

# SSA Pin - How to Obtain

## To obtain a PIN, do the following:

- Access the SSA
  - Use the employer reporting web site at [www.ssa.gov/employer](http://www.ssa.gov/employer). For your convenience, RDA has added a button to the MMREF1/W2 Submenu that takes you to the SSA website. The button is called: **URL to SSA.GOV.BSO**.
  - Or call the Employer Reporting Branch at 800-772-6270
- **Provide a user password. Passwords are:**
  - User defined.
  - Must be 8 characters and contain both alpha and numeric characters
  - **NOTE:** You will be required to change your password annually.
- **Provide Your Name**
  - This is your name, not your organization's name.
  - The name you submit **MUST** be exactly as it appears on your social security card.
  - If you have been employed at your organization for 8 months or less, the system may not be able to match your name and social security number to the EIN number for your organization. In this case, you should contact the SSA 800 number provided on the SSA enrollment form.
  - If you make errors after 3 attempts, the SSA system locks you out. If this should happen, call the SSA 800 number. They will help you determine why the information you entered was rejected. The representative will reset the form, allowing you to try again, making the correct entries.
- **REQUEST ACCESS TO BSO SERVICES**
  - Next you will be asked to **REQUEST ACCESS TO BSO SERVICES**.
  - Here you are asked to select option(s) that best describe the type of business you plan to conduct with the SSA.
  - Please select the first option – **REPORT WAGES TO SOCIAL SECURITY**.
- **Click Request**
  - Your PIN will be provided immediately on screen.
  - If you have questions regarding registration with the SSA, call the SSA Help Numbers on the SSA Website. They are most helpful.

## Reminders for Current Registrants:

\*So that your **PIN** does not expire, please access the SSA website and **change** your **PASSWORD** within 365 days from the date the password was last changed. You can also call the SSA Employer at 1-800-772-6270 to have a new password issued.