

## Why wait for Snail Mail? Get your W-2 faster than ever with E-W2®.

Electronic W-2s:

- will be available online sooner than mailed copies
- can be printed as many times as needed once received electronically
- can be downloaded to your personal computer for access anytime
- remove the risk of sending your social security number on a paper copy in the mail - a common source of identity theft

Signing up is easy - just go to [w2copy.com](http://w2copy.com) and enroll.

## Want to Get Your W-2 Electronically?

Register by January 2, 2010, to receive your W-2 electronically this year. If you decide not to register, a paper W-2 will be sent in the mail by January 31, 2010.

## How to Register to Receive Your W-2 by email

1. Go to <http://www.w2copy.com> and click "E-W2 Signup."
2. Type your company code **iz2002** and click "Submit."
3. Create a user name and password and click "Submit Information."
4. Type the following:
  - Your name as it appears on your paycheck
  - Your social security number
  - Your email address
5. Click the email delivery circle.
6. Click "Submit information."
7. Check your email. When you receive a confirmation email from [w2@billingdoc.com](mailto:w2@billingdoc.com), click the link it contains to complete the registration process. If you do not receive or respond to the email, your W-2 will be mailed to you.

By January 31, 2010, you will receive an email telling you that your E-W2 is ready to retrieve. If you encounter any problems with registration, please email [w2@billingdoc.com](mailto:w2@billingdoc.com).

## How to Open Your E-W2

1. Click the link in your E-W2 retrieval email OR go to <http://www.w2copy.com> and click "Retrieve E-W2."
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.