



Electronic Wage Reporting System

AccuWage Online Help Guide 2020

For Official Use Only

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1. Introduction

AccuWage Online enables Annual Wage Report (AWR) submitters to test the accuracy of their wage files prior to sending them to the Social Security Administration (SSA) for processing. AccuWage Online checks both W-2 and W-2C wage files to ensure they comply with Publication 42-007: Specifications for Filing Forms W-2 Electronically (EFW2) or Publication 42-014: Specifications for Filing Forms W-2C Electronically (EFW2C). AccuWage Online generates a Test Report listing all issues found in the wage file. Wage files cannot be edited using AccuWage Online. The submitter can create a new EFW2/EFW2C file or correct the existing EFW2/EFW2C file that generated the issues. The wage file can be repeatedly retested until all issues are corrected.

IMPORTANT: AccuWage Online identifies many, but not all, wage file issues. For example, AccuWage Online does not verify names and Social Security Numbers (SSNs). The likelihood of submission rejection, though not eliminated, is greatly reduced when using this application.

2. Acceptable File Extensions

Wage files must be plain text (.txt) or plain text zipped (.zip) format.

AccuWage Online does **NOT** accept the following file extensions:

- .pdf, .bin, .lib, .exe, .dll

If your file is in one of the formats that listed above please convert it to plain text before attempting to test it through the application. Remember to zip your file for optimal performance.

3. Zipped Files

3.1 SSA strongly recommends that all wage file submitters zip their files before running them through AccuWage Online to reduce the risk of session timeout and incomplete testing. Your testing experience will take considerably less time if you zip your file. For instructions on how to zip your file, please see the [FAQ](#).

3.2 If you upload a large unzipped file (more than 100MB or 100000 KB), you will receive the following alert.

- If you select Yes – upload and testing continues
- If you select No – returns User to the AccuWage Online home page

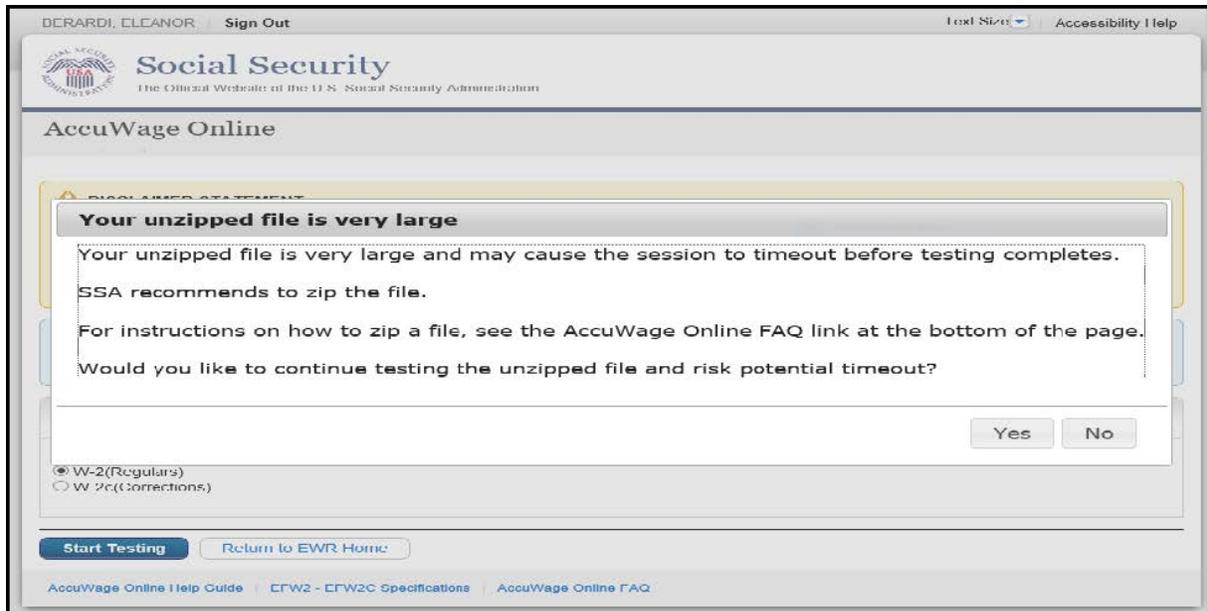


Figure 1: Error Your Unzipped file is too large.

If you select **Yes** – upload and testing continues and you may get the following error if your file is large and causes time out.

