

## 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 'Log Out', 'Contact', and 'English' links. Below the navigation bar, the 'W-2' tab is selected. The main content area displays a 'Welcome:' message and a list of available W-2 documents for viewing. A prominent 'OPT-IN FOR ELECTRONIC DELIVERY!' banner is visible, along with a call to action: 'Opt in now for W-2 electronic delivery! There are many advantages, including being able to see your latest W-2 online immediately! [Click here to opt-in for electronic W-2s!](#)'. A green callout box points to the Adobe Reader download link, stating: 'If you cannot view your W2 sample download the Adobe Reader. It's free.' The page includes a section for '1. Verify that you can view your W-2 as a PDF.' with a link to view a sample W-2. Below this, there are instructions for downloading Adobe Reader. The '2. Agree to the terms of use.' section contains a 'Doculivery Online W-2 Terms of Use' window with the following 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.' The terms of use window also includes a section for '1. Employee Consent' with a checkbox: 'I have read and agree to the terms of use.' The '3. Enter your information.' section contains input fields for Social Security number, email address, and a confirmation of the email address. The '4. Choose your delivery method.' section offers two 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.

22222		Employee's social security number		OMB No. 1545-0008		SAMPLE W-2	
a Employer identification number (EIN)				1 Wages, tips, other compensation		2 Federal income tax withheld	
c Employer's name, address, and ZIP code				3 Social security wages		4 Social security tax withheld	
District Name 123 Main Street New Jersey, NJ 07245				5 Medicare wages and tips		6 Medicare tax withheld	
				7 Social security tips		8 Allocated tips	
				9 Advance EIC payment		10 Dependent care benefits	
d Control number				11 Nonqualified plans		12a	
e Employee's first name and initial				13 Statutory employees		12b	
Last Name				Retirement Plan		12c	
Buff.				Third-party sick pay		12d	
Employee Name				14 Other			
200 E. Main Street				414h			
New Jersey, NJ 07012				SUI/FLI			
f Employee's address and ZIP code				NJEA DUES			
				Disb/1.5%HB/125			
15 State		16 State wages, tips, etc.		17 State income tax		18 Local wages, tips, etc.	
NJ		51,547.00		942.88		19 Local income tax	
						20 Locality name	
Form		W-2		Wage and Tax Statement		20XX	
Department of the Treasury—Internal Revenue Service							

