





SSA – Business Services Online Access and Registration Process

In order to submit the annual W-2 file electronically or verify Social Security Numbers with SSA, district users must complete a new registration process to Business Services Online (BSO). The following instructions should assist with this process. It is necessary to have a cell phone available to properly complete the registration process.

Create an id.me account and Validate Identity

1. Click [Here](#) to sign into SSA (your old Username & Password will no longer work)
2. Click the  button
3. Click the OK button to be redirected to the ID.me website.
4. Click [Create an ID.me account](#) at the top of the screen.
5. Enter your Email Address
6. Enter & Confirm a Password (this will be your new SSA password going forward)
7. Check the box to accept the Terms & Privacy Policy
8. Click the Create Account button, then click Continue.
9. Enter the 6-digit verification code sent to your email and click Continue
10. Choose a Multi-Factor Authentication option
11. Enter a Phone Number or any other requested information and Continue
12. Enter the 6-digit verification code sent to your MFA option and click Continue
13. Click Continue to begin verifying your identity
14. Choose either the Self-Service or Video Chat Agent option and Continue
15. Check the box to acknowledge the terms and Continue
16. Follow the instructions to submit the requested photos (may include front & back of Driver's License and a selfie)
17. Enter your Social Security Number and Continue
18. Verify your information, check the box that information provided is correct, & click Yes
19. Click Allow to provide SSA/ID.me with the information needed to validate your identity
20. You should be redirected to the SSA BSO site. Select the User ID & EIN for your district and click Next to access the Business Services Online Main Menu.

Use the new Login to access SSA BSO

1. After approximately 15 minutes (to allow information to sync properly), return [Here](#) to login and ensure that the new login information will work going forward.
2. Click . This will be the new procedure for logging into SSA BSO.
3. Click OK, and Sign in using the Email & Password as previously entered.
4. Choose the preferred authentication method and click Continue.
5. Enter the 6-digit code to authenticate and click Continue.
6. Check the box to agree to the Terms of Service and click Next.
7. Read the Privacy Act Statement and click Next.
8. Choose the User ID & district EIN from the drop box and click Next to access the Business Services Online Main Menu.

Additional Instructions for generating & submitting the W-2 file to SSA will be provided at the Calendar Year End Payroll Roundtable and listed on the USPS-R Calendar Year End Checklist.