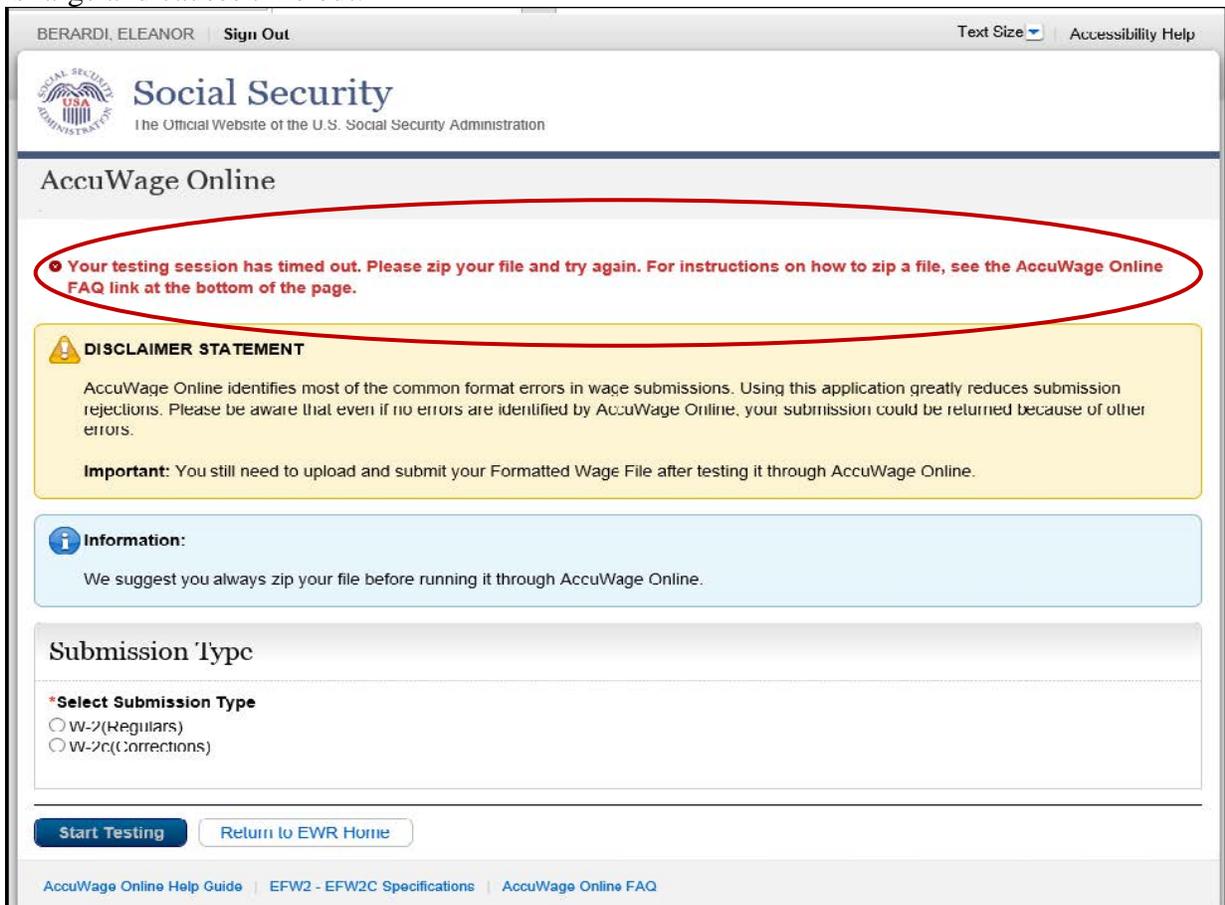


Figure 2: Error Your Session has timed out.

4. Sessions

AccuWage Online can only test one file per session. A session occurs each time a file is tested through AccuWage Online. If AccuWage Online is already open in a browser window, opening another window with AccuWage Online will not start a new session. If the file validation is in progress on the first window, if you try to upload another file through a second window simultaneously, AccuWage Online will display an error message and disable the ‘Start Testing’ button on the second window. In order to test the second file, please wait until the first file processing is complete. We do not recommend having more than one window open on your browser with AccuWage Online at a time.

5. Wage File Criteria

Wage files must be in the EFW2/EFW2C format. If you need assistance with this, please see <https://www.ssa.gov/employer/EFW2&EFW2C.htm>

6. AccuWage User Profile

In order to use AccuWage Online to test your wage files, you must have a valid Business Services Online (BSO) username and password with the employer services profile. For instructions on registering for a BSO username and password, please see the [FAQ](#).

7. Using AccuWage Online with Assistive Devices

Section 508 of the Rehabilitation Act requires Federal agencies to make their electronic and information technology accessible to people with disabilities.

SSA recommends that people using assistive devices and keyboard-only users navigate the AccuWage Online application using the keyboard shortcuts rather than command buttons.

8. Browser Recommendations

SSA recommends the following browsers for optimal testing experience:

- Internet Explorer 10 or above
- Chrome
- Firefox

9. Starting the Application

AccuWage Online can be accessed by logging on at Business Services Online (BSO) <https://www.ssa.gov/employer/> and going to the Employer Wage Reporting (EWR) home page. You will need to log in with your BSO username and password. Once you are on the Employer Wage Reporting home page, AccuWage Online is the fourth tab as shown below. Select the AccuWage Online link to go to the AccuWage Online Homepage.

The screenshot shows the Electronic Wage Reporting (EWR) Home Page. At the top, there is a red header with 'Social Security Online' and 'Business Services Online'. Below the header, there is a navigation bar with 'Forms W-2W-3 Online', 'Forms W-2cW-3c Online', 'Upload Formatted Wage File', and 'AccuWage Online'. A box labeled 'AccuWage Online' points to the 'AccuWage Online' link. Another box labeled 'AccuWage Online Link' points to the 'AccuWage Online' link in the main content area. The main content area includes sections for 'Reporting Wages to Social Security', 'Submission Status', and 'Resubmission Notice'. The right sidebar contains links for 'Email a Wage Reporting Expert', 'Información en Español', 'Online Tutorials & Training', and 'Other Useful Information'.

Figure 3: Electronic Wage Reporting (EWR) Home Page

10. AccuWage Online Home Page

Figure 4: AccuWage Online Home Page

AccuWage
Online Help
Guide

EFW2-EFW2C
Specifications

AccuWage
Online FAQ

- **Select Submission Type:** Select the Submission Type (W-2 or W-2c) of the file you wish to test, and then click the ‘Start Testing’ button in the bottom left hand corner of the application. The ‘Start Testing’ button will be disabled until the selection of Submission Type has been made.
- **Return to EWR Home:** This button will take the user to an acknowledgement pop up which reminds the user they are leaving their AccuWage Online session and returning to the EWR Home page.
- **AccuWage Online Help Guide:** This link will open the PDF version of the AccuWage Online Help Guide.
- **EFW2-EFW2C Specifications:** This link will take the user to the EFW2-EFW2C Specifications guides.
- **AccuWage Online FAQ:** This link will open the PDF version of the AccuWage Online FAQ document.

