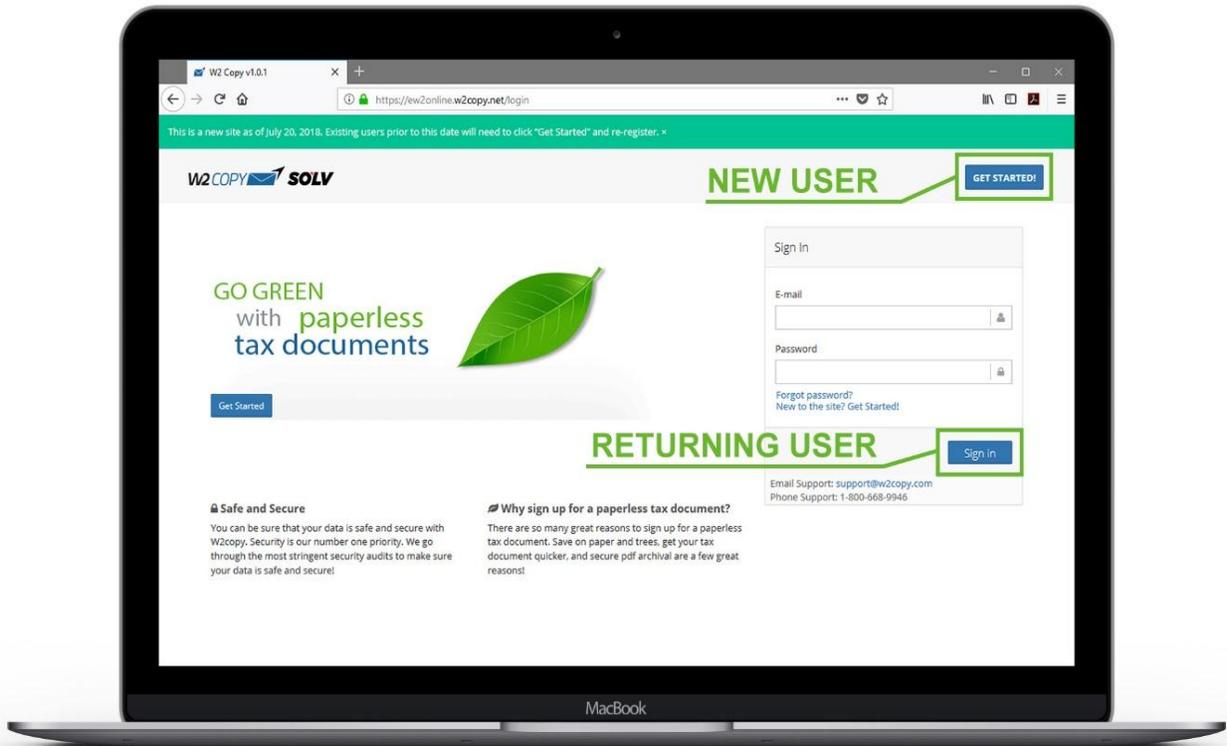


## Click “EW2 & 1095-C Registration and Retrieval”

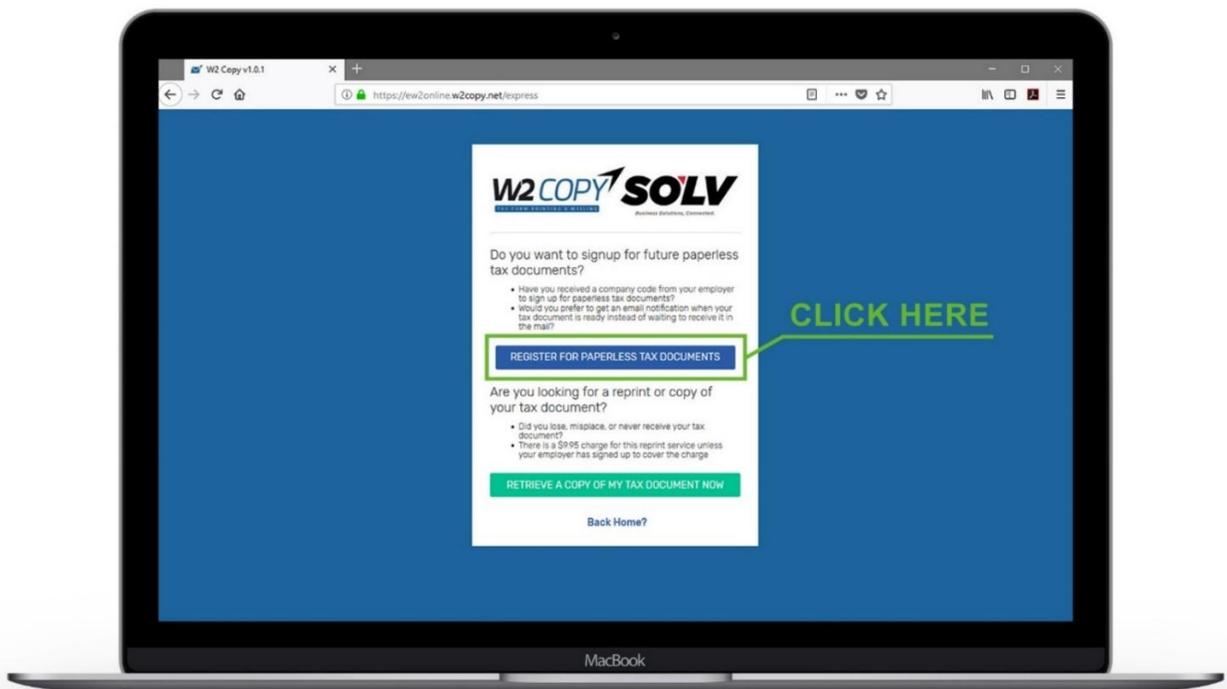


***Please note: Our W-2 vendor upgraded their website as of August 2018, therefore all new and existing users need to register as a “New User”.***

