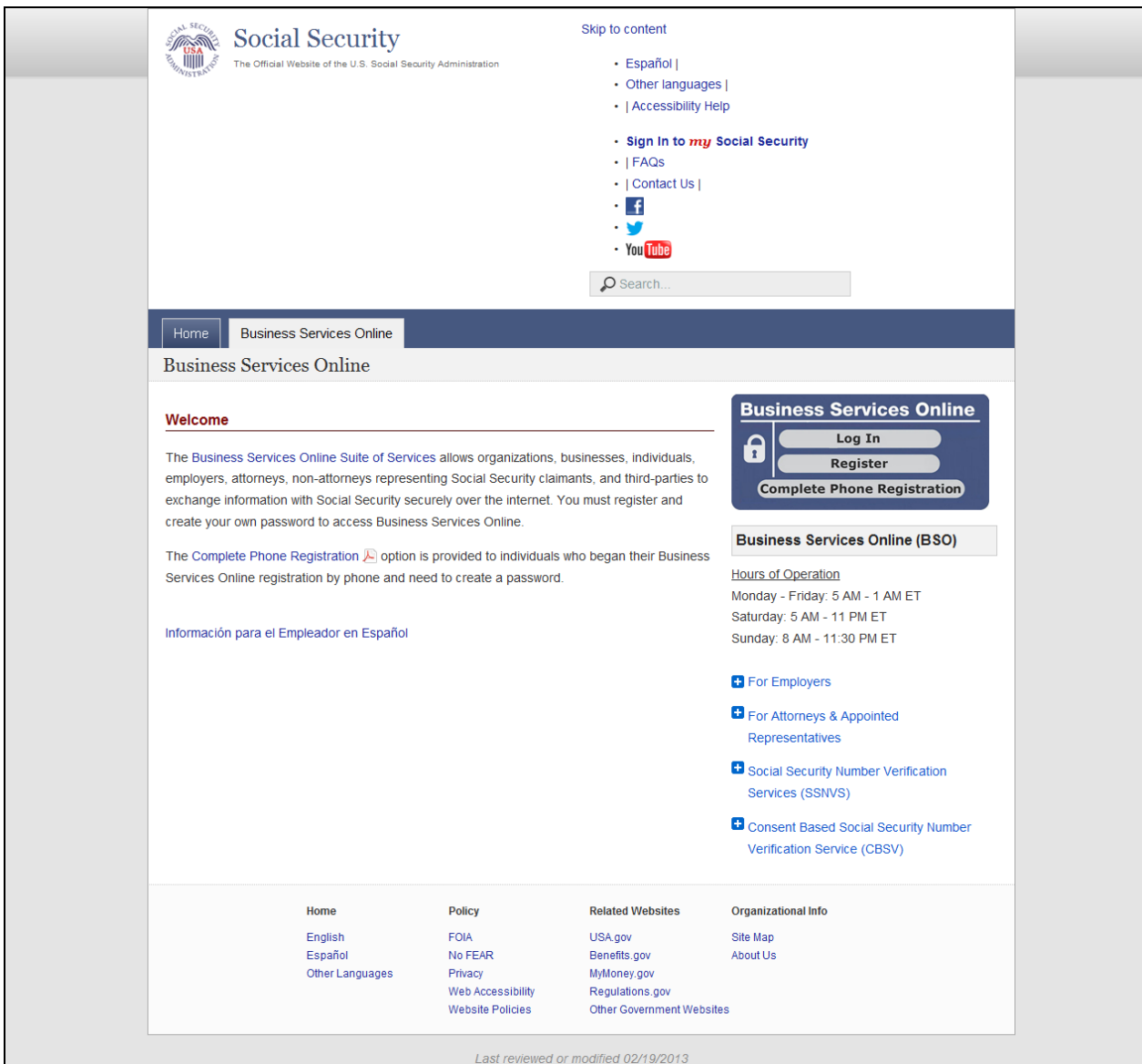


Employer Report Status

Users can check wage report status or view errors for wage reports submitted for their companies by a third party. This option is available only to users who have the View File/Wage Report Status, Errors, and Error Notices role in their registration profile.