11. Test Results Page

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The Official Website of the U.S. Social Security Administration

AccuWage Online

Important: You still need to upload and submit your Formatted Wage File after testing it through AccuWage Online.

Test Results

File name: NoErrors_REG - W2_Clean_Test_Clean wage file without issues.txt
File has run 100% Complete
 21 Record(s) Tested, 1 Record(s) with Issue(s)

Records

Filter record(s) by level: [Issue Level Descriptions](#) Critical (0) Error (0) Alert (1) Info (0)

Record	Issues	Record Data
2	1	RE201818899901417698500411JANN DOM PERFECT WITH NO ERRORS BUT 4771 TESTCUBICLE 1273648621952W8837 MAIN STREEEEEEETBAY CITTITTTTTTTTTTTTTTYMT123456789F R 1NEW TEST -DOMESTIC 4109655763 123454109653675NEWPUBLICATIONINSTRUCTIONFORTXYR@SSA.GOV

Issue(s) for Selected Record # 2

Level	Reference	User Entry	Description
ALERT	Tax Year [Position 3-6]	2018	The date entered is for a previous tax year. Please check that the earnings are for the year being reported.

[Test Another File](#) [View/Print Test Report](#) [Return to EWR Home](#) [View/Print Test Report](#)

[AccuWage Online Help Guide](#) | [EFW2 - EFW2C Specifications](#) | [AccuWage Online FAQ](#)

Figure 5: Test Results Screen

File Status: When the Test Results page appears, the message displaying the status of the file will also display. Most times, it will display as “File has run 100% Complete” to show that the entire file was tested. If a critical issue is found, it will display as “Testing failed due to Critical Error on Record #” to show that the file stopped processing due to a critical issue and the entire file was not tested.

Records: The top portion of the Test Results page will display how many records have been tested and how many of those records have issues. It contains the following columns:

- Records - displays number of record that have an issue(s)
- Issues - displays the numbers of issues in that record
- Record Data - displays the data in the record

Issue(s) for Selected Record: The bottom portion of the Test Results page will display the detailed information for the record selected. It contains the following columns:

- Level - displays which type of issue is present
- Reference - displays the field name
- User Entry - display the field data found on the record
- Description - displays the detailed message for the issues found

Test Another File: This button will return the user to the AccuWage Online Home page to test another file.

View/Print Test Report: The user is able to click this button and the Test Report will be displayed. The report will list all issues per record.

Issue Level Descriptions: This link will display a pop up that will list each issue level with its description.

AccuWage Online

Issue Level Descriptions

Critical: AccuWage will stop processing the file when a Critical error is found. This would be a record sequencing error, record length error or over the error limit. It is mandatory to fix these issues before proceeding to the Business Services Online (BSO) webpage to upload the file.

Error: AccuWage will not stop processing the file for an error, however, it is mandatory to fix this issue before proceeding to the Business Services Online (BSO) webpage to upload the file.

Alert: AccuWage will not stop processing the file for an Alert. It is highly recommended you fix each Alert received on your file.

Info: AccuWage will not stop processing the file for an Informational. It is highly recommended you fix each Informational received on your file.

Figure 6: Issue Level Descriptions

Filter record(s) by level: There are four different issue levels a wage file may contain. After a wage file is tested, if any issues were found, the issues found will be checked along with the count of each issue level. The default filter displays all four issue levels, however, simply unchecking particular categories will remove it from the Issues for Selected Record section. It does not remove the issue from the file. The filter shows all issues for the entire wage file, not by record. For record-level information, select the particular record under the 'Record Data' column for which you would like to see more detail.

12. Starting the Test

- 1) Select either W-2 (Regulars) or W-2C (Corrections) depending on which type of wage file is being tested.
- 2) Click the 'Start Testing' button in the lower left hand corner of the Home page.
- 3) The 'Choose File to Upload' dialog box will appear.
- 4) Locate the folder/directory where the wage file is stored.
- 5) Double click the wage file when it appears.
- 6) Click the 'Open' button or click the file name to open the wage file.

