

Tutorial del conjunto de servicios de los informes electrónicos de salarios (EWR, por sus siglas en inglés) Año tributario 2024

Este tutorial muestra instrucciones paso a paso sobre cómo acceder al conjunto de servicios de EWR:

1. Formularios W-2/W-3 por internet (piloto)
2. Formularios W-2c/W-3c por internet (piloto)
3. Formularios W-2/W-3 por internet
4. Formularios W-2c/W-3c por internet
5. Carga de archivos de salarios formateados
 - a. Carga de archivos de salarios
 - b. Pago de salarios especiales
6. *AccuWage* por internet
7. Estado de envió
8. Estado del reporte de salarios
9. Aviso de reenvió (Solicite una extensión para volver a enviar los archivos de salarios)
10. Envíe un correo electrónico a un *Wage Report Expert* (Experto de reportes de salarios [comuníquese con el Seguro Social])

1. En la página de inicio de la Administración del Seguro Social (SSA, por sus siglas en inglés) ([Administración del Seguro Social de los EE. UU. | SSA](#)), en la sección de «*Services for*» (servicios para) en la parte inferior de la página, seleccione el enlace ***Employers & businesses*** (Empleadores y empresas). El sistema mostrará la página de [Employer W-2 Filing Instructions & Information](#) (instrucciones e información para los empleadores de la presentación y envío del formulario W-2 [solo disponible en inglés]).

Support	Languages	Services for	About
Contact us	Español	Employers & businesses	About SSA
Find an office	Other languages	Representatives	Communications
Forms	Plain language	Government agencies	Careers
Publications		Other groups	Initiatives
Report fraud			Research & policy

2. En la página *Employer W-2 Filing Instructions & Information* (Instrucciones e información para la presentación y envío del formulario W-2 del empleador), seleccione el botón ***Business Services Online*** (Servicios para empresas por internet [BSO, por sus siglas en inglés]). El sistema mostrará la página [Business Services Online](#) (Servicios para empresas por internet [solo disponible en inglés]).

Employer W-2 Filing Instructions & Information

Save the date!

SSA will hold our next semi-annual meeting with the Wage Reporting Community and IRS on Wednesday, November 13, 2024, from 1p.m. – 3p.m. (Eastern Standard Time). If you would like to participate, please register [HERE](#) by close of business Friday, November 8, 2024.

Please submit topic suggestions to: ssa.wrc.meeting@ssa.gov

This meeting's tentative topics include:

- Wage Reporting Reminders
- BSO Registration Updates
- Digital Modernization

This will be a virtual meeting via Microsoft Teams (MS Teams). Login and call-in information will be provided via email after we receive your registration. This meeting will be moderated by SSA staff.

Alert

**Do you need to submit W-2's to SSA?
Business Services Online (BSO) Registration has changed!**

What does this mean for you?

Your BSO User ID and password is no longer used to access BSO employer services. You must use a Social Security online account, ID.me or Login.gov credential to gain access to the BSO application.

Start at the [BSO Welcome page](#). You can either log in or create an account from the "Employers" box.

Extra security is a requirement to access the following BSO employer services:

- Wage file upload

Business Services Online

By selecting this link, you can:

- Log In
- Register or;
- Complete Phone Registration

Business Services Online (BSO)

Application Hours of Availability
 Monday - Friday: 4:15 AM - 1 AM ET
 Saturday: 5 AM - 11 PM ET
 Sunday: 8 AM - 11:30 PM ET

About W-2 Filing

> [Before You File](#)

[Customer Support](#)

[Electronic W-2/W-2c Filing Handbook](#)

[Helpful Government Resources](#)

[FIRE \(1099\) Filing Information Returns Electronically](#)

[Electronic Wage Reporting Web Service \(EWRWS\)](#)

[Publications & Forms](#)

[Employer W-2 Filing](#)

- En la página de *Business Services Online* (Servicios para empresas por internet [BSO, por sus siglas en inglés]):
 - Seleccione el enlace de **Log in** (iniciar sesión) en la sección «*Employers*» (empleadores). El sistema mostrará la página [Create an Account or Sign In](#) (Crear una cuenta o iniciar sesión).
 - Seleccione el enlace de **Create account** (Crear una cuenta) en la sección de «*Employers*» (empleadores) si necesita crear una cuenta.

