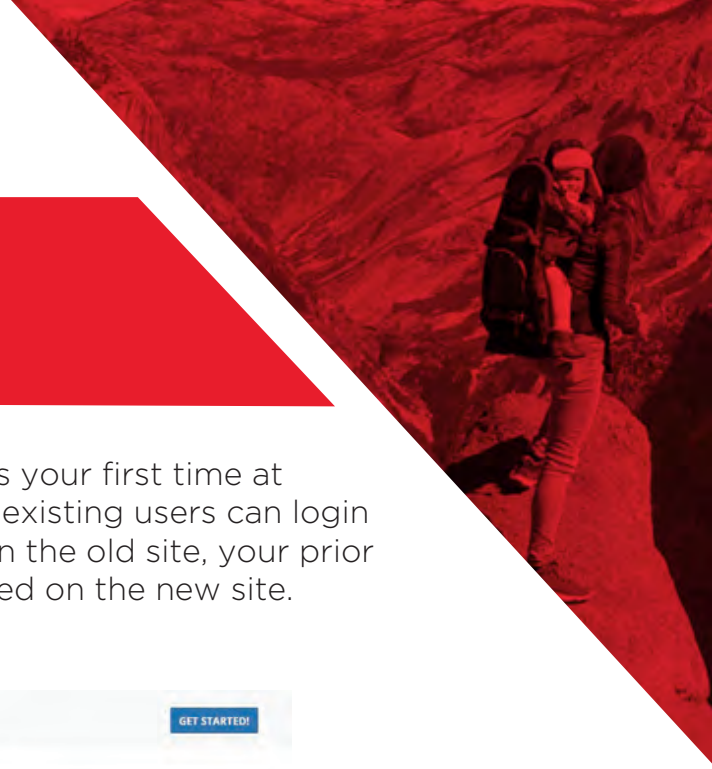
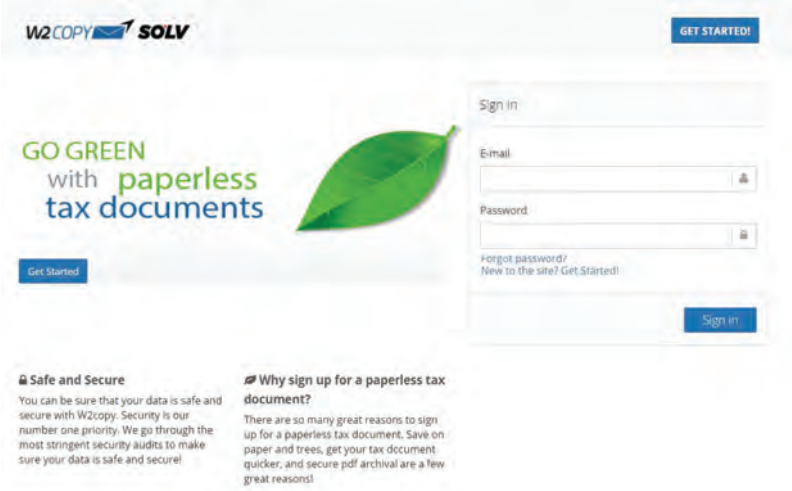
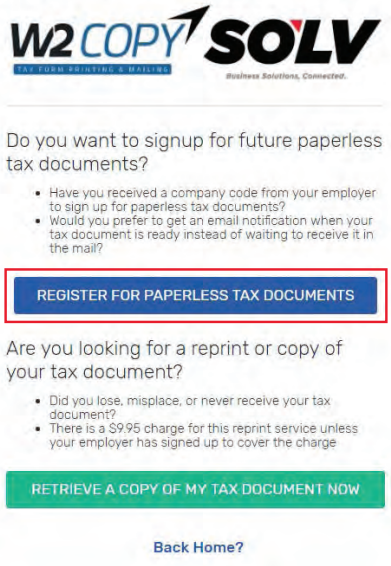
HOW TO REGISTER FOR PAPERLESS W2 OR 1095