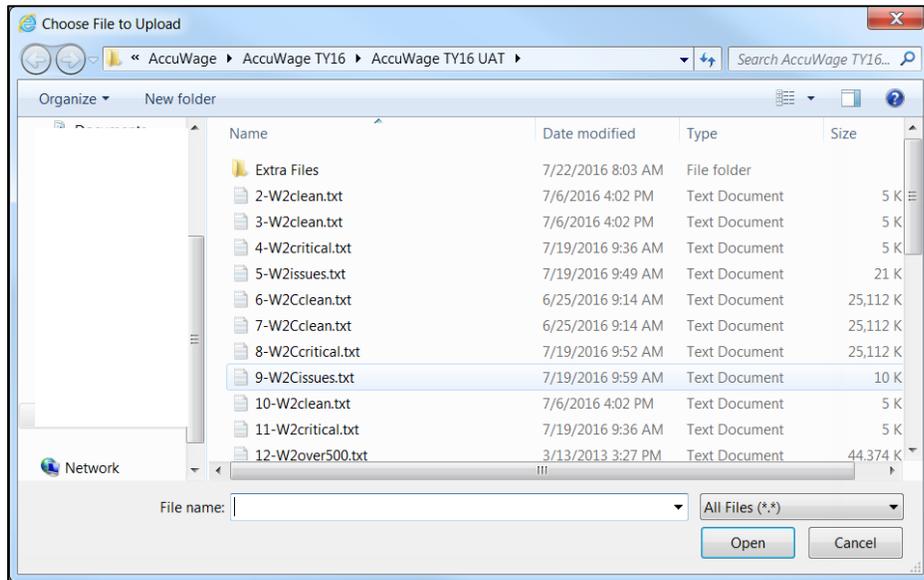


Figure 7: File Dialog box – Choosing the Wage File to Test

13. File Upload

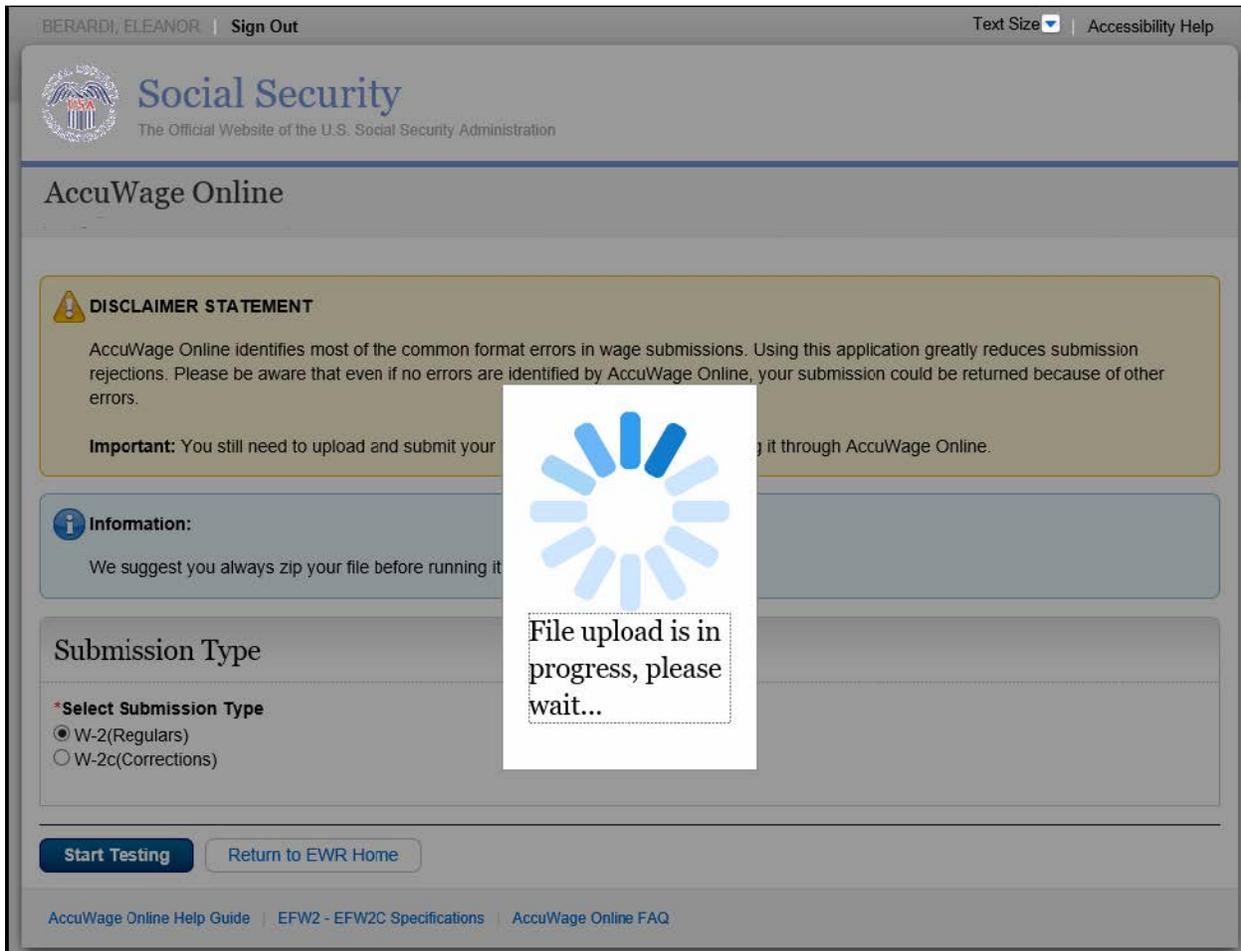


Figure 8: File Upload is in Process

After the wage file has been selected in the 'Choose File to Upload' dialog box, the wage file will be uploaded to AccuWage Online for testing.