STEP 1: Select **Business & Government** tab on the “Social Security” home page, then select **Business Services** menu to go to the “Business Services” page. On the “Business Services” page, select **Log in or Use Business Services Online** button to go to the “Business Services Online” page at:

<http://www.socialsecurity.gov/bsowelcome.htm>



STEP 2: Select the **Log In** button on the “Business Services Online” page. The system displays the “Log In to Online Services” page.

Social Security Online
www.socialsecurity.gov

Business Services Online
BSO Welcome | BSO Information | Keyboard Navigation

Log In to Online Services

Online Services Availability

- Monday-Friday: 5 AM - 1 AM ET
- Saturday: 5 AM - 11 PM ET
- Sunday: 8 AM - 11:30 PM ET

For your security, please log out of the application and close all Internet windows when you are finished.

New User?
You must create an account to use this website. Once you do, you will be provided a User ID to log in to our online services.

To create new account you will need to:

- Provide personal information
- Provide contact information
- Create your password and security questions

[Create Log In Account](#)

Did you register with SSA by [phone or paper form](#) and need to create a password?

Existing User?
Please log in below:

User ID:

Password:

[Forgot user ID?](#)

[Forgot your password?](#)

User Certification:

I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files

I have read & agree to these terms.

Log In

www.socialsecurity.gov

BSO Welcome | BSO Information | Keyboard Navigation

HELP

STEP 3: Enter your User ID and Password.

STEP 4: Select the **I have read & agree to these terms** check box on the “Log In to Online Services” page.

Select the **Log In** button to display the BSO “Main Menu” page.

To return to the “[Business Services Online](#)” page, select the **BSO Welcome** link at the top or bottom of the page.

Social Security Online **Business Services Online**
 www.socialsecurity.gov | BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation

Main Menu [HELP](#)

MAC REQUEST
 Logout

Welcome, MAC REQUEST
 Your password expires on **May 05, 2099**

Manage Account

- [View / Edit Account Info](#)
- [Change Password](#)
- [Disable Account](#)

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.

Report Wages To Social Security
 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

Web Service
 With your Web Service User ID, wage information can be exchanged with SSA using a client application developed by your company. Your Web Service User ID and password will have to be included in the header of each SOAP request sent to the EWR Web Service. The system will keep your Web Service account active as long as it is confirmed that you remain an employee of your company under the EIN specified.

The EWR Web Service includes operations to submit wage files (in an EFW2 format), resubmit corrected wage files and view the status of the wage files submitted via your Web Service User ID.

Internet Representative Payee Accounting (IRPA)
 File a Form SSA-623, SSA-6230, or SSA-6234 Representative Payee Reports electronically
 Submit and print representative payee accounting forms,
 Download submitted forms for up to 30 days after submission

www.socialsecurity.gov

STEP 5: Select the **Report Wages To Social Security** link on the BSO “Main Menu” page. The system displays the “Wage Reporting Attestation” page.

Social Security Online **Business Services Online**
 www.socialsecurity.gov | BSO Main Menu | BSO Information | Keyboard Navigation | Logout

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 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.

STEP 6: Select the **I Accept** button on the “Wage Reporting Attestation” page to go to the EWR home page.

To return to the BSO “[Main Menu](#)” page, select the **I DO NOT Accept** button.

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-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 Forms W-2 and W-3 with up to 50 forms W-2 per W-3. There is no limit on the number of Forms W-3 an employer can submit, even if the multiple Forms W-3 are for the same Employer Identification Number (EIN).
- Up to 50 Forms W-3 can be saved at a time to be resumed/submitted at a later date. Each Form W-3 can have up to 50 Forms W-2 associated with it.
- 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 Employer Report Status](#)
 Check wage 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 request a one-time 15-day extension of the deadline:

[Request an Extension to File a Resubmission](#)

- You will need information from the Notice to 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.

[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.

STEP 7: Select the **View Employer Report Status** link to go to the “Employer Report Selection” page.

Social Security Online **Electronic Wage Reporting (EWR)**

www.socialsecurity.gov EWR Home | E-mail a Wage Reporting Expert | Keyboard Navigation | Logout

 **Employer Report Status**

Employer Report Selection

Please read the following information before continuing:

- Employer report information is displayed only if the report was submitted after 2002.
- Reports that have not yet been processed cannot be displayed.
- Processed money totals may not reflect the currently posted amounts.
- This information should not be used for reconciliation or tax liability purposes.
- This information should not be used as the basis for a Form W-2c report.

