

EL MONTE UNION HIGH SCHOOL DISTRICT

BUSINESS OFFICE

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El Monte, California 91731
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TO: All District Employees

RE: Option for Delivery
of 2024 W-2

FROM: David Norton
Director of Fiscal Services

DATE: November 22, 2024

Effective with the 2016 W-2, employees have had the option to receive their W-2s either in hard copy form by mail or in a soft copy format electronically ("eW-2"). No action is required on the part of employees who registered in the past and requested "paperless" on the vendor website. New employees to this option need to establish a secure account with the Los Angeles County Office of Education (LACOE) contracted 3rd party provider by Tuesday, December 31, 2024 in order to enroll for an eW-2 on-line.

The enrollment to receive eW-2 is strictly optional. All personal information is protected and will not be shared or used for marketing purposes

There are several advantages to an employee who elects to receive an electronic W-2:

- Faster access and no waiting for delivery; Employees will receive an email when their electronic W-2 is available.
- No chance of lost or misdelivered private information, as this option will take the place of printing and mailing.
- Secure, unlimited access for enrollees to their electronic W-2s for five years.
- Toll-free call center support for employees experiencing technical issues.

For employees who elect not to receive EW-2s, their paper W-2s will be mailed directly to them by LACOE.

Please see the attached document for more information, detailed instructions on how to register for electronic delivery of your 2024 eW-2, and support information.

Attachment

How to Register for a Paperless Tax Document (W-2)

How to Register for a Paperless Tax Document (W-2)

(HRS Districts Only)

You now have the choice of receiving your IRS Form W-2 electronically. You can establish a secure account with our W-2 vendor to obtain your tax document as soon as it becomes available. There are several advantages to electing this option:

- Faster access, no waiting for delivery. You will receive an email when your W-2 is available, in early to mid-January.
- No chance of lost or misdelivered private information, as this option will take the place of printing and mailing.
- Secure, unlimited access to enrollees for five years.
- Toll-free call center support for employees experiencing technical issues.

To register you will need:

- Employer Name
- Company Code IW0219 (third digit is a zero)
- Your Social Security Number
- Name and address that appeared on your last tax document

*The deadline for registering to receive your **2024** IRS Form W-2 electronically is Tuesday December 31, 2024. Those who do not successfully complete registration on the vendor's secure website by that date will receive a printed W-2 by US Postal Service (USPS) delivery. The USPS will attempt to deliver your W-2 to your last known address in their system.*

Ready to get started? Go to: w2copy.com

Select **"EMPLOYEE LOGIN* Registration and Retrieval"**



*Valid only for participating employers. Not all participating employers will offer both W-2 and 1095-C forms on this site.