14. Validation in Progress

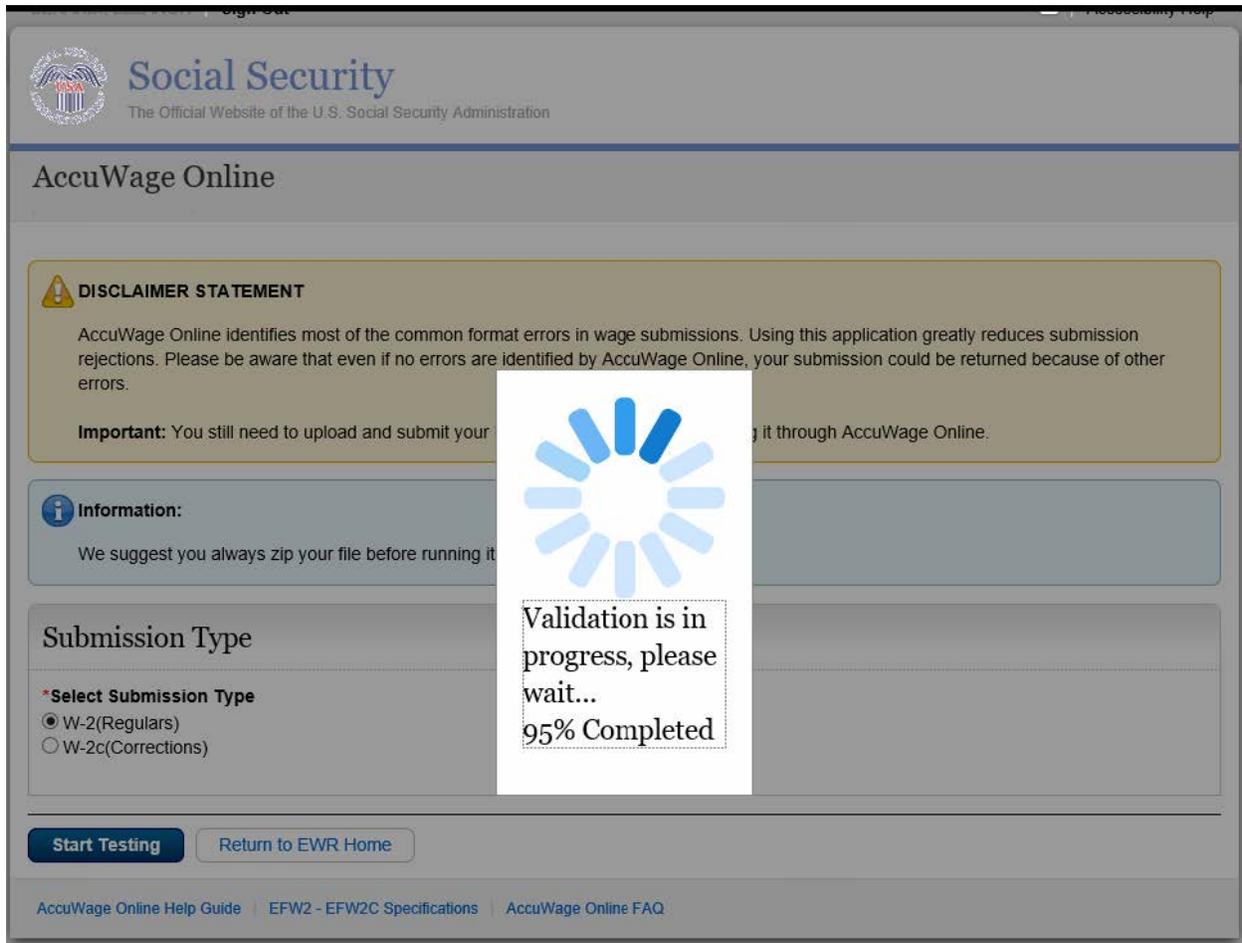


Figure 9: Validation in Progress

After the wage file has been uploaded to AccuWage Online, the application will begin validating the wage file. The percent validated will display as shown above.

15. Completed Tests

15.1 If the submitted wage file is 100% correct, the Test Report page will display stating there were no issues found.

The screenshot shows the user interface of the Social Security Administration's AccuWage Online system. At the top, the user is identified as BERARDI, ELEANOR and is signed out. There are links for Text Size and Accessibility Help. The Social Security Administration logo and name are prominently displayed. Below this, the page title is 'AccuWage Online'. A yellow warning box contains an important message: 'Important: You still need to upload and submit your Formatted Wage File after testing it through AccuWage Online. Note: Results displayed will always be from the most recent file tested.' The main section is titled 'Test Report' and contains the following text: 'Testing Completed 100%. There were no issues found. You may use the "Return to EWR Home" button to submit the wage report.' Below this, a bulleted list shows: '6 Record(s) tested', '0 Record(s) with Issues', and '0 Issue(s) found'. Further down, it lists: 'Generated from: RA_RE_RW_A48030.txt' and 'Generated on: 06/13/2019'. There is a 'Print this page' link with a printer icon. At the bottom of the report area, there are two buttons: 'Test Another File' and 'Return to EWR Home'. The footer contains links for 'AccuWage Online Help Guide', 'EFW2 - EFW2C Specifications', and 'AccuWage Online FAQ'.

BERARDI, ELEANOR | Sign Out | Text Size | Accessibility Help

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AccuWage Online

Important: You still need to upload and submit your Formatted Wage File after testing it through AccuWage Online.
Note: Results displayed will always be from the most recent file tested.

Test Report

Testing Completed 100%. There were no issues found. You may use the "Return to EWR Home" button to submit the wage report.

- 6 Record(s) tested
- 0 Record(s) with Issues
- 0 Issue(s) found

- Generated from: RA_RE_RW_A48030.txt
- Generated on: 06/13/2019

[Print this page](#)

[Test Another File](#) [Return to EWR Home](#)

[AccuWage Online Help Guide](#) | [EFW2 - EFW2C Specifications](#) | [AccuWage Online FAQ](#)

Figure 10: Completed Test- no issues found

15.2 If the submitted wage file contains a critical issue, the Test Results page will display stating testing stopped due to a critical error.

BERARDI, ELEANOR | [Sign Out](#)
Text Size ▾ | [Accessibility Help](#)



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AccuWage Online

⚠ Important: You still need to upload and submit your Formatted Wage File after testing it through AccuWage Online.

Test Results

File name: 3201_RA_LessThan512.txt
Testing stopped due to Critical Error on Record # 1
 1 Record(s) Tested, 1 Records(s) with Issue(s)

Records

Filter record(s) by level: [Issue Level Descriptions](#) Critical (1) Error (0) Alert (0) Info (0)

Record	Issues	Record Data
1	1	RA129632562PIN45PIN 0 98COMPANYNAME COMPANY NAME COMPANY NAME COMPANY COMPANYNAMELOCATION A D D R E S SDELIVERY A D D R E S SCITYCITY CITY CITYCITYMD12345 Z SUBMITERLOCATIONADDRESSSUBMITERDELIVERYADDRESSCITYCITY CITY CITYCITYMD12345 Z 0041011122212345 ACCUWAGE@SSA.GOV A

Issue(s) for Selected Record # 1

Level	Reference	User Entry	Description
CRITICAL	Record Length	510	Must be 512 bytes for EFW2 files. This condition may also be generated if the previous record is greater than 512 bytes or if there is a Carriage Return/Line Feed within a record.