Tax Year
The Tax Year is the year in which the wages were earned.

Please Choose a Tax Year:

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.

STEP 8: Select a **Tax Year**. The current tax year is the default value.

Select the **Continue** button to go to the “Search Results” page. If there is no Report Status available, the system displays the [“Search Results” page with a message](#).

Select the **Cancel** button to return to the [EWR home](#) page.

Social Security Online
Electronic Wage Reporting (EWR)

[www.socialsecurity.gov](#) | [EWR Home](#) | [E-mail a Wage Reporting Expert](#) | [Keyboard Navigation](#) | [Logout](#)

Employer Report Status

1 Search Results
2 Report Summary
3 Error Details

Search Results

Name: STEVE'S COMPANY
 EIN: 12-9970141
 Tax Year: 2012
 Total Reports: 16

Status	Receipt Date	Status Date	Report Type	# W-2s/W-2cs	# Errors	Details
COMPLETE	08/27/2012	08/31/2012	CORRECTION	4	2	Report Details
COMPLETE	09/25/2012	10/03/2012	REGULAR	1	No errors	Report Details
COMPLETE	10/03/2012	10/10/2012	CORRECTION	1	2	Report Details
DUPLICATE	10/16/2012	10/25/2012	REGULAR	0	No errors	Report Details
DUPLICATE	10/16/2012	10/25/2012	REGULAR	0	No errors	Report Details
COMPLETE	10/16/2012	10/25/2012	CORRECTION	1	No errors	Report Details
COMPLETE	10/22/2012	10/25/2012	CORRECTION	1	No errors	Report Details
DUPLICATE	10/22/2012	10/25/2012	CORRECTION	0	No errors	Report Details
DUPLICATE	10/24/2012	11/02/2012	CORRECTION	0	No errors	Report Details
DUPLICATE	10/24/2012	11/02/2012	CORRECTION	0	No errors	Report Details
DUPLICATE	10/24/2012	11/02/2012	CORRECTION	0	No errors	Report Details
DUPLICATE	10/24/2012	11/02/2012	CORRECTION	0	No errors	Report Details
COMPLETE	11/08/2012	11/14/2012	REGULAR	1	No errors	Report Details
DUPLICATE	11/26/2012	11/28/2012	REGULAR	0	No errors	Report Details
DUPLICATE	11/26/2012	11/28/2012	REGULAR	0	No errors	Report Details
DUPLICATE	11/26/2012	11/28/2012	REGULAR	0	No errors	Report Details

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[Back to Search](#)
[Print Page](#)

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.

Social Security Online
Electronic Wage Reporting (EWR)

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Employer Report Status

1 Search Results
2 Report Summary
3 Error Details

Search Results

Name: STEVE'S COMPANY
 EIN: 12-9970141
 Tax Year: 2013
 Total Reports: 0

Important Message About Your Search Results

Report Level Information is not available.

[Back to Search](#)
[Print Page](#)

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.

STEP 9: On the Search Results page:

Select the Status link to see an [Explanation of Processing Status Code](#).

Select the **Report Details** link to see the “Report Summary” page. If there is no error information available, the system displays the [“Report Summary” page with a message](#).

Select the **Back to Search** button to return to the [“Employer Report Selection”](#) page.

Select the **Print Page** button to print the [“Search Results”](#) page.

Social Security Online
Electronic Wage Reporting (EWR)

[www.socialsecurity.gov](#) | [EWR Home](#) | [E-mail a Wage Reporting Expert](#) | [Keyboard Navigation](#) | [Logout](#)

Employer Report Status

1 [Search Results](#)
2 [Report Summary](#)
3 [Error Details](#)

Report Details

Name: STEVE'S COMPANY

Tax Year: 2012
 Report Type: CORRECTION
 Status: COMPLETE
 Status Date: 08/31/2012
 # of W-2cs: 4

W-3c Information	Reported	Processed	Amended
Correct Social Security Wages	\$2,556,969,753.27	\$2,556,969,753.27	NOT APPLICABLE
Correct Social Security Tips	\$2,644,483,890.54	\$2,644,483,890.54	NOT APPLICABLE
Correct Medicare Wages and Tips	\$3,005,064,199.85	\$3,005,064,199.85	NOT APPLICABLE
Correct Federal Taxable Income	\$1,380,708,618.22	\$1,380,708,618.22	NOT APPLICABLE

Error Summary

Total Errors: 2

Critical: 0
 # Informational: 2

Importance	Error Description	More Information
INFORMATIONAL	Invalid for TY - Total Corr Adv Earned Income Credit	Error Details
INFORMATIONAL	Invalid for TY - Total Orig Rptd Adv Earned Income Credit	Error Details

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Back to Search Results

Print Page

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.

