

OptRight® WageView Employee Reference Guide

WageView is a secure website in which you can access, view, and print your pay statements, W-2s, and 1099s.

This document walks you through the steps to:

- Sign up for WageView
- Change Password
- Update Email Address
- View Pay Statements and W-2s/1099s

For regular future access,
bookmark this link:

<https://wageview.wellsfargo.com>

Employee Enrollment

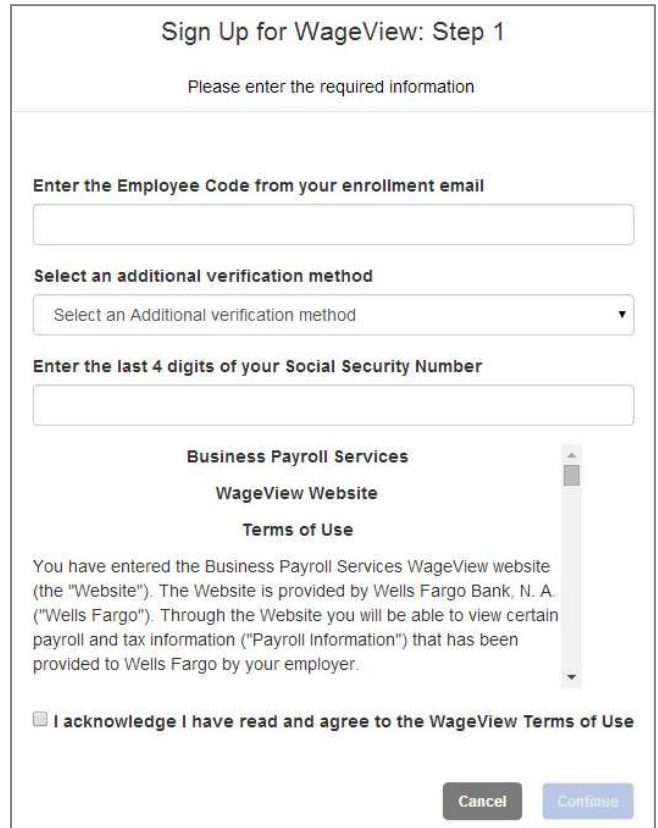
You will receive 2 enrollment emails when your employer sets you up for WageView:

- First email contains steps to enroll and the enrollment link
- Second email contains the temporary WageView Employee Code

NOTE: Enrollment link and WageView Employee Code are valid for 30 days.

Steps to Enroll:

1. Click on the enrollment link received in the WageView Enrollment Link email
2. Enter WageView Employee Code received in the WageView Employee Code email
3. Select additional verification method
There will appear a drop down with 3 options:
 - First and last name
 - Withholding allowances from W4
 - Home zip code
4. Enter the last 4 digits of your Social Security number
NOTE: If you are set up as a 1099 contractor and have an EIN, put in the last 4 digits of your EIN
5. Read the Terms of Use
6. Check the Acknowledge box once you have read and agree to the terms
7. Click Continue



The screenshot shows a web form titled "Sign Up for WageView: Step 1". Below the title is the instruction "Please enter the required information". The form contains three input fields: "Enter the Employee Code from your enrollment email" (a text box), "Select an additional verification method" (a dropdown menu with "Select an Additional verification method" as the selected option), and "Enter the last 4 digits of your Social Security Number" (a text box). Below these fields is a scrollable area containing the text "Business Payroll Services WageView Website Terms of Use" and a paragraph of terms and conditions. At the bottom of the scrollable area is a checkbox labeled "I acknowledge I have read and agree to the WageView Terms of Use". At the very bottom of the form are two buttons: "Cancel" and "Continue".

Employee Enrollment (continued)

8. Enter a username for your WageView account

NOTE: The username you create here cannot be changed later

9. Review pre-filled email address that appears in the field

- You can change the address if there is a different preferred address to send WageView correspondence
- This email address applies only to emails WageView sends, not emails sent by your employer

10. Re-enter your email address in the Verify Email field

11. Enter a password for your WageView account, click on the help link to view password requirements

12. Re-enter your password in the Verify Password field

Sign Up for WageView: Step 2

Please enter the following account information.

Username

[Help](#)

Email Address

Verify Email

Password

[Help](#)

Lower section of Step 2 window

Please select 3 security questions and responses

1.

2.

3.

[Cancel](#) [Enroll](#)

** Pick questions containing information not easily guessed by others.
Pick questions not setup on other websites.

13. Set up 3 security questions

NOTE: These questions will be asked any time you request access to your W-2/1099 or you have forgotten your password. Answers are not case sensitive

14. Click on Enroll

NOTE: An information pop-up window appears indicating Login Successfully Created

15. Click Continue

Using WageView

Once enrolled, you can navigate to pay statements or W-2s/1099s. You may also make changes to your profile if you choose.