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. En la página *Create an Account or Sign In* (Crear una cuenta o iniciar sesión), seleccione una de las tres opciones para iniciar una sesión. Cada opción requerirá que ingrese un código de un solo uso, después navegue a la página de *Social Security Terms of Service* (términos de servicio del Seguro Social).

 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. En la página de *Social Security Terms of Service* (términos de servicio del Seguro Social), seleccione la casilla de ***I agree to the Terms of Service*** (acepto los términos de servicio), y después seleccione el botón ***Next*** (siguiente). El sistema mostrará la página de *Social Security Privacy Act Statement* (Declaración de la Ley de Confidencialidad del Seguro Social).

 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.

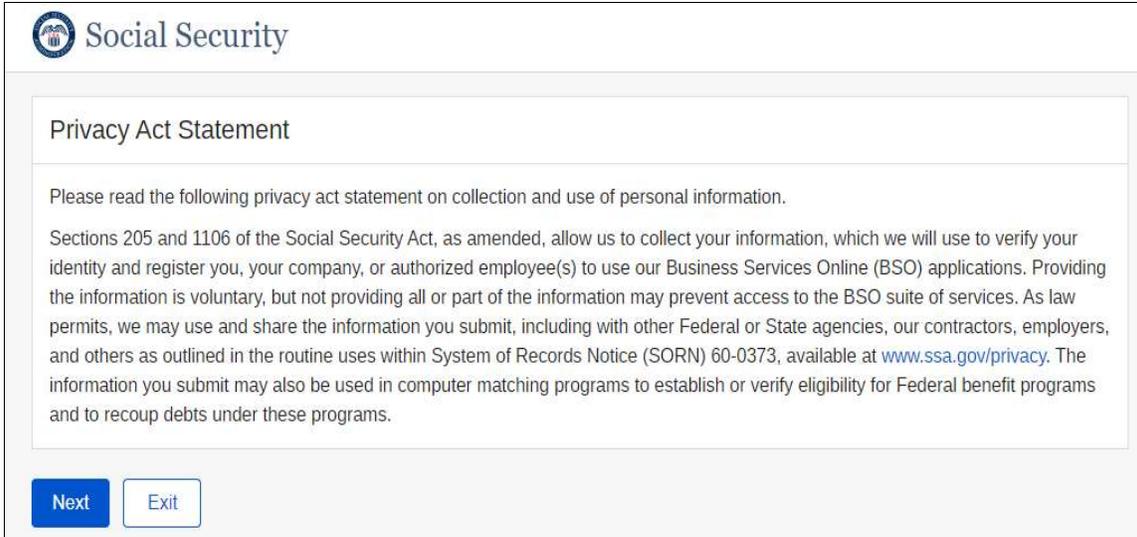
I agree to the Terms of Service.

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

[Privacy and Security](#)

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

6. En la página de *Social Security Privacy Act Statement* (Declaración de la Ley de Confidencialidad del Seguro Social), seleccione el botón *Next* (siguiente). El Sistema mostrará la página de *BSO User ID* (identificación de usuario de BSO).



