**Obtain Information about the EWRWS from SSA.gov**

* Download EWRWS Client Development Reference Guide
* Download External Test Environment (ETE) User Agreement

**1**

**Once you have decided to proceed with EWRWS**

* Develop your EWRWS client using instructions found in the EWRWS Client Development Reference Guide
* Obtain a X.509 Digital Certificate from a trusted Certificate Authority (CA) and provide it to SSA with your completed ETE User Agreement
* Complete and submit the ETE User Agreement and your X.509 Digital Certificate to ETE.Support.Mailbox@ssa.gov so you can test your EWRWS client with SSA when development is completed

**SSA Support Staff will**

* Review your User Agreement to ensure it is complete and notify you if there are any issues with the document
* Ensure that your X.509 Digital Certificate is recognized by our EWRWS security settings
* Establish and e-mail your ETE User ID/Password to you with instructions on how to access the ETE. This User ID is exclusive to the ETE and cannot be used to access other SSA services such as AccuWage or Business Services Online.

**3**

**2**

**When you are satisfied with the results of your testing and are ready to start submitting wage files to SSA using EWRWS in the Production environment**

* Establish a Business Services Online (BSO) User ID for your new EWRWS **without adding any BSO services**
	+ Please email us at EWR.WebService.Support@ssa.gov to obtain instructions on" *how to register*" for a BSO User ID **specifically for the EWRWS** as it is not the same as to obtaining a "Wage Reporting" role.
	+ **Note**: SSA does not allow BSO services other than the EWRWS to exist on a User ID. You will need to obtain a new, distinct BSO User ID using a different SSN under the same EIN..
* Email EWR.WebService.Support@ssa.gov to:
	+ Obtain instructions on “how to register” for a BSO User ID
	+ Notify SSA that your validation is complete
	+ Request that the EWRWS service be added to your newly created BSO User ID
	+ Provide us with a production date that you expect to begin submitting wage files to SSA using EWRWS

**Once you have completed development and received your ETE access**

* Test your EWRWS client in our ETE, **all test files should contain sanitized data and not contain any Personally Identifiable Information (PII)**
* Use our free [AccuWage](https://www.ssa.gov/employer/accuwage/index.html) tool to verify the format of the EFW2/EFW2C files that you will submit to SSA (*ETE does not process submitted wage files*).
	+ **Note:** A [Business Services Online (BSO)](https://www.ssa.gov/bso/bsowelcome.htm) account with the “Wage Reporting” role is required to access AccuWage and other BSO services outside of EWRWS. This BSO account is separate than the unique BSO Account you will use for EWRWS.
* Work with ETE support staff regarding testing connectivity issues: ETE.Support.Mailbox@ssa.gov
* Work with EWRWS support staff regarding application issues: EWR.WebService.Support@ssa.gov
* Contact [SSA Wage Reporting Specialists](https://www.ssa.gov/employer/wage_reporting_specialists.htm) with general wage reporting questions

**5**

**4**

**SSA Support Staff will**

* Add EWRWS authorization to your new BSO User ID and e-mail you to confirm that the service has been activated
* Monitor incoming files at start up to ensure smooth transition of your new EWRWS to our production environment

**6**