

If you are submitting W2 files to SSA, you need to register for a User ID and Password

You must register with the Social Security Administration in order to use their Business Services on-line. Registering allows you to use the Employee Services to submit a wage file, W-2 on line, view status, view notices and view errors. It also allows you to use the SS number verification service. Registration is required if you plan to file using Electronic Data Transfer.

December 2017 is the preferred period for new registrations. You may register at <http://www.ssa.gov/employer>, select Business Services Online, select Register. To register by phone, call the Employer Reporting Branch at 1-800-772-6270. Information you will need to register is (some of the information below is optional) company name, phone number, address and the Employer Identification Number of the company you work for, your name (first name, middle initial and last name) as shown on your Social Security card and your mailing address, your Social Security number, date of birth, your work telephone number, e-mail address and fax number to contact you if they have a problem processing your file.

If all of the information given is verified, they issue a User ID and password, formerly called your PIN#. For further information on registering, go to their web site to review other questions and answers about using the User ID and password.

If you previously received a User ID, you may be notified and reminded to change your password in order to keep your User ID issued by SSA valid. If you have not done so and the User ID# becomes invalid, a new User ID will have to be issued and can take up to 10 business days for reissue.

If you received this notification, please go to <http://www.ssa.gov/bsowelcome>.htm and click on login to change password or call SSA at 800.772.6270 to change the password, as that is what SSA is recommending for assurance purposes. The person who was issued the User ID is the one that should call to change the password.