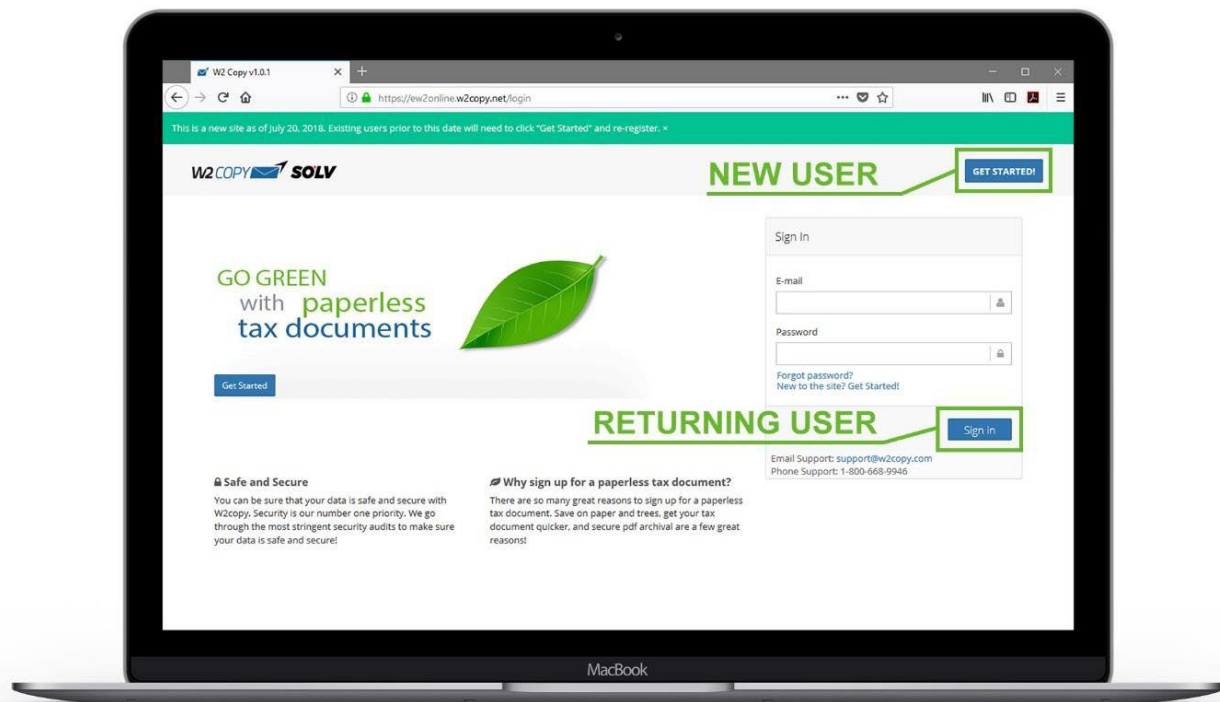
[Check Your SSIN Processing Status Here](#)

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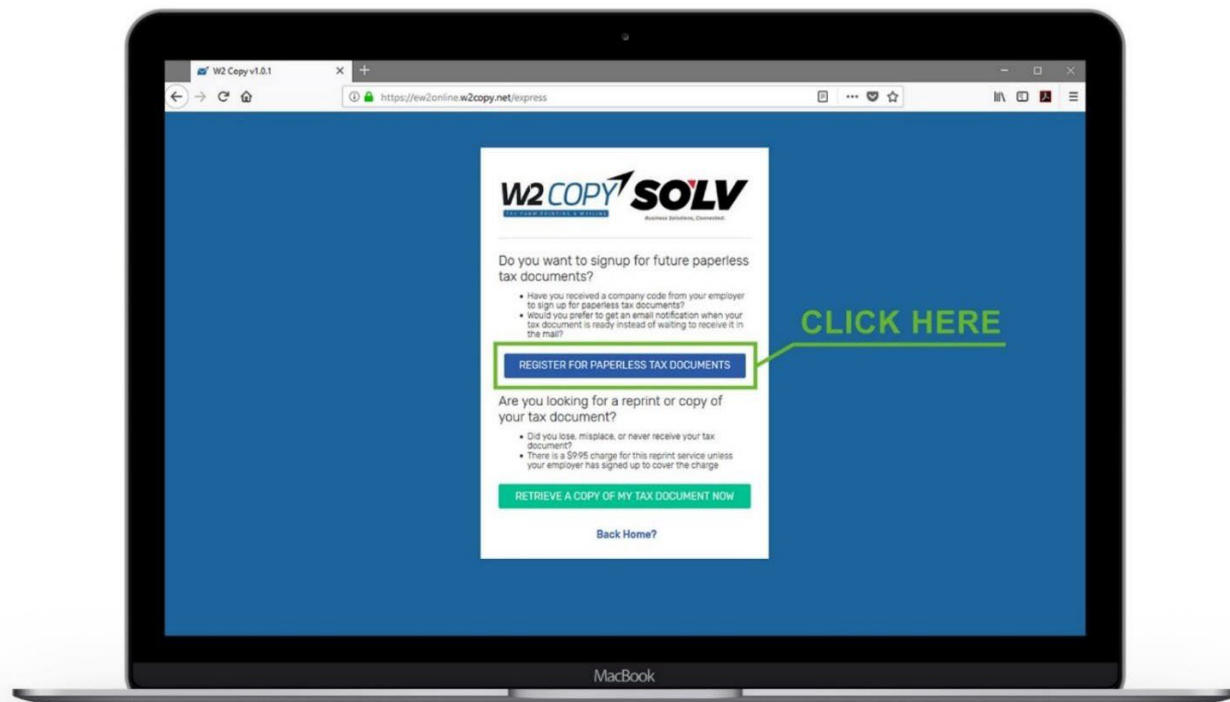
You will then be directed to our W-2 vendor's secure portal: <https://ew2online.w2copy.net/login>

Please note: These instructions are for new users. No action is needed for existing users who registered their choice as "paperless" in the past.