 Social Security

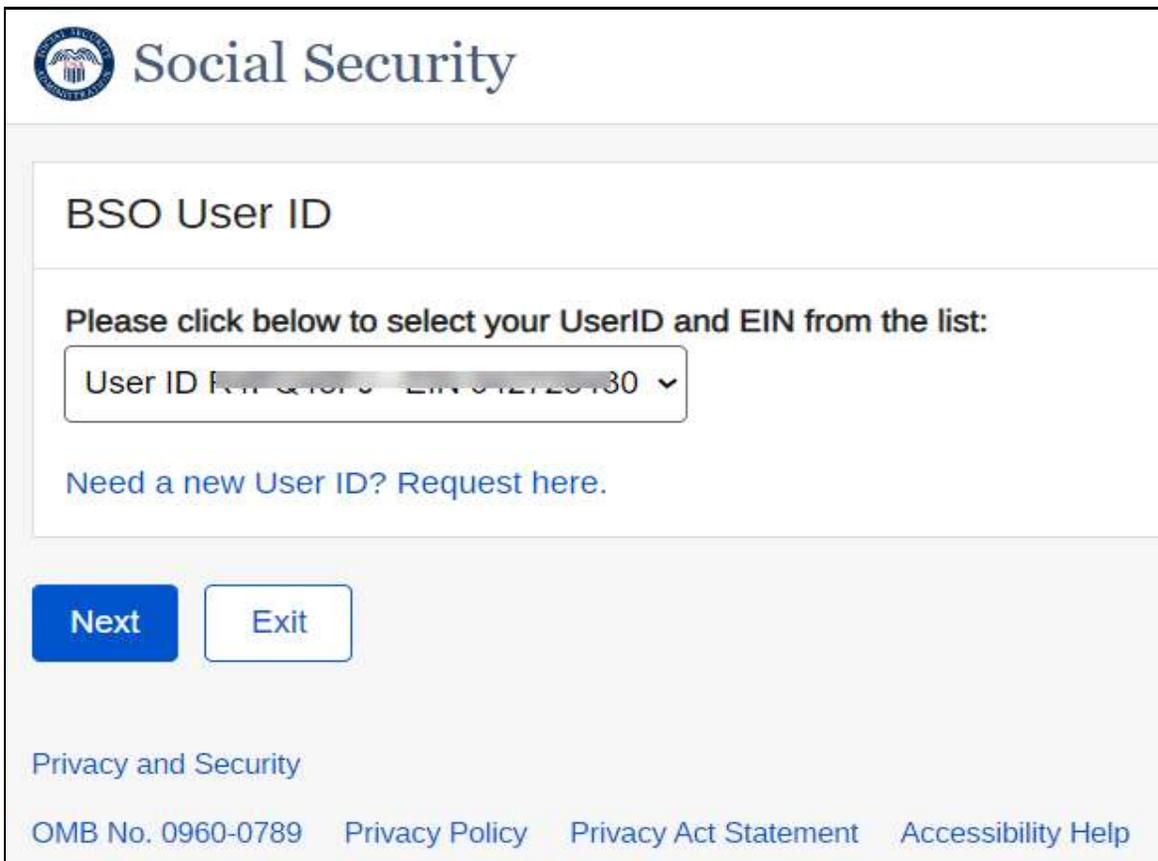
Privacy Act Statement

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. En la página de *BSO User ID* (identificación de usuario de BSO), seleccione un conjunto de *User ID/EIN* (identificación de usuario/EIN), después seleccione el botón *Next* (siguiente). El sistema mostrará la página de *BSO Main Menu* (menú principal de BSO).



 Social Security

BSO User ID

Please click below to select your UserID and EIN from the list:

User ID EIN 30 ▼

[Need a new User ID? Request here.](#)

Next **Exit**

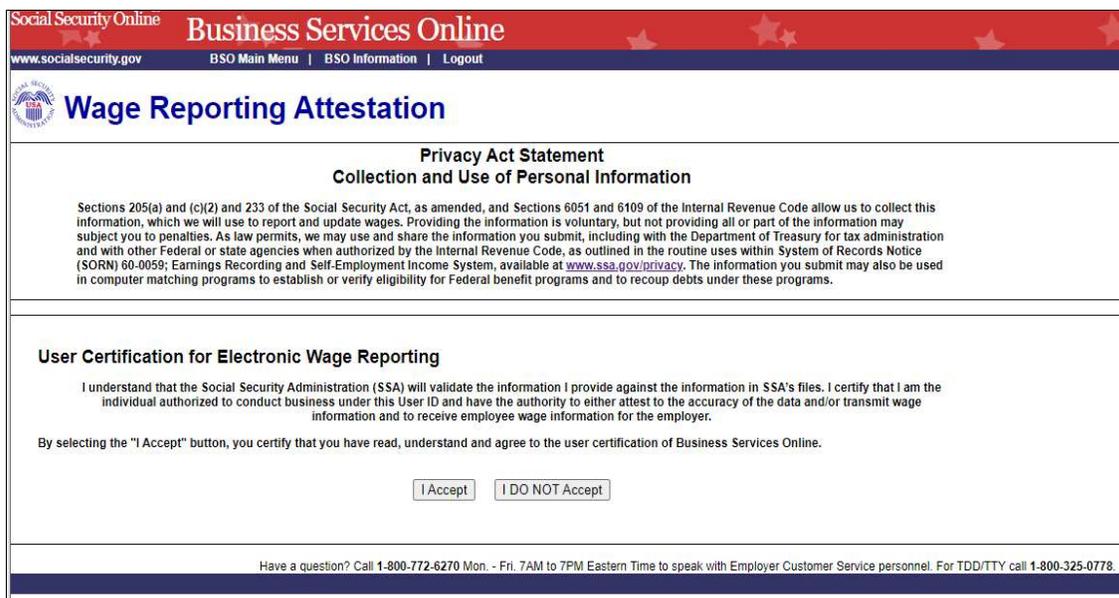
[Privacy and Security](#)

