

## W2's

### Opt-In electronically, Viewing, & Printing

To Opt-In to receive your W2's electronically, you will need to be on the 'W-2' tab. From this tab you may also view, and print the W2.

**Opt-In to W-2's**-By federal law you are required to opt-in to receive your W2's electronically. This is a one-time process.

- 1) Click on the following wording: '[Click here to opt-in for electronic W-2s!](#)'
  - a. This will open a new screen, allowing you opted in. Start by doing the following...
- 2) Click on the wording: '[Click here to view a sample W-2!](#)'
  - a. This is just to verify if you have the capability to view the W-2 as a PDF.
  - b. If you click to view the PDF and you can't view the W-2, then you will want to download the Adobe Reader; which is located on this screen, and free.
- 3) Agree to the terms of use.
- 4) Enter in your SS#
- 5) Enter in your email address, and confirm the email address.
- 6) Choose your method of delivery. It is our recommendation to 'Just notify me when my W-2 is available'.

The screenshot shows the SYSTEMS 3000 website interface. At the top, there is a navigation bar with links for 'Log Out', 'Contact Us', and 'English'. Below this is a 'Welcome:' section with a menu containing 'Pay Stubs', 'W-2', 'InfoForms', 'Messages', 'Manage Your Account', and 'Help'. The main content area displays 'You have the following W-2 documents available for view:' with a table:

CLICK TO VIEW	DOCUMENT
	2010 W-2.

Below the table is a 'Get ADOBE READER' button. To the right, a black box contains the text 'OPT-IN FOR ELECTRONIC DELIVERY!' followed by a paragraph: 'Opt in now for W-2 electronic delivery! There are many advantages, including being able to see your latest W-2 online immediately!' and a link: '[Click here to opt-in for electronic W-2s!](#)'. A green callout box points to the Adobe Reader button with the text: 'If you cannot view your W2 sample download the Adobe Reader. It's free.'

The next step is '1. Verify that you can view your W-2 as a PDF.' with a link: '[Click here to view a sample W-2.](#)'. Below this is a paragraph: 'If you cannot view your W-2, click the link to the right to download Adobe Reader.' and another 'Get ADOBE READER' button.

Step 2 is '2. Agree to the terms of use.' with a paragraph: 'Please read the Terms of Use, and check to see if you can view the online W-2 sample. If you agree to the Terms of Use, and can view the W-2 sample, then select the checkbox below.'

A window titled 'Doculivery Online W-2 Terms of Use' is shown, containing the text: 'The Internal Revenue Code allows Form W-2 (W-2) to be furnished in an electronic format provided it conforms to all applicable legal requirements. (Treas Reg 31.6051-1). By meeting these requirements, your employer is considered to have furnished your W-2 to you, the recipient, in a timely manner.'

Section 1. Employee Consent: 'Your online registration for online W-2s on the Doculivery website represents your electronic'.

I have read and agree to the terms of use.

Step 3 is '3. Enter your information.' with fields for: 'Enter your Social Security number:', 'Enter your email address:', and 'Confirm your email address:'.

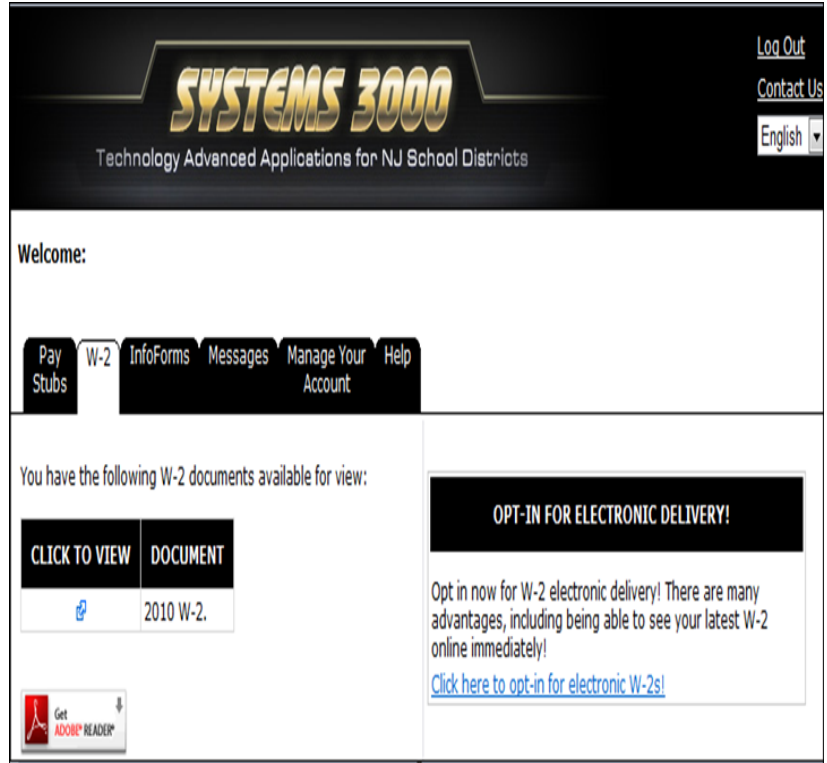
Step 4 is '4. Choose your delivery method.' with two radio button options: 'Send me my W-2 when it is available.' and 'Just notify me when my W-2 is available.'.

7) Click on the 'Save Opt-In' button.

Recommended delivery method.

**Viewing your W-2's electronically**-To view the W-2, you will need to be on the 'W-2' tab.

- 1) Click on the light blue arrow icon, located under the 'Click To View' field.
  - a. A pop up message displays letting you know that your social security number must be entered in order to view the W-2.
  - b. Click on the 'Ok' button to proceed.
- 2) Enter in your password.
  - a. When you enter your social security number, just enter in the nine digits without any hyphens or dashes.
- 3) Click on the 'Ok' button.
  - a. At this time you may either open or save the W2.
  - b. If you chose to open the W2, you may print it from here also.



*****		Employee's social security number		SAMPLE W-2			
OMB No. 1545-0048							
b Employer identification number (EIN)		1 Wages, tips, other compensation		2 Federal income tax withheld			
		31,851.36		2,739.24			
c Employer's name, address, and ZIP code		3 Social security wages		4 Social security tax withheld			
District Name		51,338.04		2,156.22			
123 Main Street		5 Medicare wages and tips		6 Medicare tax withheld			
New Jersey, NJ 07245		51,338.04		744.32			
d Control number		7 Social security tips		8 Allocated tips			
		0.00		0.00			
e Employee's first name and initial		9 Advance EIC payment		10 Dependent care benefits			
Last Name		0.00		0.00			
Employee Name		11 Nonqualified plans		12a			
200 E. Main Street		0.00		C E		16,499.98	
New Jersey, NJ 07012		13 Statutory employee		12b			
		<input type="checkbox"/>		12c			
		Retirement Plan		12d			
		<input checked="" type="checkbox"/>		12e			
		Third-party sick pay		12f			
		<input type="checkbox"/>		12g			
		14 Other		12h			
		414h		2,986.70			
		SUI/FLI		143.56			
		NIEA DUES		1,241.40			
		Dist/1.5%/HB/125		786.96			
f Employer's address and ZIP code							
15 State	16 State wages, tips, etc.	17 State income tax	18 Local wages, tips, etc.	19 Local income tax	20 Locality name		
NJ	51,547.00	942.88					
Form <b>W-2</b>		Wage and Tax Statement		<b>20XX</b>		Department of the Treasury—Internal Revenue Service	