[Test Another File](#)
[View/Print Test Report](#)
[Return to EWR Home](#)

[AccuWage Online Help Guide](#) | [EFW2 - EFW2C Specifications](#) | [AccuWage Online FAQ](#)

Figure 11: Completed Test- Critical

15.3 If the submitted wage file contains any other issue levels (Error, Alert or Informational), the Test Results page will display stating testing was 100% complete.

BERARDI, ELEANOR | [Sign Out](#) Text Size ▾ | [Accessibility Help](#)



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AccuWage Online

⚠ Important: You still need to upload and submit your Formatted Wage File after testing it through AccuWage Online.

Test Results

File name: RA_RE_EINs-StartWith89.txt
File has run 100% Complete
 151 Record(s) Tested, 2 Records(s) with Issue(s)

Records

Filter record(s) by level: [Issue Level Descriptions](#) Critical (0) Error (1) Alert (1) Info (2)

Record	Issues	Record Data
1	1	RA893456789PIN45PIN 0 98COMPANYNAME COMPANY NAME COMPANY NAME COMPANY COMPANYNAMELOCATION A D D R E S SDELIVERY A D D R E S S CITYCITY CITY CITYCITYMD12345 Z SUBMITERLOCATIONADDRESSSUBMITERDELIVERYADDRESSCITY CITY CITYCITYMD12345 Z 00000443555121212345 ACCUWAGE@SSA.GOV 4435551212 A
2	3	RE201918934567898934567890 893456789ZEMPLOYER NAME EMPLOYER AGENT FOR N A M E EMPLOYER NAMELOCATION A D D R E S SDELIVERY A D D R E S S CITYCITY CITY CITYCITYMD12345 N R OZ 000004435551212123454435551212JOHNSMITH@SSA.GOV

Issue(s) for Selected Record # 1

Level	Reference	User Entry	Description
ALERT	Submitter's Employer Identification Number (EIN) [Position 3-11]	893456789	The first two positions of this field must not be 07, 08, 09, 17, 18, 19, 28, 29, 49, 69, 70, 78, 79 or 89.

Test Another File

View/Print Test Report

Return to EWR Home

[AccuWage Online Help Guide](#) | [EFW2 - EFW2C Specifications](#) | [AccuWage Online FAQ](#)

Figure 12: Completed Test - Error, Alert or Informational

15.4 If the submitted file contains over 500 total issues (Error, Alert or Informational), the Test Results page will display stating the maximum number of issues were encountered. AccuWage Online stops testing the wage file when 500 issues have been found. Please fix the issues and re-run the wage file.

BERARDI, ELEANOR | [Sign Out](#) | Text Size | Accessibility Help

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Important: You still need to upload and submit your Formatted Wage File after testing it through AccuWage Online.

Test Results

File name: AllErrorsWhere500Found.txt
Testing stopped due to maximum number of issues encountered with the file at record # 33. Please correct the issues identified in the submission and retest.
 33 Record(s) Tested, 33 Records(s) with Issue(s)

Records

Filter record(s) by level: Issue Level Descriptions Critical (0) Error (416) Alert (9) Info (83)

Record	Issues	Record Data
1	22	RA083446789PIN45P@xxxx30654196COMPANYNAME @ Location @ Delivery @ M 1234 a123 FOREGIN POSTAL UKSUBMITTER NAME SUBMITTERNAME SUBMITTERNAME SUBMITTER NAMESUBMITERLOCATIONADDRESSSUBMITERDELIVERYADDRESSCITYCITY CITY CITYMD123451234 FOREIGN ADDRESS POSTAL UKCONTACT NAME CONTACT NAME00000443555121212345 ACCUWAGE@SSA.GOs 443555121x J
2	8	RE201510834467891231231230MIL EMPLOYER NAME EMPLOYER AGENT FOR N A M E EMPLOYER NAMELocation @ Delivery @ M 1234 a123N M 0 0000443555121a123454435551212JohnSmith@SSA.GOV
3	29	RW12312312 FIRST N A M E!!! LAST NAME LAST NAMES RLOCATION A D D R E S SDELIVERY A D D R E S S M 1234 1243 0001190000 0000011111 0001190000 0000011111 0000000000 11111 11111 1111 1111 1111 1111 1111 1111 1111 1111 A B9
4	18	RO @ @ @ @ 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2

Issue(s) for Selected Record # 1

Level	Reference	User Entry	Description
ALERT	Submitter's Employer Identification Number (EIN) [Position 3-11]	083446789	The first two positions of this field must not be 07, 08, 09, 17, 18, 128, 29, 49, 69, 70, 78, 79 or 89.
ERROR	User Identification (User ID) [Position 12-19]	PIN45P@	This is a required field and must contain the eight position alphanumeric BSO User ID of the submitter.
INFO	Software Vendor Code [Position 20-23]	xxxx	This field must be blank or can contain numeric data.
INFO	Resub Indicator [Position 29]		This field must only contain valid codes: 1 = File being resubmitted 0 = File was not resubmitted.
INFO	Software Code [Position 28, 33]	96	This field must only contain a valid value of 98 or 99.