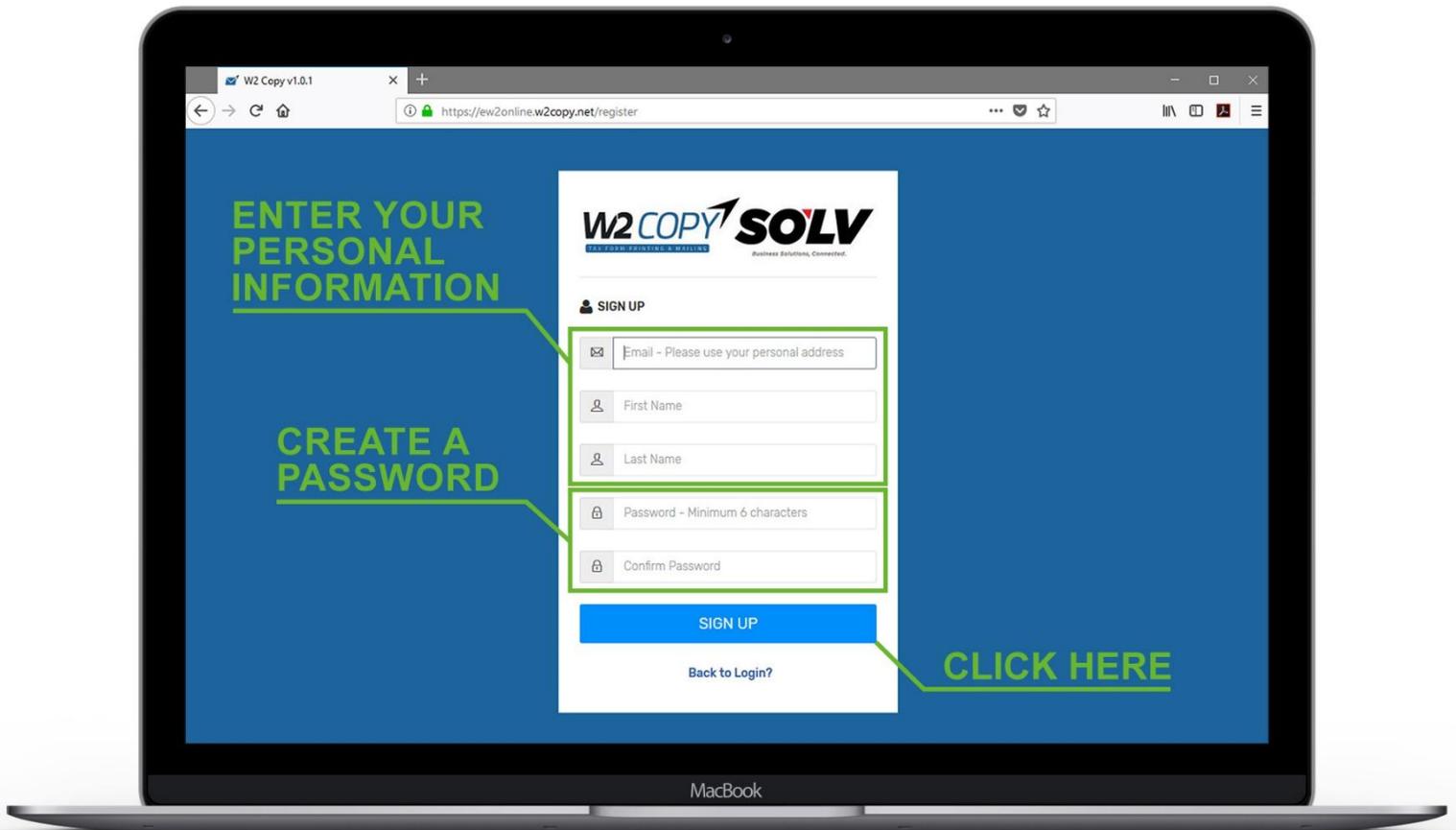
For a new user, select **“Get Started”** in the upper right corner of your screen. When returning, enter your **email** and **password** and click **“Sign In”**



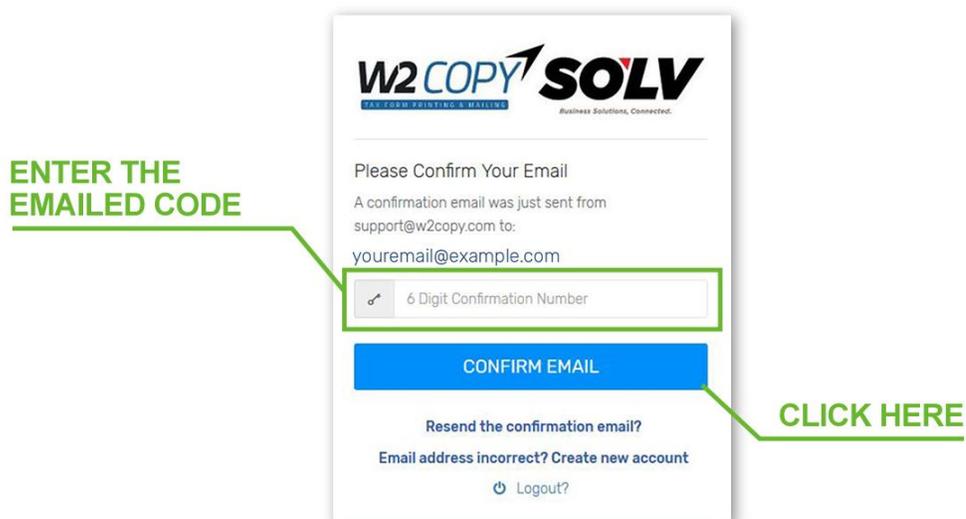
Select **“Register for Paperless Tax Documents”**



