

eW2**

This service provides your employees a way to get their W2 via email versus USPS. Your employee must enroll at W2Copy.com and a web link can be provided from your website. To start using this service you will need to receive your company code from Safeguard by IBF, the go-to people.

eW2 Instructions

Want to Get Your W2 Electronically?

Register by January 2, 2017, to receive your W2 electronically this year. If you decide not to register, a paper W2 will be sent in the mail by January 31, 2017.

If you registered for an eW2 for the 2015 tax year, you do not need to register again. Log on and activate your account by January 2, 2017 to receive an eW2 for the 2016 tax year.

How to Register to Receive Your W2 by Email

1. Go to <http://www.w2copy.com> and click the green button “W2 & 1095-C Registration”

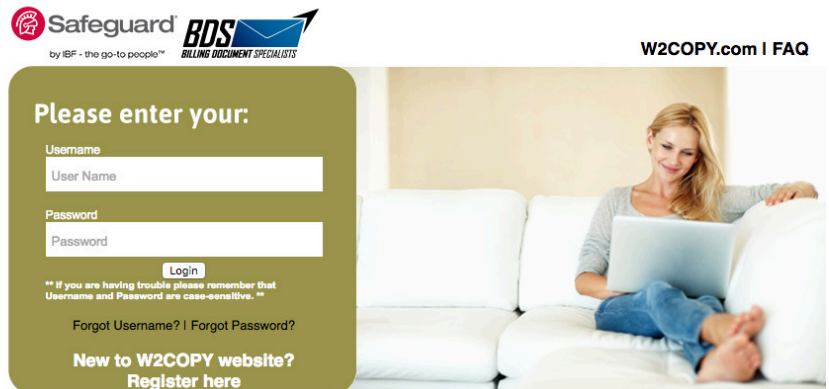


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[Check Your SSN Processing Status Here](#)



2. Click on “New to W2COPY website? Register here”



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instructions, continued

3. Enter all data fields marked with an asterisk (*)
4. Enter your Company Code at the bottom. This is a six digit code that is issued by your employer. Example IX2021.
5. Select the box "I would like to receive electronic documents for this Company Code" and click "Submit".



W2COPY.com | FAQ

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"/> - <input type="text"/> - <input type="text"/>
User Name: 3-16 Characters *	<input type="text"/>	Phone Number: including area code	<input type="text"/> 10 numbers only [?]
Password: 3-10 Characters *	<input type="text"/>	Confirm Password: *	<input type="text"/> Confirm Password 3-10 Characters

If you wish to receive your tax forms 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 electronic documents. If you turn on electronic document delivery your tax documents will NOT be mailed to.

Company Code: given to you by your employer	<input type="text"/>	I would like to receive electronic documents 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.

6. Check your email. When you receive a confirmation email from w2@billingdoc.com, click the link within the email to complete the registration process. **If you do not receive or respond to the email, your W2 will be mailed to you.**

By January 31, 2017, you will receive an email telling you that your eW2 is ready to retrieve. If you encounter any problems with registration, please email us at W2@billingdoc.com.

How to Open Your eW2

1. Click the link in your eW2 retrieval email OR Go to <http://www.w2copy.com> and click "Retrieve eW2"
2. When prompted, enter your company code, the username and password that you created upon registering.
3. The second time you are asked for a password, enter your social security number (without hyphens).

Any Problems?

Call 208-453-8902 after February 1 for more help.