



Quick & Easy Access to Your W-2

When you choose electronic access for your W-2, you receive it weeks before it might arrive in the mail. *That could give you a two-week head start on your refund!*

- **There is no cost to sign up.** Actually, electronic access to your W-2 could save you money. All electronic W-2s are free. For anyone who sticks with snail mail, while the first W-2 and the first reprint are free, additional current year copies cost \$10 (prior year cost is \$12 each).
- **Electronic access is quicker too!** Once your electronic W-2 has been posted in early January, it can be reprinted as often as needed at no cost to you. With regular mail, re-issued statements are not typically available until early February and reprints may take up to 30 days to receive.
- **Your electronic W-2 is safe and secure.** Access to your electronic W-2 is only available upon user validation of your Social Security Number and a Personal Identification Number (PIN) selected by you after your initial login.
- **Participation is optional.** If you choose not to sign up, your W-2 will be mailed to you no later than January 31st to the home address we have on file as of December 31. (Note: You should allow up to 5 business days for postal delivery.)
- **You only need to sign up once.** If you have signed up previously, and you still work for the same SFN Group business unit, there's no need to sign up again. Once you sign up, your consent remains valid, until you withdraw it. (Note: If you have worked for more than one SFN Group business unit, you need to provide your consent for each business unit for which you have worked.)

Signing up for electronic access is easy!

Go to www.w2express.com.

Note: Enhanced security has been added to the W-2 site this year! You may need to set up your Site ID and new PIN. Upon completion of your PIN, you can move forward with your consent.

Enter company code or employer code:

- 10480 for Mergis, SFN Group, Tatum or SourceRight
- 13515 for Spherion Staffing
- 13237 for Technisource
- 11537 for Todays Office Professionals

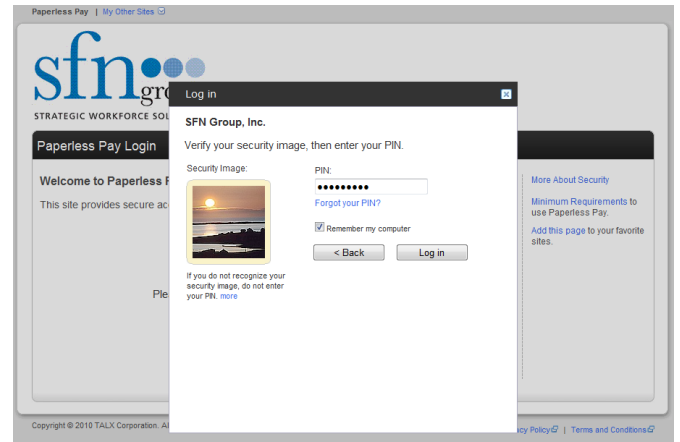
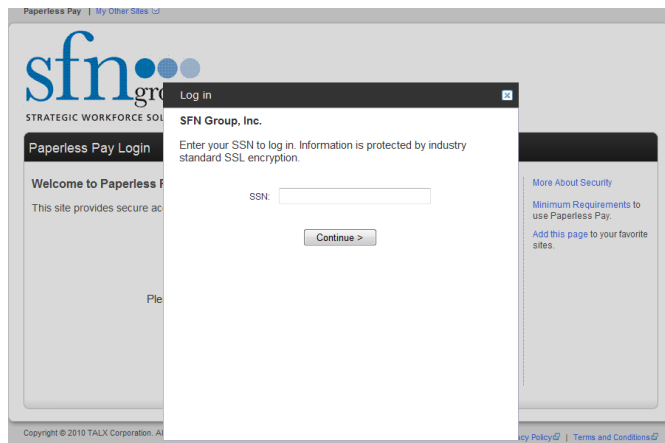
Please note: If you have worked for more than one of the businesses noted above in the same calendar year, then you need to sign up separately for each business.

