

## **GET YOUR W-2 ONLINE**

### **SIGN UP BY THURSDAY, JANUARY 10, 2013**

**EMORY UNIVERSITY, EMORY HEALTHCARE, WESLEY SENIOR LIVING and EMORY SPECIALTY ASSOCIATES 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](http://www.w2express.com) or call 1-877-325-9239.

- On the website, Enter "Employer Code" 11332 in the Login box and click GO.
- User ID - Enter your Social Security number (without dashes).
- Enter your PIN, which is the last four digits of your Social Security number plus your month of birth and the last two digits of your birth year; for 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
- 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.*

**Please Note: Replacement of W2's is through [w2express.com](http://w2express.com) only**

**Tax Preparation Software discounts available**

Emory employees can get discount on many tax service organizations.

Follow the online instructions. If you have questions, contact Payroll at 404-727-6100.