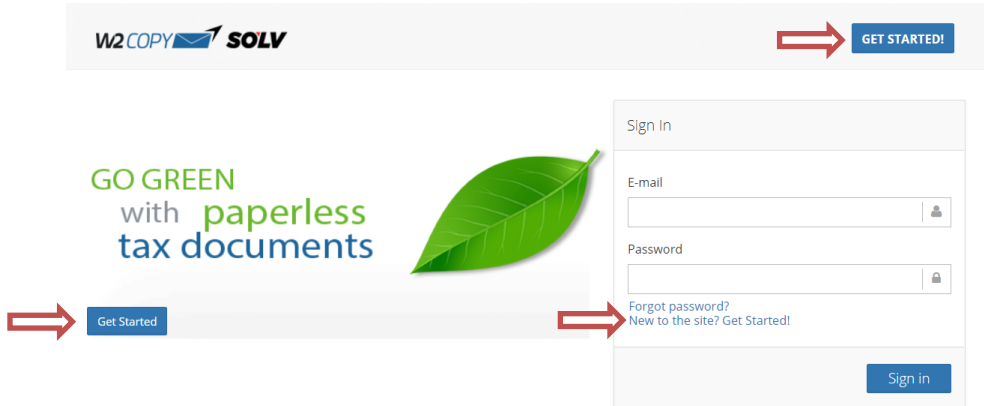


# How to Register for a Paperless Tax Document:

1 Go to <https://ew2online.w2copy.net>

For a new user, click “Get Started”, existing users can login with email and password.

*\*Note, all existing users from the old site will need to re-register. Once registered, they will be able to view the same history that they had with the old site.*



The screenshot shows the W2 COPY SOLV homepage. At the top right is a "GET STARTED!" button. On the left, there is a "GO GREEN with paperless tax documents" banner with a green leaf graphic and a "Get Started" button. On the right is a "Sign In" form with fields for "E-mail" and "Password", and a "Sign in" button. Below the form are links for "Forgot password?" and "New to the site? Get Started!". Red arrows point to the "Get Started" button on the banner and the "Sign in" button in the form.

#### Safe and Secure

You can be sure that your data is safe and secure with W2copy. Security is our number one priority. We go through the most stringent security audits to make sure your data is safe and secure!

#### Why sign up for a paperless tax document?

There are so many great reasons to sign up for a paperless tax document. Save on paper and trees, get your tax document quicker, and secure pdf archival are a few great reasons!

2 Click “Register for Paperless Tax Documents”



Do you want to signup for future paperless tax documents?

- Have you received a company code from your employer to sign up for paperless tax documents?
- Would you prefer to get an email notification when your tax document is ready instead of waiting to receive it in the mail?

**REGISTER FOR PAPERLESS TAX DOCUMENTS**

Are you looking for a reprint or copy of your tax document?

- Did you lose, misplace, or never receive your tax document?
- There is a \$9.95 charge for this reprint service unless your employer has signed up to cover the charge

**RETRIEVE A COPY OF MY TAX DOCUMENT NOW**

[Back Home?](#)

3 Enter your information- click “Sign Up”



#### SIGN UP

Email - Please use your personal address

First Name

Last Name

Password - Minimum 6 characters

Confirm Password

**SIGN UP**

[Back to Login?](#)

4 Check your email and enter your 6 digit confirmation code and click “Confirm Email”.



Please Confirm Your Email

A confirmation email was just sent from support@w2copy.com to:

CONFIRM EMAIL

Resend the confirmation email?

Email address incorrect? Create new account

Logout?

5 Once your email is confirmed, the system will ask several questions to verify your identity.



✓ Your email was confirmed

Welcome Tim!

To get started, we are going to ask you several questions so that we can verify your identity

GET STARTED

6 Enter your SSN and Company Code  
*\*Please contact your employer if you don't know your Company Code*



Enter Social Security Number

Enter your 6 or 7 digit Company Code

Don't know your Company Code? Contact your employer.

NEXT →

Logout?

7 The system will then ask several more questions to verify identity

8 Once you have verified your identity, you will be asked if you want to sign up for Paperless Tax Documents. Click “Confirm Paperless”



✓ Social Security Number Verified

Yes I want to enroll for Paperless Tax Documents!

Upon clicking the CONFIRM PAPERLESS button I consent to receive my W2 or other tax document(s) electronically each year. I understand that I will not receive a paper copy unless I change my preference inside this website portal.

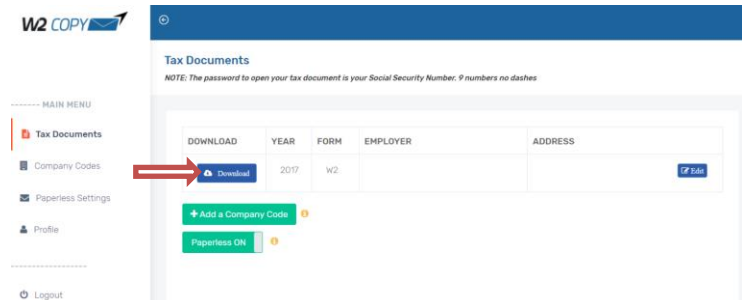
CONFIRM PAPERLESS

DECLINE PAPERLESS

Logout?

9 You will then be taken to the portal where you can download tax documents if they are available. The pdf is encrypted with a password.

The password to open the pdf is your 9 digit Social Security Number with no dashes.



10 You also have the ability to enable/disable paperless tax documents, and add additional Company Codes if your employers use W2Copy.