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## ONLINE W2 DELIVERY

The screenshot shows the 'Employee Portal' interface for Paperless Pay Corporation. The page title is 'The Future of Employee Payroll Communication... Now!'. The main content area is divided into several sections:

- Your Information:** Fields for 'Employee Name' (JONES, CATHERINE) and 'Employee Logon ID' (CFVH000000039CATH).
- On-line Usage Options:** A section titled 'You may change your on-line stub and W2 usage in this section'. It contains two radio button options:
  - 'I elect to use my-estub to receive my pay stubs:  Yes  No'
  - 'I elect to use my-estub to receive my W-2 tax forms:  Yes  No'
- Change Password Options:** Two buttons: 'Change User Password' and 'Change Password Question'.
- eStubView Delivery Options:** Radio button options for 'None' (selected) and 'Email'. Under 'Email', there are input fields for 'Primary' and 'Secondary' email addresses, and a 'Test E-mail' button. Below these are two more radio button options:
  - 'Do not send my stub, notify me when it's available. (Default)' (selected)
  - 'Send my stub as a password protected PDF file.'

- W-2's are now delivered electronically through [www.my-estub.com](http://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](http://www.my-estub.com)
  - Click on "Employee Portal"
  - Login to your account using the following format – **Username and password are case sensitive:**
    - User Name: JSG + your unique JSG Employee Id
      - (Ex: JSGSMITHROB)
    - 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 1-(800) 489-1711.