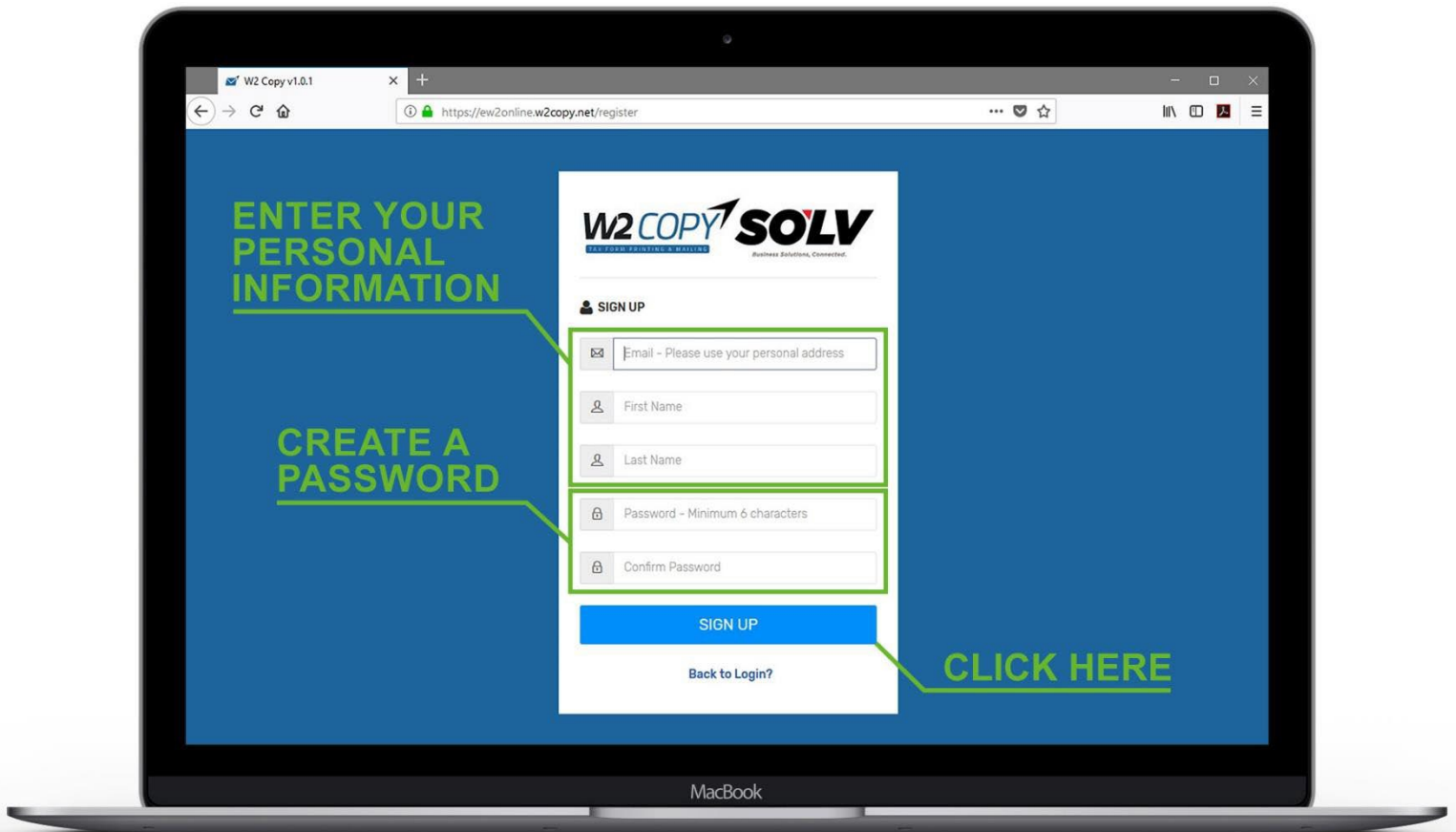
For a new user, select **“Get Started”** in the upper right corner of your screen.
When returning, enter your **email** and **password** and click **“Sign In”**



