

GET YOUR W-2 ONLINE*

SIGN UP BY FRIDAY, JANUARY 14, 2011

EMORY UNIVERSITY, EMORY HEALTHCARE, WESLEY SENIOR LIVING and ESA EMPLOYEES CAN RECEIVE THEIR W-2S ONLINE.*

If you have signed up in previous years you do not need to sign up again.**

Here's How: Visit www.w2express.com or call 1-877-325-9239.
Be sure to follow all online instructions.

- Enter "Employer Code" 11332 in the Login box and click GO.
- Enter your Social Security number (without dashes).
- Enter your PIN:
 - last four digits of your Social Security number
 - plus your month of birth
 - plus the last two digits of your birth year
 - example: if your Social Security number is 414495731 and your birth date is July 1972, your PIN would be 57310772.
- ****Security Enrollment - 5 step process (These new steps are required for all users – new and currently enrolled - before you can receive your W-2.)**
- **Select Consent for Online Delivery.**
- **Read the disclosure and click on "Test Now".**
- **A sample W2 will show on your computer.**
If the sample W2 screen shows on your computer you will be able to access your W2 online from that computer. If the sample does not show then contact your local support to check your Adobe Acrobat Reader.
- **Close the sample file and click on "I saw the test W-2, read all of the important information above, and want to receive my original W-2 statement online".**
- **Complete the consent form with your primary (and secondary) email address, your mailing address, and your home/work number. Select "SAVE".**
- **A W-2 Online Access Consent will show. Double check the information then click on "Confirm".**
- **Online W-2 Consent Receipt will show. You may want to print this screen by clicking on Confirmation Receipt. Then click "Logout".**

**Note: Your original W-2 will be mailed to your home address if you do not use the online service.*

If you have questions, contact Payroll at 404-727-6100.

Tax Preparation Software discounts available
Emory employees can get a discount on many tax service organizations.