## Click "EW2 & 1095-C Registration and Retrieval"



Please note: Our W-2 vendor upgraded their website as of August 2018, therefore all new and existing users need to register as a "New User". For a new user, select "Get Started" in the upper right corner of your screen. When returning, enter your email and password and click "Sign In"



## Select "Register for Paperless Tax Documents"



	2copy.net/register	◙ ☆	
ENTER YOUR PERSONAL INFORMATION CREATE A PASSWORD			
	Back to Login? MacBook		ERE

Enter your personal information and create a password - click "Sign Up"

**Note:** A verification code will be emailed to the address you entered, you will need this code to continue. Enter your 6-digit confirmation code sent to you via email and click

ENTER THE EMAILED CODE	Please Confirm Your Email A confirmation email was just sent from support@w2copy.com to: youremail@example.com 6 Digit Confirmation Number
	Resend the confirmation email? Email address incorrect? Create new account

Once your email is confirmed, the system will ask several questions to verify your identity. Click "**Get Started**"



Enter your "Social Security Number (SSN)" and Company Code "IW0219" (third digit is a zero)



The system will ask several multiple-choice questions to verify your identity. Once you have verified your identity, you will be asked if you want to sign up for Paperless Tax Documents. Click "**Confirm Paperless**"

You will then be taken to the portal where you can download tax documents when 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.

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If you need assistance, please contact W2Cop at <u>support@w2copy.com</u> or (800) 668-9946