Select **“Register for Paperless Tax Documents”**




Enter your personal information and create a password - click **"Sign Up"**



Note: A verification code will be emailed to the address you entered, you will need this code to continue.

Enter your 6-digit confirmation code sent to you via email and select **“Confirm Email”**



The image shows a confirmation email screen for W2COPY SOLV. At the top is the logo with the tagline "Business Solutions, Connected.". Below the logo, the text reads "Please Confirm Your Email", "A confirmation email was just sent from support@w2copy.com to:", and "youremail@example.com". A text input field with a key icon and the label "6 Digit Confirmation Number" is highlighted with a green box. A green line points from the text "ENTER THE EMAILED CODE" to this box. Below the input field is a blue button labeled "CONFIRM EMAIL". A green line points from the text "CLICK HERE" to this button. At the bottom, there are links for "Resend the confirmation email?", "Email address incorrect? Create new account", and a "Logout?" link with a power icon.

ENTER THE EMAILED CODE

Please Confirm Your Email

A confirmation email was just sent from
support@w2copy.com to:
youremail@example.com

6 Digit Confirmation Number

CONFIRM EMAIL

Resend the confirmation email?
Email address incorrect? Create new account
Logout?

CLICK HERE

Once your email is confirmed, the system will ask several questions to verify your identity.

Click **“Get Started”**



The image shows a welcome screen for W2COPY SOLV. At the top is the logo with the tagline "Business Solutions, Connected.". Below the logo, a green checkmark icon is followed by the text "Your email was confirmed". Below that, it says "Welcome John!". Then, it reads "To get started, we are going to ask you several questions so that we can verify your identity". At the bottom is a blue button labeled "GET STARTED". A green line points from the text "CLICK HERE" to this button.

W2COPY SOLV
Business Solutions, Connected.

✓ Your email was confirmed

Welcome John!

To get started, we are going to ask you several
questions so that we can verify your identity

GET STARTED

CLICK HERE

Enter your **“Social Security Number (SSN)”** and **Company Code “IW0219”**
(third digit is a zero)



W2COPY SOLV
BUSINESS SOLUTIONS, CONNECTED.

ENTER YOUR SOCIAL SECURITY, NUMBERS ONLY

Enter Social Security Number

Numbers Only SSN Number

ENTER YOUR COMPANY'S CODE, PROVIDED BY YOUR EMPLOYER

Enter your 6 or 7 digit Company Code

Company Code

Don't know your Company Code? Contact your employer.

NEXT →

Logout?

CLICK HERE

The system will ask several multiple-choice questions to verify your identity. Once you have verified your identity, you will be asked if you want to sign up for Paperless Tax Documents. Click **“Confirm Paperless”**

You will then be taken to the portal where you can download tax documents when they are available. The pdf is encrypted with a password.

The password to open your W-2 pdf is your 9-digit Social Security Number with no dashes.



W2COPY SOLV
BUSINESS SOLUTIONS, CONNECTED.

✓ Social Security Number Verified

Yes I want to enroll for Paperless Tax Documents!

Upon clicking the CONFIRM PAPERLESS button I consent to receive my W2 or other tax document(s) electronically each year. I understand that I will not receive a paper copy unless I change my preference inside this website portal.

