

How to Access Employer Services



1 Visit Employer Services:

On the SSB website or use this link:

<https://bit.ly/ssbemployerservices>

- Log In to existing account, or
- Sign Up for an account.

2 Link Employer Profile

On your homepage, click **Link to an Existing Employer** to add your employer profile (s).

Tip: The term 'Employer' refers to Self-Employed Persons/ Sole Proprietors, Partnerships, Limited Company, etc.

3 Enter Employer Details

- Employer Number, &
- Name of Employer/ Organization

Select **Yes** or **No**, to indicate if you are the owner.

Tip: Use past printed receipts to view the Employer/ Organization name.

4 Upload Supporting Documents

If you are **NOT** the owner, submit:

- Proof of **Identification**, &
- **Employer Authorization Access Form**

Form available on the SSB website:
www.socialsecurity.org.bz/forms/

5 Congratulations!

Your **Access Request** was successfully submitted.

An email will be sent to your inbox with further instructions.

Tip: Remember to check Spam/Junk inboxes.

