

Office of State Uniform Payroll

Procedure Title: Social Security Administration's Business Services Online (BSO) Registration	Revision Date: 4/3/2023
Unit: Benefits and Financial Administration Unit	Issue Date: 9/24/2008
Contact: _DOA-OSUP-BFA@la.gov	Page Number: 1 of 2

Agencies should follow the procedures below to register for the Social Security Administration's Business Services Online to submit and verify names and social security numbers of former and/or current employees. Since all LaGov HCM Paid agencies are under one Tax ID number (EIN), the Office of State Uniform Payroll must approve your registration.

The following procedures must be followed **prior to registering for BSO:**

- Your agency's HR Director must send an email to the Benefits & Financial Administration Unit at DOA-OSUP-BFA@la.gov to notify us that permission has been given to a particular employee to register for BSO.
- The employee's name that will be registering for BSO should be given in the email.
- The OSUP BFA Unit will reply to your email that the employee has permission to register.
- That employee can register with BSO requesting permission to the **"Social Security Number Verification Service" only**.
- SSA will send OSUP a letter within one or two weeks notifying us of the service you have requested access to. An access code will be given in the letter that is required to activate your registration.
- The OSUP BFA Unit will email the access code to the HR Director.

After receiving permission from OSUP to register for BSO, agency personnel should review the information found at ssa.gov/employer/ssnv.htm and follow the step-by-step instructions provided.

On March 25, 2023, BSO updated how you sign up for and/or verify a BSO account for SSNVS. BSO users will need a separate Social Security online account, for example, a *mySocial Security* account that was created before September 18, 2021, or have an existing [Login.gov](https://login.gov) or [ID.me](https://id.me) credential. If you do not have a Social Security online account or a Login.gov or ID.me credential, you will need to create one from the [Social Security Sign in page](#). This is a new requirement to access BSO employer services. Once the credentialing and authentication process has been completed, the current BSO User ID(s) will be associated with your new credential.

When registering for SSNVS, you must certify that you are currently employed by the employer associated with your registration. This will be verified when you enter OSUP's EIN (721447520)

Office of State Uniform Payroll

Procedure Title: Social Security Administration's Business Services Online (BSO) Registration	Revision Date: 4/3/2023
Unit: Benefits and Financial Administration Unit	Issue Date: 9/24/2008
Contact: _DOA-OSUP-BFA@la.gov	Page Number: 2 of 2

and your Social Security Number, both of which are required for registration. You should enter your agency's name in the field "Company Name or Business Name".

Please note that there are two parts to the registration process.

- **Register to use SSNVS:** Select a password and receive a User ID. Make a note of your User ID, password and expiration date. OSUP **will not** be supplied with this information.
- **Request access to SSNVS:** Login with your User ID and password and select "Request Access and Activation Code". The activation code will be mailed to OSUP within 1 to 2 weeks which will then be emailed to the employee's HR Director.

More detailed information and instructions about SSNVS can be found in the SSNVS Handbook found at ssa.gov/employer/ssnvs_handbk.htm.