

DOCULIVERY

W-2 Opt-in Guide

This W-2 opt-in guide provides you with the basic information needed to log in and begin the opt-in process in order to access your electronic W-2 documents online.

Getting Started

1. Point your internet browser to the following url:

2. Enter your User ID. **1**
3. Enter your Password. **2**
4. Click the Log In button. **3**
5. Once logged in, you will see the main screen which is organized by tabs. Click on the W-2 tab **4**.

Completing the One-time Opt-in Process

6. Follow the on-screen instructions to complete the one-time opt-in process.

You will be required to do the following steps to complete the opt-in process:

1. Verify that you can view your W-2 as a PDF.
 2. Agree to the terms of use.
 3. Enter your Social Security Number.
 4. Enter a valid email address and verify it.
 5. Choose your delivery method.
7. After you have completed the five steps outlined above, click the Save Opt-In button to finish the Opt-in process **5**.

The next time that you log in to the Doculivery system, and click on the W-2 tab, all of your available W-2s will be listed and viewable like your online pay stubs.