



### Signing up is easy!

1. Point your web browser to w2.doculivery.com.
2. Enter your Social Security Number via the on-screen pin pad.
3. Enter the following company ID: 297064
4. Enter the following password: Your Last Name
5. Click the Secure LOGIN button to continue.
6. Enter your primary e-mail address, then click the SUBMIT button.  
*(We suggest entering your personal/home e-mail address as your primary e-mail address, and your professional/employee e-mail address as your secondary e-mail address.)*
7. Read the Online W-2 Terms of Use. If you agree with the Terms of Use, select the check box, and click the NEXT: ENTER CONTACT INFORMATION button to continue.
8. Enter your contact information, then click the SUBMIT REGISTRATION button.
9. Review all of the information that you'll see on the next screen. Confirm the information by clicking on the COMPLETE REGISTRATION button.
10. Check your primary e-mail address account for an e-mail message confirming your enrollment with a unique confirmation code. (Be sure to save the confirmation e-mail for your records.)
11. Enter the confirmation code into the W-2 website, then click the SUBMIT button to finalize the sign-up process.
12. You may now select your delivery options, change your contact information, or log out of the system by clicking the appropriate links in the menu.

### Viewing your W-2s Online

Your online W-2 enrollment is automatically renewed each year unless you cancel your enrollment online.

Each year, you'll receive an e-mail in January notifying you that your W-2 is ready. It will provide specific instructions for accessing your W-2s online quickly and easily.

### New Employees and Rehires

If you're a new or returning employee, you may not be eligible to enroll for Doculivery Online W-2s until you have successfully completed one pay cycle. For more information, please contact your employer for further details.

# Sign up now to receive your W-2 forms online!

**Why should you sign up to receive your W-2 forms online?**

**Get your form early –**  
Online W-2s are available early on in January each year allowing you to file earlier. The paper forms aren't even mailed out until the end of January.

**Protection from identity theft –**  
Since your W-2 form can only be accessed through our secure internet site, the post office can't lose your form, or a thief can't take it from your mailbox.

**Convenient online access and storage –**  
Your W-2 form will be stored online for easy access. You can print a copy any time you need. In fact, if you choose to view your W-2 online, you will also have access to seven years of past W-2 forms.