[Test Another File](#) | [View/Print Test Report](#) | [Return to EWR Home](#)

[AccuWage Online Help Guide](#) | [EPW2 - EPW2C Specifications](#) | [AccuWage Online FAQ](#)

Figure 13: Completed Test - Maximum Number of Issues

16. Keyboard Shortcuts

Below is a list of the keyboard shortcuts per browser:

Control	Internet Explorer	FireFox	Chrome
W-2 (Regulars) Radio Button	ALT + W	ALT + SHIFT + W	ALT + W
W-2C (Corrections) Radio Button	ALT + C	ALT + SHIFT + C	ALT + C
Start Testing	ALT + N	ALT + SHIFT + N	ALT + N
Test Another File	ALT + L	ALT + SHIFT + L	ALT + L
View Tested Results	ALT + R	ALT + SHIFT + R	ALT + R
View/Print Test Report	ALT + P	ALT + SHIFT + P	ALT + P
Return to EWR	ALT + U	ALT + SHIFT + U	ALT + U
OK	ALT + O	ALT + SHIFT + O	ALT + O
Cancel	ALT + C	ALT + SHIFT + C	ALT + C

17. Return to EWR Home Acknowledgement

Return to EWR Home Acknowledgement

By selecting the check box, I am acknowledging that I have read and reviewed all the levels of issues found by AccuWage with my file. I have completed all the changes to my file. I am ready to connect to the Business Services Online web site to upload my file. I understand that my file still may be returned for other possible errors.

* I have read and agree with the Return to EWR Home Acknowledgement above.

Ok Cancel

Figure 14: Return to EWR Home Acknowledgement

The user must check the “I Agree” box before the “OK” button is enabled. This message acknowledges that the user has reviewed all the levels of issues found by AccuWage Online and they have completed all changes to their wage file. The user is ready to connect to the Business Services Online website to upload their wage file.

18. View/Print HTML Test Report

The Test Report can be viewed, printed or saved. The Test Report includes:

- File Status message
- Number of records tested
- Number of records with issues
- Total number of issues found
- Name and path of wage file being tested
- Date test was performed
- Record number
- Issue number
- Level
- Name of field containing errors (Reference)
- Data in field containing errors (User Entry)
- Complete error description



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⚠ Important: You still need to upload and submit your Formatted Wage File after testing it through AccuWage Online.
Note: Results displayed will always be from the most recent file tested.

Test Report

Testing Completed 100%. There were issues found.

- 41 Record(s) tested
- 23 Record(s) with Issues
- 110 Issue(s) found

- Generated from: W2_ErrorAlertInfo_Test_Wage file with Error, Informational, and Alert type issues only (under 500 total issues).txt
- Generated on: 09/22/2018

[Print this page](#)

Record number: 1
RA (Submitter) Record
EIN: 150330041

Issue Number	Level	Reference	User Entry	Description
1	INFO	Resub Indicator [Position 29]		This field must only contain valid codes: 1 = File being resubmitted or 0 = File was not resubmitted.

Record number: 2
RE (Employer) Record
EIN: 150330141

Issue Number	Level	Reference	User Entry	Description
1	ALERT	Tax Year [Position 3-6]	2015	The date entered is for a previous tax year. Please check that the earnings are for the year being reported.

Record number: 3
RW (Employee) Record
SSN: 529658805

Figure 15: Test Report

18.1 Print the HTML Test Report

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Important: You still need to upload and submit your Formatted Wage File after testing it through AccuWage Online.
Note: Results displayed will always be from the most recent file tested.

Test Report

Testing Completed 100%. There were issues found.

- 41 Record(s) tested
- 23 Record(s) with Issues
- 110 Issue(s) found

- Generated from: W2_ErrorAlertInfo_Test_Wage file with Error, Informational, and Alert type issues only (under 500 total issues).txt
- Generated on: 09/22/2018

[Print this page](#)

Record number: 1
RA (Submitter) Record
EIN: 150330041

Issue Number	Level	Reference	User Entry	Description
1	INFO	Resub Indicator [Position 29]		This field must only contain valid codes: 1 = File being resubmitted or 0 = File was not resubmitted.

Record number: 2
RE (Employer) Record
EIN: 150330141

Issue Number	Level	Reference	User Entry	Description
1	ALERT	Tax Year [Position 3-6]	2015	The date entered is for a previous tax year. Please check that the earnings are for the year being reported.

Record number: 3
RW (Employee) Record
SSN: 529658805

Figure 16: Test Report screen – print options

There are two ways to print the Test Report:

1. Select the Print link. A window will appear asking what pages you want to print.
2. Use the print feature in your browser.

18.2 Saving the HTML Test Report

To save the Test Report:

- 1) Go to Tools located under the browser menu, select File then Save As from the drop down menu.
- 2) Enter the file name and select the file destination.
- 3) Click “Save” and you should have saved the Test Report to the desired location.

19. Correcting Issues

AccuWage Online only tests wage files and cannot be used to update or modify the original wage file. You must make corrections to the original file.

19.1 Suggested Steps for Correcting Issues Caused by Missing or Incorrect Data

- 1) View issue messages in the Issue(s) for Selected Record Detail list or View/Print HTML Test Report.
- 2) Determine which fields need to be changed.
- 3) Access the original file to correct the original data.
- 4) Test again with AccuWage Online using the amended file.

19.2 Suggested Steps for Correcting Critical Issues

Critical issues immediately terminate testing and must be corrected before continuing. They are shown in the File Status display located at the top of the Test Results page. Critical issues can be corrected by following the steps described in the Suggested Steps for Correcting Issues Caused by Missing or Incorrect Data section above.

20. Exiting AccuWage Online

There are two options for exiting AccuWage Online listed below. After you have closed AccuWage Online all data is erased. AccuWage Online does not store any data.