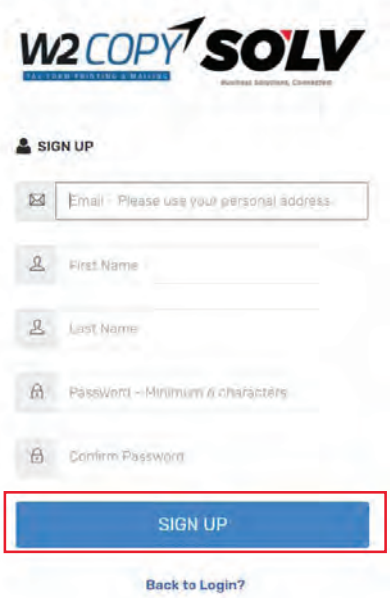
1. Go to *https://ew2online.w2copy.net/login*. If this is your first time at the new site click *"Get Started"* . Once registered, existing users can login with email and password. If you had an account on the old site, your prior history will be available once you have re-registered on the new site.



2. Click *"Register for Paperless Tax Documents"*



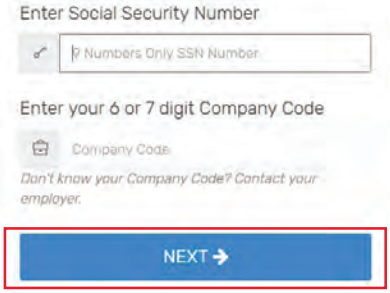
3. Enter your information and click *"Sign Up"*



4. Check your email for the 6 digit confirmation code we will send you. Enter your code on the website and and click *"Confirm Email"*

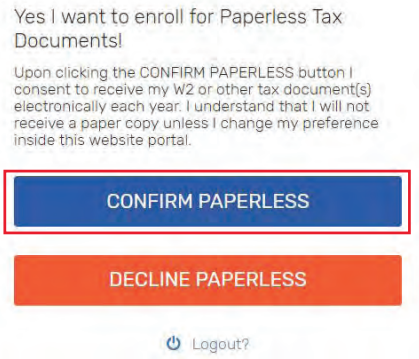
5. Once your email is confirmed, the system will ask several question to verify your identity.

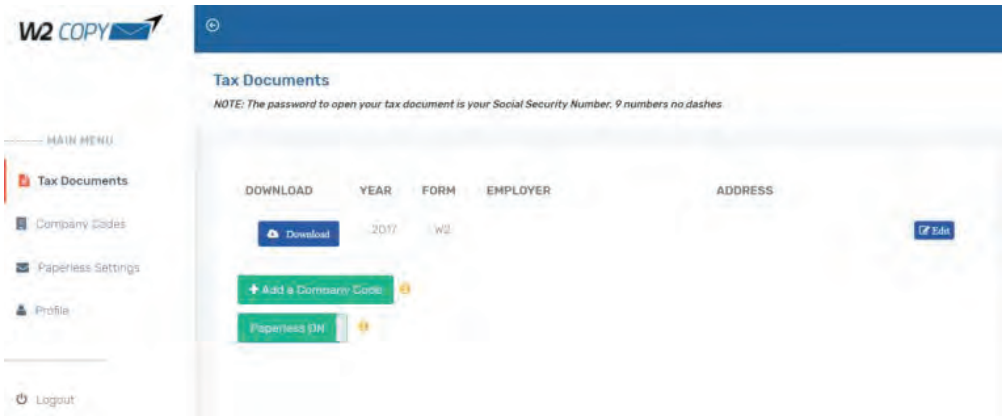
6. Enter your SSN and Company Code. Please contact your employer if you don't know your company code.



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

8. Once you have verified your identity, you will be asked if you want to sign up for Paperless Tax Documents and click *"Confirm Paperless"*



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 SSN with NO DASHES.

10. You will also have the ability to enable/disable paperless tax documents, and add additional Company Codes for any employer that uses *W2Copy.com*