1. Click the link <https://wageview.wellsfargo.com>
2. Enter the username and password you created
3. Click Go to view WageView homepage

To View a Pay Statement:

1. Click Pay Statements
2. Click on the desired check to view the Pay Statement

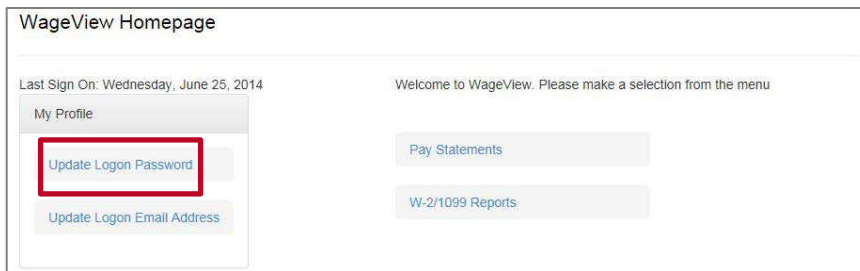
To view the W-2/ 1099 Report:

1. Click the W-2/1099 link to view W-2/1099 Reports
2. Answer the security questions
3. Click Continue
4. Click PDF icon to download a PDF of the W-2/1099 Reports

Profile Updates

Change password:

1. Click on Update Logon Password on WageView homepage



2. Change password screen will appear
3. Enter your current password
4. Enter a new password
5. Re-enter your password in the Verify Password field
6. Click Go

NOTE: A message will appear when your password is successfully updated

7. Click Continue

Update logon email address:

1. Click on Update Logon Email Address on WageView homepage
2. Enter new email address
3. Re-enter your email address in the Verify Email field
4. Click Go

NOTE: A message will appear when your email is successfully updated

5. Click Continue



Business Payroll Services

WageView portal Employee FAQs

Question	Answer
1. <i>When will my pay statement be available to view in WageView¹?</i>	Pay statements will be available on the check date.
2. <i>I receive an actual check. Will I be able to view pay statements in WageView?</i>	Yes. Anytime you are paid you will be able to view pay statements in WageView.
3. <i>Will my password expire?</i>	No.
4. <i>Can I change my password?</i>	Yes. You may change your password at any time using the update password link.
5. <i>Can I update or change my username?</i>	No. Currently this option is not available.
6. <i>What is the enrollment employee code?</i>	It is the temporary code used when you are first enrolling in WageView.
7. <i>How long is the enrollment employee code good?</i>	This code is good for 30 days, and it is specific to you.
8. <i>How long is the enrollment link good?</i>	This link is good for 30 days, and it is specific to you.
9. <i>I am trying to view my W-2 or 1099 and:</i> <ul style="list-style-type: none"> <i>I don't remember the answers to my security questions</i> <i>I have locked my account</i> <i>What can I do?</i>	Contact your employer and (s)he will reset your password. This will allow you to reset your security questions, too.
10. <i>I forgot my username. What can I do?</i>	Click on "Forgot Username" (a link at the bottom of the Sign On page.) Enter your email address and last 4 digits of your Social Security number. Click Go. You will see a screen that will show your username. NOTE: If you work for multiple companies that process payroll through Wells Fargo Business Payroll Services, you may have multiple WageView accounts. All usernames will appear on this screen.
11. <i>I forgot my password. What can I do?</i>	Click on "Forgot Password" (a link at the bottom of the Sign On page.) Enter your username and email address and answer two security questions. Click continue. You will see a screen that allows you to create a new password. After you create your password this will log you into WageView. NOTE: If you do not remember the answers to your security questions, reference question 9 above.

¹ WageView is being provided **solely as a courtesy only**. WageView and the pay statements and tax forms provided thereby are not intended to replace your employer's obligations to provide pay statements or tax forms to its employees under applicable federal and/or state laws. Your employer remains responsible for any such obligations.

Question	Answer
12. My employer reset my password. What can I expect?	You will receive an email that has a link to WageView and a temporary password. The temporary password is case sensitive. You will also need to reset all of your security questions through this process.
13. How long does the system keep me logged in if I am inactive?	After 10 minutes of inactivity, you will be logged out of WageView. You will receive a reminder message at 8 minutes of inactivity. You can click to extend your time.
14. Why can't I click on a specific check? (No links)	The check may have been voided. The word void will appear in the void column if this is the case.
15. Why am I unable to open a PDF?	You must have Adobe Reader installed on your computer. You can download the free reader at http://get.adobe.com/reader .
16. I received multiple emails. Which email should I use?	<p>If you are paid only as an employee or contractor you should use the email with the last date and time.</p> <p>If your email address is shared by other employees in the company, request your employer to resend the enrollment emails to your personal email address.</p> <p>If you are paid as both an employee and a contractor you will need to enroll using both sets of emails. You will have one login for your employee statements and one for your contractor statements.</p>
17. Why didn't my password reset email come to the email address that I set up in WageView?	The password reset email is sent to the email address your employer has on file. Contact your employer if you want to change your email address for WageView correspondence.
18. When I try to login I am told my account is locked. How do I login?	<p>Click on "Forgot Password" (a link at the bottom of the Sign On page.) Enter your username and email address and answer two security questions. Click continue. You will see a screen that allows you to create a new password. After you create your password this will log you into WageView.</p> <p>NOTE: If you don't remember the answers to your security questions, reference question 9 above.</p>
19. Can I access WageView on my mobile device?	Yes. WageView is now easy to view and navigate on most mobile devices.