



BSO Tutorial for Tax Year 2008

Acknowledge Resubmission Notice

Contains the following lesson:

- [Acknowledge Receipt of a Resubmission Notice Received from SSA](#)

LESSON 1: ACKNOWLEDGE YOUR RESUBMISSION NOTICE

Follow the instructions below to acknowledge that you received a notice from the Social Security Administration (SSA) requiring you to resubmit your W-2 data.

STEP 1: Point your browser to the Business Services Online (BSO) Welcome page:

www.socialsecurity.gov/bso/bsowelcome.htm.

STEP 2: Select the **Log In** button on the BSO Welcome page. The system displays the Log In to BSO page.

Social Security Online
www.socialsecurity.gov

Business Services Online
BSO Welcome | BSO Information | Keyboard Navigation

Log In to BSO [BSO HELP](#)

BSO Welcome > Login

Online Services Availability

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

DON'T USE YOUR BROWSER'S BACK BUTTON

Effective October 2007, your Personal Identification Number (PIN) is now referred to as your User ID.

[Need to complete your phone registration?](#)

User ID:
(formerly referred to as PIN)

Password: [Forgot your password?](#)
(not case sensitive)

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 understand that I may be subject to penalties if I submit fraudulent information. I agree that I am responsible for all actions taken with my User ID.
- I understand that SSA may prevent me from using these services if SSA determines or suspects there has been misuse of the services.
- I am aware that any person who knowingly and willingly makes any representation to falsely obtain information from Social Security records and/or intends to deceive the Social Security Administration as to the true identity of an individual could be punished by a fine or imprisonment, or both.
- I am authorized to do business under this User ID.

By checking the box below you certify that you have read, understand and agree to the user certification of Business Services Online.

I Accept

Cancel Login

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 BSO Welcome | BSO Information | Keyboard Navigation

STEP 3: Enter your User ID and password.

STEP 4: Select the “I Accept” check box after reading the conditions defined on the Log In to BSO page. Select the **Login** button. The system displays the BSO Main Menu page (To return to the BSO Welcome page, select the **Cancel** button.).

Social Security Online **Business Services Online**

www.socialsecurity.gov [BSO Main Menu](#) | [BSO Information](#) | [Contact Us](#) | [Keyboard Navigation](#)

Main Menu [LOGOUT](#) | [BSO HELP](#)

Online Services Availability

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

DON'T USE YOUR BROWSER'S BACK BUTTON

To use any Business Services Online, you must first request access to that service. To request access to BSO services, select "Account Maintenance". From the Account Maintenance page, select "Request Access to BSO Services".

Welcome, KAMALJIT RANDHAWA
Your password expires on **September 15, 2008**

[Report Wages To Social Security](#)
Submit, download or process W-2s and W-2cs
View submission status, acknowledge resubmission notices or
Request resubmission extensions

[View File / Wage Report Status with Name / SSN Errors](#)
View report status, errors and notice information

[Social Security Numbers Verification Service](#)
Request online SSN verification, or
Submit files for SSN verification

[Form SSA-1694 Request for Business Entity Taxpayer Information](#)
Submit or update a Business Taxpayer Information form to receive form 1099 for work related to claimant representation

[Account Maintenance](#)
Request, activate or remove access to services
Re-request activation code for services
Change your password
Update your user registration or employer information, or 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 [BSO Main Menu](#) | [BSO Information](#) | [Contact Us](#) | [Keyboard Navigation](#)

STEP 5: Select the **Report Wages to Social Security** link.

[Report Wages To Social Security](#)

Submit, download or process W-2s and W-2cs
View submission status, acknowledge resubmission notices or
Request resubmission extensions

The system displays the Report Wages to Social Security menu page.

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

Report Wages to Social Security [LOGOUT](#) | [BSO HELP](#)

[BSO Main Menu](#) > Report Wages to Social Security

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

[Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status](#)

[Resubmission Notice Processing](#)

Acknowledge resubmission notices and request resubmission extensions

[BSO Main Menu](#)

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 BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation

STEP 6: Select the **Resubmission Notice Processing** link. The system displays the Resubmission Notice Processing menu page.

(To return to the BSO Main Menu page, select the **BSO Main Menu** button.)

Social Security Online **Business Services Online**
www.socialsecurity.gov BSO [Main Menu](#) | [BSO Information](#) | [Contact Us](#) | [Keyboard Navigation](#)

Resubmission Notice Processing [LOGOUT](#) | [BSO HELP](#)

[BSO Main Menu](#) > [Report Wages to Social Security](#) > Resubmission Notice Processing

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

When you are ready to resubmit your wage file select "Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status" from the "Report Wages to Social Security" page which can be access from the "Main Menu" page.

Acknowledge Resubmission Notice
Acknowledge that you have received a notice asking you to resubmit your wage data.