Social Security Online
Electronic Wage Reporting (EWR)

[www.socialsecurity.gov](#) | [EWR Home](#) | [E-mail a Wage Reporting Expert](#) | [Keyboard Navigation](#) | [Logout](#)

Employer Report Status

1 [Search Results](#)
2 **Report Summary**
3 [Error Details](#)

Report Details

Name: TEST COMPANY

Tax Year: 2009
Report Type: CORRECTION
Status: [COMPLETE](#)
Status Date: 11/16/2009
of W-2s: 1

W-3c Information	Reported	Processed	Amended
Correct Social Security Wages		\$0.00	NOT APPLICABLE
Correct Social Security Tips		\$0.00	NOT APPLICABLE
Correct Medicare Wages and Tips		\$0.00	NOT APPLICABLE
Correct Federal Taxable Income	\$98,000.00	\$98,000.00	NOT APPLICABLE

Error Summary

Total Errors:

Critical: 0
Informational: 0

Important Message About Your Search Results
Error information is not available.

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.

STEP 10: On the Report Summary page:

Select the Status link in the Report Details section to see an [Explanation of Processing Status Code](#).

Select the Importance link in the Error Summary section to see an [Explanation of the Error Importance](#).


Select the **Error Details** link to go to the “[Error Details](#)” page.

Select the **Back to Search Results** button to return to the “[Search Results](#)” page.

Select the **Print Page** button to print the “[Report Summary](#)” page.

Social Security Online **Electronic Wage Reporting (EWR)**

www.socialsecurity.gov | [EWR Home](#) | [E-mail a Wage Reporting Expert](#) | [Keyboard Navigation](#) | [Logout](#)

 **Employer Report Status**

1 [Search Results](#) 2 [Report Summary](#) 3 [Error Details](#)

Error Details for: Invalid for TY - Total Corr Adv Earned Income Credit

Importance
[INFORMATIONAL](#)

Description
The Total Correct Advance Earned Income Credit field on the Corrected Total Record was not all blanks and the Tax Year (TY) was not valid for this money field.

Action
The error for which you have requested details is **INFORMATIONAL** and requires no further action. In future years, you or the party submitting on your behalf may wish to review your reports prior to sending them to Social Security to ensure that this error is not present. Instructions for correcting many common errors can be found in our [Online Error Reference Material](#). You can also download our free [AccuWage](#) software which allows you to check your W-2 or W-2c file for many commonly made errors prior to submitting it to Social Security.

[Back to Report Summary](#) [Print Page](#)

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.

STEP 11: On the Error Details page:

Select the Importance link to see an [Explanation of the Error Importance](#).

Select the [Online Error Reference Material](#) link to see Employer W-2 Filing Instructions & Information.

Select the [AccuWage](#) link to see AccuWage Information and Software.

Select the **Back to Report Summary** button to return to the “[Report Summary](#)” page.

Select the **Print Page** button to print the “[Error Details](#)” page.

APPENDIX: OTHER PAGES

1. Explanation of Processing Status Code (Submission Status) Page

Users can access this page by selecting the specific status link in the Submission Status column or the Report Status column on any error page.

Explanation of Processing Status Code

You have requested information about the RECEIVED processing status code.

RECEIVED	Social Security has received your submission.
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Please note that you may have to close this window in order to resume your BSO session.

[Close Browser Window](#)

You can use the File menu to close this window.

2. Explanation of Error Importance Page

Users can access this page by selecting either “CRITICAL” link or “INFORMATIONAL” link in Importance column on any error page.

Explanation of Error Importance

You have requested information about CRITICAL errors.

The error for which you have requested additional details is **CRITICAL**. As a result of this error, Social Security was not able to complete processing of this submission. You or the party submitting on your behalf must correct any **CRITICAL** errors that have been found in your submission and resubmit this file to Social Security.

Please note that you may have to close this window in order to resume your BSO session.

[Close Browser Window](#)

You can use the File menu to close this window.