

Go Green – Choose Electronic W-2s

If the return address on your paystub is for Allevity:

1. Using any Internet browser, go to www.w2copy.com
2. **Click** the green button that says *Click Here for E-W2 & W2 Retrieval/Login/Register*.



3. In the next screen you have two (2) options to choose from. If you are coming to this website for the first time, chances are you need to register and create yourself a login in order to register to retrieve your E-W2. If you had registered for your E-W2 last year, you will need to reactivate your registration.

First Time Users: please follow the instructions below.

Previous Users: please follow the instructions on the last page.

Click Not Yet Registered for E-W2 or W2 Retrieval?



4. You'll be taken to the *Registration* screen where you will need to input your information. Please **complete each field** in this screen. The **Company Code is IS4115**. Be sure to **check the box** confirming that you would 'like to receive an E-W2'. **Click** the *Submit* button at the bottom of the page.

REGISTRATION

Please fill out the following form to register. * Denotes required fields

First Name: * <input type="text"/>	Last Name: * <input type="text"/>
Email Address: * <input type="text"/>	Social Security Number: * <input type="text"/>
User Name: * <input type="text"/> 3-16 Characters	Phone Number: <input type="text"/> Including area code 10 numbers only [?]
Password: * <input type="text"/> 3-10 Characters	Confirm Password: * <input type="text"/> Confirm Password 3-10 Characters

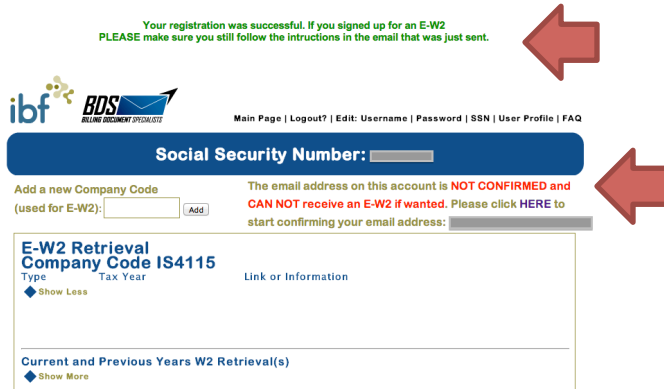
If you wish to receive your W2 via electronic delivery, enter the company code issued by your employer in the box below and check the box confirming that you would 'like to receive an E-W2'. If you turn on E-W2 for the Company Code entered in below you will receive your W2 via electronic delivery and NOT a printed copy of your W2 when it is processed. **Users of this site just wanting to get W2 retrievals you can leave the bottom section blank.**

Company Code: <input type="text"/> given to you by your employer 6 letters or numbers only	I would like to receive an E-W2 for this Company Code? <input type="checkbox"/>
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Your company code should start with IS, IW, IX, or IZ and if it doesn't you need to contact your employer and get the correct code.



- Upon clicking the Submit button, you'll be redirected to a confirmation page. Please **pay attention to any special instruction in green** at the top of the screen **and special instruction in red** in the middle of the screen.

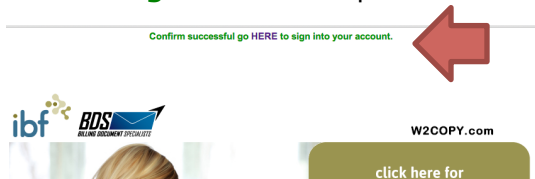


- Log into the email account that you used for your E-W2 registration.** You should have received an email from W2 Processing Center with the subject, *W2 Processing Center Registration Confirmation Email – Action Required*.

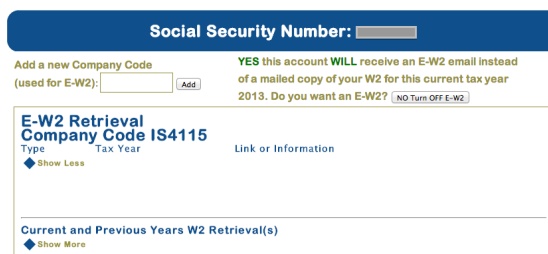
Follow the instruction within the email.

- If you have followed all instruction received in your email, you will be directed back to the E-W2 website.

Follow the instruction in **green** at the top of the E-W2 website in order to finish your confirmation.



- You will be taken to the next screen at which point you will receive notice that your email account has been confirmed and that you *'will receive an E-W2'*.



Congratulations! You have successfully registered yourself to receive your W-2 electronically. When your E-W2 is ready for download, you will receive notification via email.

Reactivation for Previous E-W2 Users

1. **Click** the green button that says *Click Here for E-W2 & W2 Retrieval/Login/Register*.



2. At the next prompt, enter your User Name and Password. If you have forgotten your User Name and/or Password, click on the black links.

Please enter your:

Username
User Name

Password
Password

Login

[Forgot Username?](#) | [Forgot Password?](#)

[Not yet registered for E-W2 or W2 Retrieval? Click here](#)

3. When you have officially logged into your E-W2 account, you will need to reactivate your account in order to receive your W2 electronically for the year. Click on one of the two (2) buttons that read **Turn ON E-W2**.

Add a new Company Code (used for E-W2):

NO this account **WILL NOT** receive an E-W2 email instead of a mailed copy of your W2 for this current tax year 2014. Would you like an E-W2?

Type	Tax Year	Link or Information
E-W2	2014	E-W2 is not turned ON. <input type="button" value="Turn ON E-W2"/>

4. After clicking the button, the screen will refresh. If you approve the change, you can simply log out. You can always log back in and turn off/ turn on your E-W2 at any time.

Add a new Company Code (used for E-W2):

YES this account **WILL** receive an E-W2 email instead of a mailed copy of your W2 for this current tax year 2014. Do you want an E-W2?

Type	Tax Year	Link or Information
E-W2	2014	E-W2 processing begins in January, 2015 <input type="button" value="Turn OFF E-W2"/>

Tax Year 2014 E-W2 downloads will not be available until W2 data from your employer is sent to us and processed. Please return when you receive the email stating your EW2 is ready in January. Thanks.