Request Resubmission Extension
Request a one-time 15-day extension of the deadline for resubmitting your wage data.

[BSO Main Menu](#)

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 BSO [Main Menu](#) | [BSO Information](#) | [Contact Us](#) | [Keyboard Navigation](#)

STEP 7: Select the **Acknowledge Resubmission Notice** link.

(To return to the BSO Main Menu page, select the **BSO Main Menu** button.)

Acknowledge Resubmission Notice

Acknowledge that you have received a notice asking you to resubmit your wage data.

The system displays the Query Attestation page.

The screenshot shows the 'Query Attestation' page of the Social Security Online Business Services Online (BSO). At the top, there is a header with the Social Security Administration logo and the text 'Social Security Online Business Services Online Social Security's Business Services Online (BSO)'. Below the header, the title 'Query Attestation' is centered. The main content area contains the following text: 'User Certification to Query the SSA Business Services Online', 'I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files.', and 'I certify that I am the individual authorized to conduct business under this PIN and have the authority to attest to the accuracy of the data and receive employee wage information for the employer.' Below this text, there is a line of text: 'By selecting the "I Accept" button, you certify that you have read, understand and agree to the user certification of Business Services Online.' At the bottom of the form, there are two buttons: 'I Accept' and 'I DO NOT Accept'.

Step 8: Select the **I Accept** button after reading the conditions defined on the Query Attestation page. The system displays the Acknowledge Resubmission Notice page.

(To return to the BSO Main Menu page, select the **I DO NOT Accept** button.)

The screenshot shows the 'Acknowledge Resubmission Notice' page of the Social Security Online Business Services Online (BSO). At the top, there is a header with the Social Security Administration logo and the text 'Social Security Online Business Services Online Social Security's Business Services Online (BSO)'. Below the header, there is a navigation bar with links: 'BSO Home | BSO Information Links | Contact SSA | Keyboard Navigation | Logout'. A 'BSO Help' button is visible on the left. The main title is 'Acknowledge Resubmission Notice'. Below the title, there is a paragraph: 'Use this form to acknowledge that you received a notice from the Social Security Administration requiring you to resubmit your wage data. Please specify the Employer Identification Number (EIN), Wage File Identifier (WFID), and Receipt Year exactly as they appear on the resubmission notice you received from the Social Security Administration.' Below this text, there are input fields for 'EIN:', 'WFID - Version:', and 'Receipt Year:'. The 'Receipt Year' dropdown menu is set to '2007'. Below the input fields, there is a section titled 'Choose one of the following:' with three radio button options: 'I filed using electronic media (e.g. Internet or Electronic Data Transfer).', 'I filed using physical media (e.g. tape, cartridge, or diskette) and I received my submission in the mail.', and 'I filed using physical media (e.g. tape, cartridge, or diskette) and I did not receive my submission in the mail.' At the bottom of the form, there are two buttons: 'Acknowledge Notice' and 'Cancel'. Below the buttons, there is a paragraph: 'Have a question? Call 1-800-772-6270 to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.' At the very bottom, there is a navigation bar with links: 'BSO Home | BSO Information Links | Contact SSA | Keyboard Navigation | Logout'.

STEP 9: Enter your Employer Identification Number (EIN), Wage File Identifier (WFID), Version, and Receipt Year (exactly as they appear on the resubmission notice you received from SSA) and indicate the appropriate filing method.

STEP 10: Select the **Acknowledge Notice** button to process the acknowledgement (Otherwise, select the **Cancel** button to cancel the acknowledgement and return to the BSO Main Menu page.). The system displays the Notice Acknowledgement Receipt page.

The screenshot shows the Social Security Online Business Services Online (BSO) interface. At the top, there is a header with the Social Security Administration logo and the text "Social Security Online Business Services Online" and "Social Security's Business Services Online (BSO)". Below the header, there are navigation links: "BSO Home | BSO Information Links | Contact SSA | Keyboard Navigation | Logout". On the left side, there is a "BSO Help" button. The main content area displays "Notice Acknowledgment Receipt" in blue text, followed by the date and time "14-Sep-06 02:29 PM Eastern Time". Below this, there is a message: "Thank you for acknowledging receipt of your resubmission notice. Please follow the instructions provided in the notice for submitting your corrected file." and "If you need assistance, please call the Employer Reporting Branch at 1-800-772-6270 between Monday and Friday, 7:00 a.m. to 7:00 p.m. Eastern Time. For TDD/TTY call 1-800-325-0778." There is a "BSO Home" button in the center. At the bottom, there is a footer with the text: "Have a question? Call 1-800-772-6270 to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778." and navigation links: "BSO Home | BSO Information Links | Contact SSA | Keyboard Navigation | Logout".

STEP 11: Select the **BSO Home** button to return to the BSO Main Menu page.