



ONLINE W-2 DELIVERY

The screenshot shows the 'Employee Portal' for Paperless Pay Corporation. The page title is 'The Future of Employee Payroll Communication... Now!'. The main content area is titled 'Employee Portal' and includes a navigation menu with 'Payment Listing', 'User Setup', 'Help', 'About', and 'Logout'. The 'Your Information' section displays 'Employee Name: JONES, CATHERINE' and 'Employee Logon ID: CFVH000000039CATH'. The 'On-line Usage Options' section contains two radio button options: 'I elect to use my-estub to receive my pay stubs: Yes No' and 'I elect to use my-estub to receive my W-2 tax forms: Yes No'. The 'Change Password Options' section has buttons for 'Change User Password' and 'Change Password Question'. The 'eStubView Delivery Options' section includes radio buttons for 'None' (selected), 'Email Primary', and 'Email Secondary', with corresponding input fields for the email addresses. There is also a 'Test E-mail' button and two radio button options: 'Do not send my stub, notify me when it's available. (Default)' (selected) and 'Send my stub as a password protected PDF file.'.

- W-2s can now be delivered electronically through www.my-estub.com
- W-2 retrieval process is easy, convenient, and much quicker than mailed paper forms. It takes only a few minutes to consent to the online delivery
- To consent for online delivery of your W-2:
 - Go to www.my-estub.com
 - Click on "Employee Portal"
 - Login to your account **OR** Create a new User Account using the following criteria:
 - User Name: JSG + Last 4 Digits of SS# + First 4 letters of your first name
 - Example: JSG1234robe
 - Initial Password: JSGC001
 - You will need to change your password once logged in
 - Click on "User Setup"
 - Under "Online Usage Options", click "Yes" to receive your W-2s online
 - Read and consent to the eW2 Disclosure Information
 - Click "Save"

If you have any questions or need help with accessing your account, please contact Paperless Pay Corporation's Customer Service Number at (800) 489-1711.