GET YOUR W-2 ONLINE

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 or spaces).

   NOTE: If you have changed your PIN in prior visits the following will not apply. Use your old PIN that you have set up.

- ❖ 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.)**
   1. Remember this computer?
   2. Pick a Picture - Personal Security Image
   3. 6 Security Questions
   4. Contact Information
   5. Review Security Selections

- ❖ Select Consent for Online Delivery. (new users only)
   - ➢ 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".

- ❖ Print your W-2.

*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.