

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.

PLEASE LOG-IN TO THE DOCULIVERY SYSTEM.

User ID help information will appear here when you visit the url noted in step one.

User ID: **1**

Password help information will appear here when you visit the url noted in step one.

Password: **2**

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Statements	Bills	EFT/Stub	1099	W-2	Info/Forms	Payment Summary	Messages	Manage Your Account	Group Administration
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1. Verify that you can view your W-2 as a PDF.
[Click here to view a sample W-2.](#)
 If you cannot view your W-2, click the link to the right to download Adobe Acrobat Reader.

2. Agree to the terms of use.
 Please read the Terms of Use, and click to see if you can view the online W-2 sample. If you agree to the Terms of Use, and can view the W-2 sample, then select the checkbox below.

Doculivery Online W-2 Terms of Use

The Internal Revenue Code allows Form W-2 (W-2) to be furnished in an electronic format provided it conforms to all applicable legal requirements. (Treas Reg 31.6051-1). By meeting these requirements, your employer is considered to have furnished your W-2 to you, the recipient, in a timely manner.

1. Employee Consent
 Your online registration for online W-2s on the Doculivery website represents your electronic

I have read and agree to the terms of use.

3. Enter your information.
 Enter your Social Security Number:
 Enter your email address:
 Confirm your email address:

4. Choose your delivery method.
 Send me my W-2 when it is available. I'd like my W-2 attached to my notification email as a password-protected PDF file. I understand that I will have to use my Social Security Number and Adobe Acrobat Reader to view the attachment. If I do not already have access to Adobe Acrobat Reader, I will download a free copy.
 Just notify me when my W-2 is available. If any link to receive my notification email stating that a new W-2 file is available for download from this website. I do not wish to receive my W-2 as a password-protected PDF attachment via email. I understand that I will have to manually log into this website to obtain my W-2 as a password-protected PDF. I understand that I will have to use my Social Security Number and Adobe Acrobat Reader to view my W-2s. If I do not already have access to Adobe Acrobat Reader, I will download a free copy.

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