



e-Signature SSA-89 Verification (ECBSV) Financial Institution Registration Process



Birchwood
CREDIT SERVICES, INC.

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Note: Each financial institution electing to utilize ECBSV must register with the Social Security Administration by providing **identifying information, EIN consent**, and a **Permitted Entity Certification** prior to sending any verification requests through Birchwood Credit Services. The SSA will verify your institution's EIN as part of the registration process. Follow these steps to register your financial institution.

You will need the following information to register:

- Financial Institution Name
- Financial Institution Headquarters Address
- Financial Institution Email
- Employer Identification Number
- Nationwide Multi-State Licensing System
- (NMLS) Unique Identifier (Optional)
- Check Mark Indicating Consent
- Signatory Name
- Job Title

Step one: Click [here](#) to begin your account registration with the SSA. (More information about registering your financial institution is available [here](#).)

Step two: If any issues are found, you will be required to fix them in order to continue. If your request is successful, you will see a confirmation screen that you have been successfully registered to send E- CBSV verification requests through Birchwood Credit Services.

Step three: You will also have the ability to download/print a copy of your signed Permitted Entity Certification.

Step four: Please return Permitted Entity Certification to clientsuccess@birchwoodcreditservices.com in order to complete the setup.

If you have any problems with this registration , please contact:
clientsuccess@birchwoodcreditservices.com.

