



## **W-2 Forms Available Online in January REGISTER TODAY!!!!**

### **Now is the time to pre-register for this service.**

Employees are now able to view, print or email copies of their W-2 forms online at [www.eprintview.com](http://www.eprintview.com)

By logging onto a secure website to obtain your form you will:

- Ensure timely retrieval of your W-2
- Be able to file taxes earlier (and maybe receive your refund earlier)
- Be able to save a copy to your own computer hard drive for future use
- Available to access whenever you need them
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***IF YOU HAVE PREVIOUSLY ENROLLED, YOU DO NOT NEED TO DO SO AGAIN!!!***

***But, you DO need to know the password you created previously!***

To register for this service, please follow these simple steps:

1. Open internet browser
2. Enter this web address: [www.eprintview.com](http://www.eprintview.com)
3. Enter User ID: (same as your EZ Stub user id)
  - a. Login Id is made up of the following characters: the letters mc, the employee's eight digit employee id number, the first initial of the employee's first name and the first initial of the employee's last name.
  - b. EXAMPLE: MC00001234KR (USE CAPITAL LETTERS)
4. Enter password:
  - a. Initial password will be your full nine digit social security number (no dashes)
5. Enter the following PIN#: 0048
6. Select Login
7. Change your password upon initial login. **Write new password down and store in a safe place for future use.**
8. On My Account page Select "Consent to receive tax form online" link.
  - a. Carefully read all the consent disclosure information
9. Retrieve consent code- Click link to right of consent code field
10. Enter the 4 digit consent code provided by the system
11. Enter your **personal** email address and Click "Consent".
12. Select Home, then Logout.

Congratulations!! You have now registered to receive your W-2 on line. You will be notified when the current W-2 forms become available.

Thank you for participating in this new convenient program. Take a moment to visit the Help link at [www.eprintview.com](http://www.eprintview.com) where you can view answers to commonly asked questions about W-2 forms or send an email for further assistance.