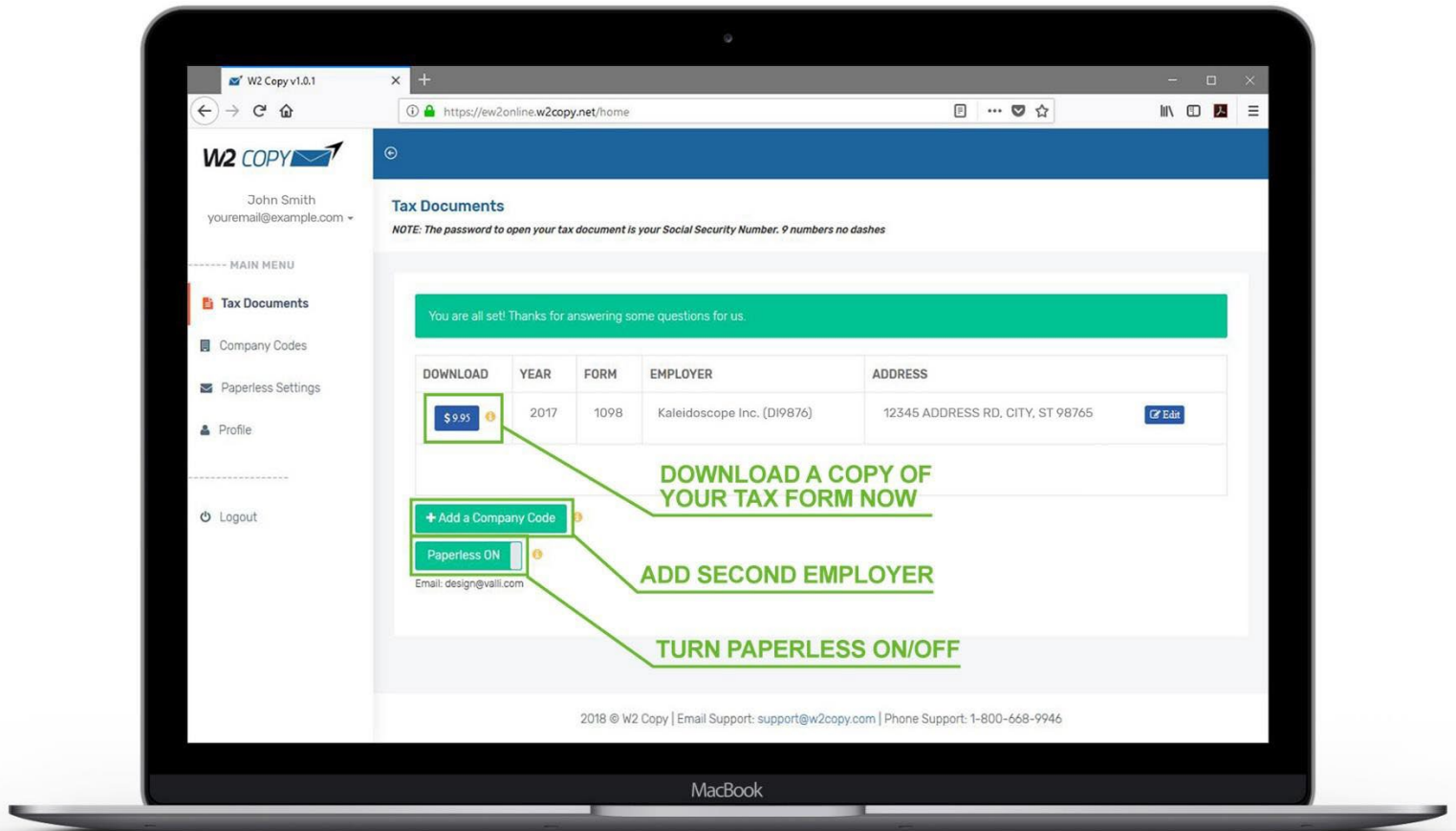
CHOOSE TO RECIEVE YOUR TAX DOCUMENTS IN AN EMAIL

CONFIRM PAPERLESS

CHOOSE TO RECIEVE YOUR TAX DOCUMENTS AS A PHYSICAL COPY

DECLINE PAPERLESS

Logout?



If you need assistance please contact W2Copy at
support@w2copy.com or (800) 668-9946

