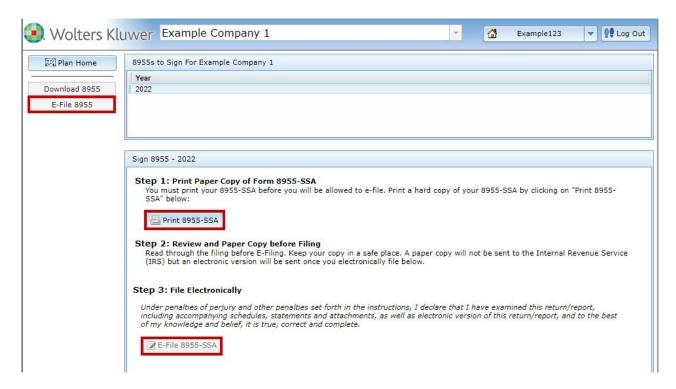
## How to Set Up and Allow for E-Filing of Form 8955-SSA by a Portal User

01/08/2025 6:06 pm CST

Yes for Allow 8955-SSA E-File. If this criteria is met, when the portal user logs in they will be able to select the E-File 8955-SSA button from the left side of the screen. From here the user will need to perform the following:

- Click on "Print 8955-SSA."
- Print and Review the paper Form 8955-SSA that is printed.
- Click on "E-File 8955-SSA."



After the portal user has clicked on "E-File 8955-SSA," he/she will be directed to the main, portal "Welcome" screen and see the following message displayed in yellow:



From the perspective of the ftwilliam.com user, once the portal user clicks on "E-File 8955-SSA," a batch containing the plan will be created on the "8955-SSA Batches - YEAR" screen and will be displayed as "Locked" and "Pending," indicating that it has been sent to ftwilliam.com for fulfillment.

8955-SSAs E-filed by Portal Users are billed at \$7.46/filing and are not subject to the \$16.07 batch fee. Note: The

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Help

## 8955-SSA Batches - 2022

If using our fulfillment service to submit batches (fees apply) or to have your client portal e-file (fees apply), your batch must be in "Pending" status by 12 PM CST two business days prior to the filing deadline to ensure the filing is fulfilled timely.

Note: If you are attempting to upload the ZIP file itself and getting a bad status, you must extract the .txt file from the ZIP file and submit each .txt file separately to the FIRE site.