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

- En la página de *BSO Main Menu* (menú principal de BSO), seleccione el enlace **Report Wages To Social Security** (informe salarios al Seguro Social). El sistema mostrará la página *Wage Reporting Attestation* (confirmación del envío de salarios).



- En la página *Wage Reporting Attestation* (confirmación de la presentación de salarios), seleccione el botón **I Accept** (acepto). El sistema muestra la página *Report Wages to Social Security* (EWR homepage) (informar salarios al Seguro Social, página de inicio de EWR [EWR, por sus siglas en inglés]).



10. En la página EWR *homepage* (página de inicio de EWR), puede acceder a todos los servicios de EWR, incluidos:

- *Forms W-2/W-3 Online* (formularios de W-2/W-3 por internet)
 - *Pilot Program Participants—Forms W-2/W-3 Online (Pilot)* (participantes del programa piloto de los formularios W-2/W-3 por internet [piloto])
 - *Create/Resume Forms W-2/W-3 Online (legacy)* (Crear/continuar (formularios W-2/W-3 por internet [legacy]))
- *Forms W-2c/W-3c Online* (formularios W-2/W-3 por internet)
 - *Pilot Program Participants—Forms W-2c/W-3c Online (Pilot)* (participantes del programa piloto de los formularios W-2c/W-3 por internet [piloto])
 - *Create/Resume Forms W-2cc/W-3c Online (legacy)* (Crear/continuar (formularios W-2/W-3 por internet [legacy]))
- *Upload Formatted Wage File* (subir archivo de salarios formateado)
- *AccuWage Online* (AccuWage por internet)
- *Submission Status* (estatus de envío)
- *Employer Report Status* (estatus del reporte del empleador)
- *Resubmission Notice* (aviso de reenvío)
- *E-mail a Wage Reporting Expert (Contact SSA)* (envíe un correo electrónico a un experto de reportes de salarios [comuníquese con el Seguro Social])

Social Security Online
Business Services Online

www.socialsecurity.gov
BSO Main Menu | BSO Information | 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
AccuWage Online

Pilot Program Participants - Forms W-2/W-3 Online
 Thank you for participating in the pilot program for using redesigned Forms W-2/W-3 Online. Please use this pilot application to file U.S. Regular Domestic wage reports.
 If you need to file wage reports for any conditions that are not supported by this application, use the Create/Resume Forms W-2/W-3 Online link below.

Create/Resume Forms W-2/W-3 Online (PDF is not available for W-2PR/W-3PR.)

- 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 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 (PDF is not available for W-2PR/W-3PR.)
 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

Did you receive a Resubmission Notice? You may use the following links to resubmit your formatted wage file or request a one-time 15-day extension of the deadline:

Resubmit your Formatted Wage File

- Upload your wages in an EPW2/EPW2C formatted file.
- The required file format is described in the [Specifications for Filing Forms W-2 and W-2c \(EPW2/EPW2C\)](#).
- You will need the WFID from your original filing, which can be found on your Resubmission Notice.

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](#)