- Click the ‘Return To EWR’ button located at the bottom of the webpage. This will return you to the Employer Wage Reporting webpage.
- Click the ‘Sign Out’ button located at the top right hand side of the webpage. This will end the entire Employer Wage Reporting Session.

21. System Error

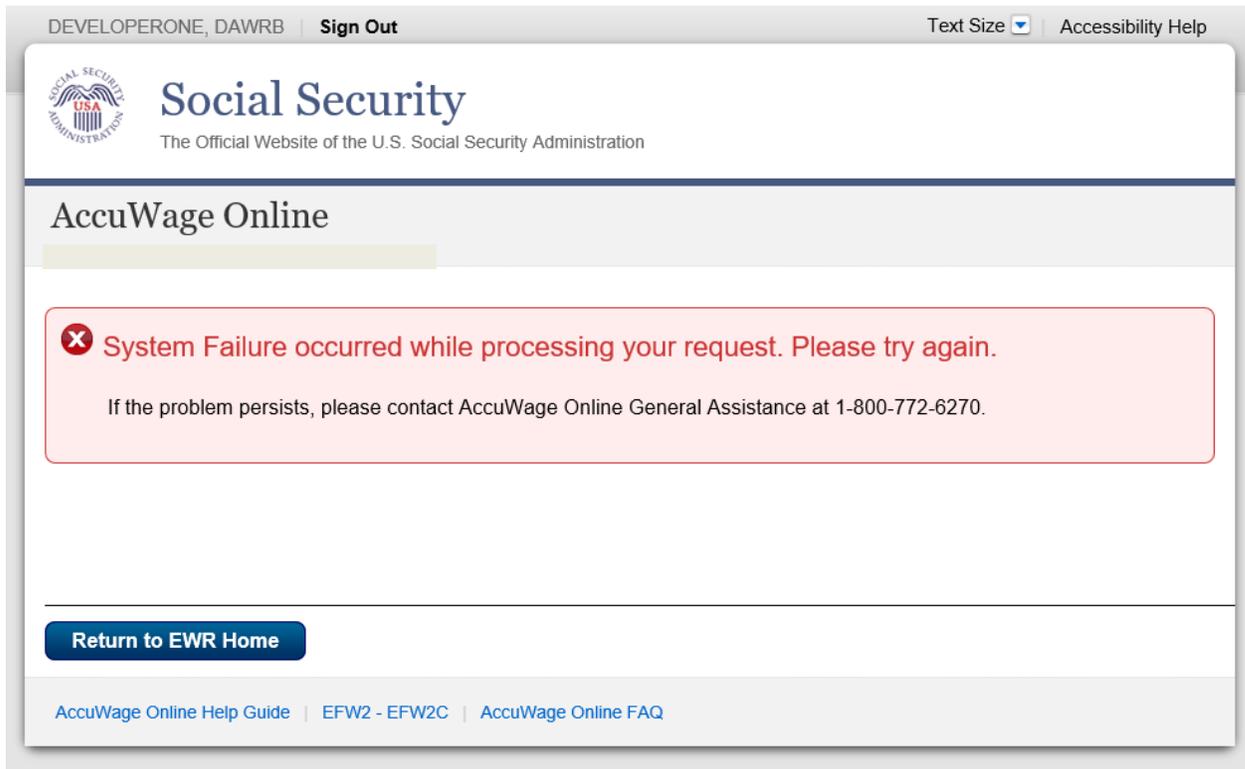


Figure 17: Test Failed due to an unexpected system error

This message will appear if there is an unexpected system error.

22. Troubleshooting

For issues related to file uploads, browsers, files extensions, etc., please refer to the [FAQ](#). If you still cannot resolve your issue, please contact the [AccuWage Help Mailbox](#)

23. Glossary of Terms

AccuWage Online

The name of the application used to test EFW2 and EFW2C wage files.

Agent

An organization authorized to submit wage and tax files for one or more employers.

Alert

An issue type received on the Test Results screen that will not stop processing. It is highly recommended that each Alert is reviewed and corrected, if appropriate, before proceeding to the Business Services Online (BSO) webpage to upload the file.

AWR

Annual Wage Reporting. The process by which employers report the earnings and taxes of their employees.

BSO

Business Services Online. An online service for employers to submit wage data directly to SSA using a PC with an Internet connection.

Character

A letter, number or punctuation symbol.

Critical

An issue type received on the Test Results screen caused by an incorrectly formatted record sequence, record length or over the error limit that causes AccuWage to immediately stop testing a wage file. You must correct this issue type before continuing to use AccuWage.

Error

An issue type received on the Test Results screen that will not stop processing of the wage file, however, it is mandatory to fix this issue before proceeding to the Business Services Online (BSO) webpage to upload the file.

EFW2

A publication distributed by SSA containing specifications for the Electronic Filing of W-2 information.

EFW2C

A publication distributed by SSA containing specifications for the Electronic Filing of W-2c Information.

HTML

Hypertext Markup Language for publishing hypertext on the World Wide Web.

Informational

An issue type received on the Test Results screen that will not stop processing of the wage file. It is highly recommended that each informational issue is reviewed and corrected, if

appropriate, before proceeding to the Business Services Online (BSO) webpage to upload the file.

Internet

An international network of public or private networks that can be used by employers or submitters to use AccuWage Online application.

SSA

The Social Security Administration.

SSN

Social Security Number. A nine-digit number assigned by SSA.

Submitter

A person, organization or reporting agent submitting wage files to SSA.

Wage File

Wage data in the EFW2/EFW2C format that begins with an RA/RCA (Submitter) Record and ends with an RF/RCF (Final) Record