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



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



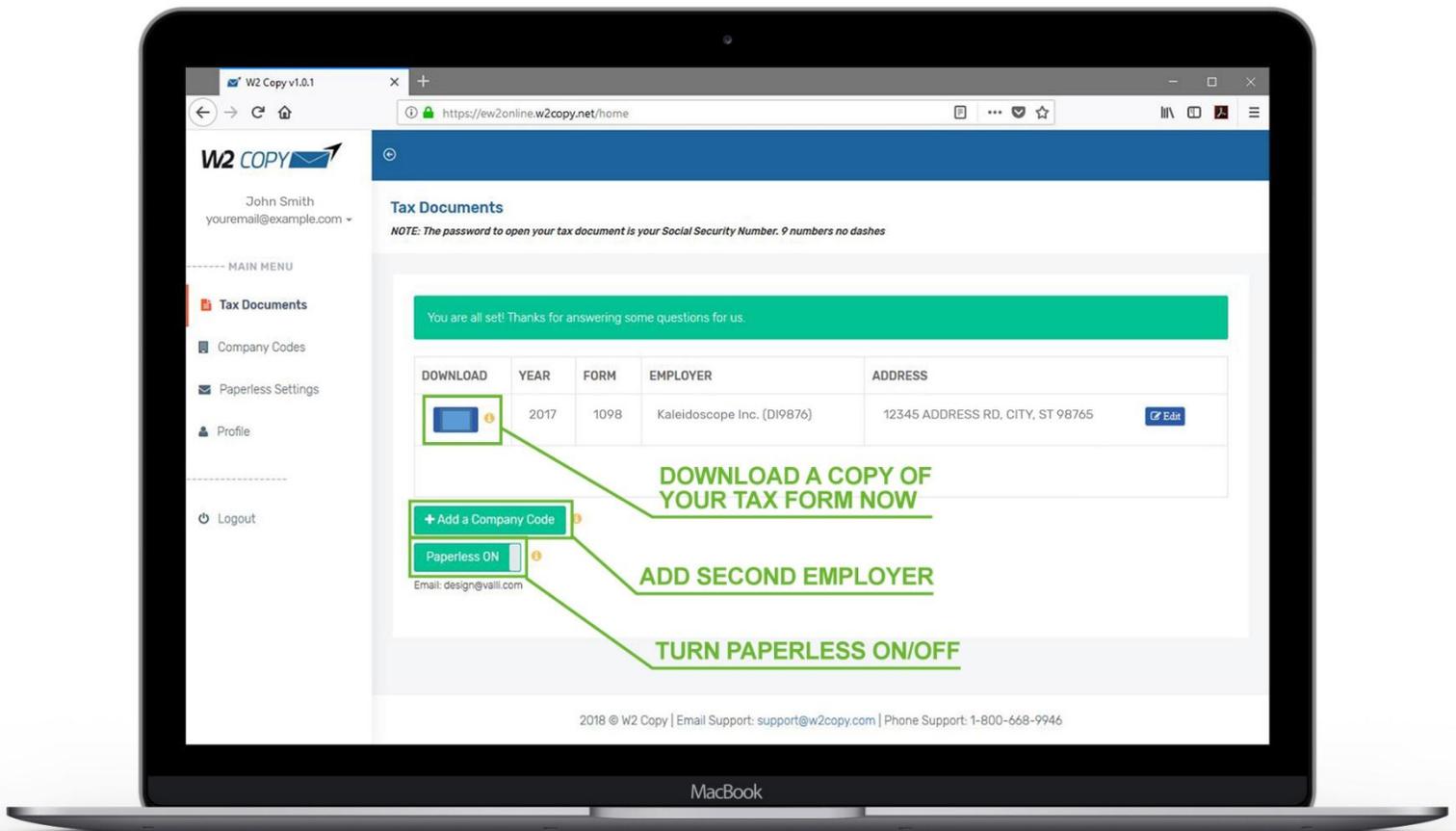
Enter your **“Social Security Number (SSN)”** and **Company Code “IW0219”**  
(third digit is a zero)



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.**



If you need assistance, please contact W2Cop at [support@w2copy.com](mailto:support@w2copy.com) or (800) 668-9946