The screenshot shows the W-2 eXpress website interface. At the top, it says "W-2 eXpress" and "A service of TALX". Navigation links include Home, Privacy Policy, Help, Contact Us, and a search bar. Below the navigation are tabs for About Us, Products and Services, Security, News and Events, and e-file Partners. The main content area features a banner with a smiling couple and the text "Get online access to your W-2 wage and tax statement!". To the right is a "Learn about the new login process" link. Below the banner are several promotional boxes: "Get your original W-2 online" with a "Find Out How" link, "New to W-2 eXpress?" with a "Learn More" link, and "Demos and Tutorials" with a "View step-by-step tutorials" link. On the right side, there is a "W-2 eXpress Login" section with a form for "Employer Name or Code:" and a "Remember my ID on this Computer" checkbox, followed by a "GO" button and a "Find employer name" link.



Note that you may be asked to enter your company code twice.

Once you reach the “Paperless Pay Login” screen, enter your Social Security Number (*without dashes*) and your PIN. (If you are *NEW* to W-2Express, enter the last four digits of your Social Security Number). If you are asked to set up a new PIN, just follow the easy instructions. The system will prompt you to change your PIN the first time you log in. *Please record your PIN in a safe and easily accessible place for future use.*



Select “W-2 Services” and then “Consent for Online Delivery.”



Read W-2 Consent Disclosure.

Click on the “*Test Now*” button. A successful test will display: “Congratulations Test Complete. You may now close this window.”



Once you see the Test W-2, close the window and select "I saw the Test W-2, read all of the important information..." *Note: If you are unable to view the test W-2, select "I did not see the test document" and follow the instructions provided.*

Complete the W-2 Statement Online Access form by providing:

- First Name
- Last Name
- Primary email address
- Secondary email address
- Mailing address
- Daytime phone number
- Evening phone number

Click SAVE.

Review your information and confirm that no changes are required.

Click "Continue."

A Confirmation Receipt may be printed for your personal records. You will also receive a confirmation email when you enroll for online delivery as well as confirmations of any changes you make to your contact information.

Click "Continue" to return to the W-2 home page.

Frequently Asked Questions

How does electronic delivery work? As soon as your electronic W-2 is available, you will receive an email (to the email address you provide), notifying you that you may go to the secure website and log in with your personal PIN to print your W-2 in a safe environment controlled by you.

When will your W-2 be available? Your electronic 2010 W-2 will be posted on the secure W-2 Express website on approximately January 14, 2010, well before you would normally receive the form in your mailbox. You will receive notification via email when your online W-2 is available, along with instructions on how to access it.

Will I still receive a copy of my W-2 via regular mail? Consenting *on or before January 6, 2011* for electronic delivery of your 2010 W-2 means that you will **not** receive a copy in the mail. The tentative mailing date for 2010 W-2 statements is the week of January 24, 2010. Please allow 5 business days from the end of the week of January 24th for delivery of your mailed W-2 form.

Can I change my mind about electronic access? You may withdraw your consent at any time. Consent to elect electronic access to your 2010 W-2 statement may be made up to **January 6, 2011**. After that date, consents or withdrawals of consent for the purpose of not receiving a mailed form will apply to calendar years subsequent to 2010. Should you miss the opportunity to sign up for electronic access to your 2010 W-2, you may still elect electronic access for your future W-2 forms from us. *Remember, once you consent, unless you withdraw your consent, the consent is valid, even if you change your employer.*

If I signed up for electronic access last year, do I need to sign up again this year? If you have already consented and you work for the same SFN Group business, you do not need to re-consent. Please note, however, the consent applies to each unique company code (10480, 11537, 13237, 13515) used to



access your pay and W-2 information. If you have worked for more than one company code; then a separate consent is required for each company code.

Important tips to remember:

- The election to receive your W-2 electronically from us is valid until you revoke the consent.
- If you have elected to receive your W-2 electronically with another employer, that election does not apply to us. *(You need to consent for each employer for whom you have worked.)*
- Provide your consent on or before January 6, 2011 and get your 2010 W-2 early!

More questions?

For W-2 and W-2 eXpress questions, please contact:

- **Our HELP Desk at 1-866-HELP456** weekdays from 8 am to 7 pm Eastern Time
- **Our W-2 Hotline at 1-877-924-6837** *(available starting January 14, 2010 on weekdays from 8 am -7 pm Eastern Time)*