



Simplify Your Business.

Benefit Your Employees.

**SIGN UP NOW FOR YOUR ELECTRONIC W2!!**

November 12, 2018

Dear Employee:

This year we are again offering you the option to receive your W-2 electronically. You can sign-up online at <http://ew2online.w2copy.net> to receive a password-protected PDF file.

**ELECTRONIC W-2 BENEFITS**

- Get your W-2 faster! Employees who register to receive their W-2 electronically are able to view and print their W-2 earlier than employees who receive a printed copy postmarked January 31 via the U.S. mail.
- No longer have to worry about lost mail.
- Print your W-2 as many times as needed.
- Access your W-2 even while away from home.
- Viewing online, download PDF to your computer, or print online.

Register by **JANUARY 4, 2019** to get your W2 electronically. If you do not register or activate your Electronic W2, a paper W2 will be mailed by **January 31, 2019**.

**HOW TO REGISTER TO RECEIVE YOUR W2 BY E-MAIL**

Note that, due to a redesigned website, ALL employees MUST Register for an account this year in order to receive an Electronic W2, **even if you have previously registered in the past!** Once you register this year for 2018, you will not need to register going forward.

**To Register (You need to do this even if you have registered in the past):**

Go to <http://ew2online.w2copy.net> and click on "Get Started" and follow the on-screen prompts to create your account. Our Company Code is **IW2065**. Please see attached directions with screenshots.

**HOW TO RETRIEVE YOUR E-W2**

Prior to January 31, you will receive an email from [bds@w2copy.com](mailto:bds@w2copy.com) when your E-W2 is ready to retrieve. Please add this email to your 'safe' senders list. Directions will be included in this email in order to access your E-W2. Remember that the password to open the W2 pdf file is your Social Security Number with no dashes.

**Register NOW to receive your W-2 electronically! It's easy, convenient, fast, and secure.**

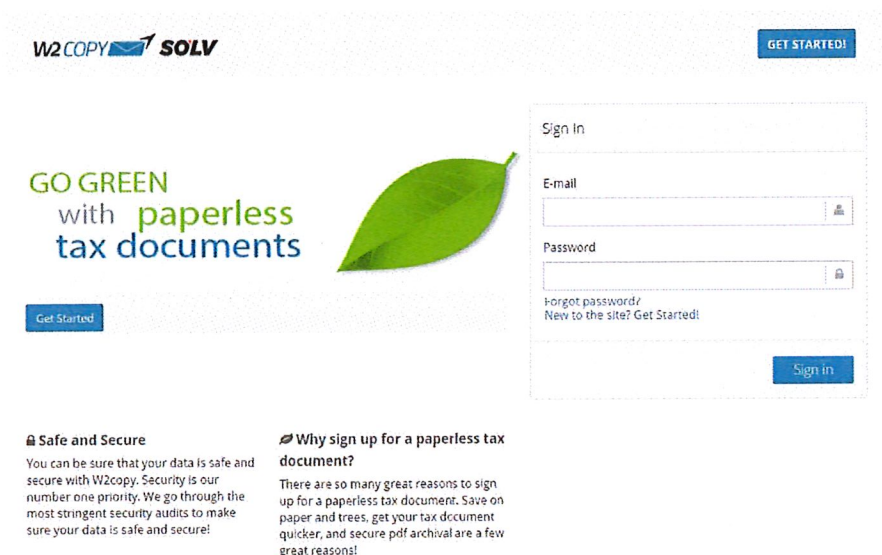
Please contact us at 630-836-3000 if you have any questions or concerns.

Sincerely,

Anthony Berardi  
Controller

# How to register for a paperless W2

1. Go to <https://ew2online.w2copy.net>  
If this is your first time at the new site click "Get Started". Once registered, existing users can log in with email and password. If you had an account on the old site, your prior history will be available once you have re-registered on the new site.



**W2COPY SOLV**

**GO GREEN**  
with **paperless**  
tax documents

**Sign In**

E-mail

Password

Forgot password? New to the site? Get Started!

**Sign in**

**Safe and Secure**  
You can be sure that your data is safe and secure with W2copy. Security is our number one priority. We go through the most stringent security audits to make sure your data is safe and secure!

**Why sign up for a paperless tax document?**  
There are so many great reasons to sign up for a paperless tax document. Save on paper and trees, get your tax document quicker, and secure pdf archival are a few great reasons!

**W2COPY SOLV**  
Business Solution, Connected.

Do you want to sign up for future paperless tax documents?

- Have you received a company code from your employer to sign up for paperless tax documents?
- Would you prefer to get an email notification when your tax document is ready instead of waiting to receive it in the mail?

**REGISTER FOR PAPERLESS TAX DOCUMENTS**

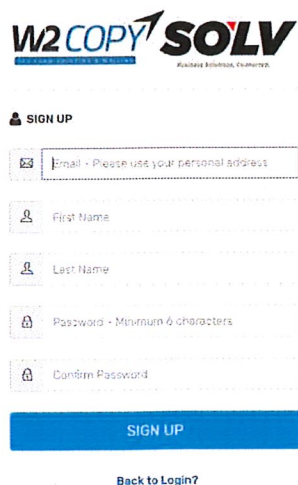
Are you looking for a reprint or copy of your tax document?

- Did you lose, misplace, or never receive your tax document?
- There is a \$9.95 charge for this reprint service unless your employer has signed up to cover the charge

**RETRIEVE A COPY OF MY TAX DOCUMENT NOW**

[Back Home?](#)

2. Click "Register for Paperless Tax Documents"



**W2COPY SOLV**  
Business Solution, Connected.

**SIGN UP**

Email - Please use your personal address

First Name

Last Name

Password - Minimum 6 characters

Confirm Password

**SIGN UP**

[Back to Login?](#)

3. Enter your information and click "Sign Up"



4. Check your email for the 6 digit confirmation code we will send you. Enter your code on the website and click "Confirm Email"

Please Confirm Your Email

A confirmation email was just sent from support@w2copy.com to:

6 Digit Confirmation Number

CONFIRM EMAIL

5. Once your email is confirmed, the system will ask several questions to verify your identity.

6. Enter your SSN and Company Code-IW2065.

Enter Social Security Number

Numbers Only SSN Number

Enter your 6 or 7 digit Company Code

Company Code

Don't know your Company Code? Contact your employer.

NEXT →

7. The system will then ask several more questions to verify identity.

8. Once you have verified your identity, you will be asked if you want to sign up for Paperless Tax Documents. Click "Confirm Paperless"

Yes I want to enroll for Paperless Tax Documents!

Upon clicking the CONFIRM PAPERLESS button I consent to receive my W2 or other tax document(s) electronically each year. I understand that I will not receive a paper copy unless I change my preference inside this website portal.

CONFIRM PAPERLESS

DECLINE PAPERLESS

Logout?

9. You will then be taken to the portal where you can download tax documents if they are available. The PDF is encrypted with a password. The password to open the PDF is your 9 digit Social Security Number with no dashes.

10. You also have the ability to enable/disable paperless tax documents, and add additional Company Codes for any employer that uses W2Copy.



#### Tax Documents

NOTE: The password to open your tax document is your Social Security Number. # numbers no dashes.

DOWNLOAD YEAR FORM EMPLOYER ADDRESS

Download 2019 W2

Add a Company Code

Paperless On

Logout