



E-W2 Enrollment Information

Contact:
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Employer Benefits

- * No Form or Envelope Costs
- *No Software Changes Easy to Implement
- *Improved Employee Relations
- *Overall Cost Savings

Employee Benefits

- *Faster Turn Around on W-2 information
- *No "Lost in the Mail" Issues
- *Easy Enrollment Web Site
- *Easy to Change E-mail Address or Discontinue Service

Overview of an E-W2?

An Electronic W-2 (eW-2) allows you the employer another tool to improve your productivity as well as your employee relations. E-W2 has been designed as an easy to implement program. There are no software changes necessary on your end, all you have to do to implement this program is to request a **Company Code**.

What will BDS do?

Once we receive your file in January, we will process and separate those W-2's that have enrolled for the E-W2 program (open from October 1 to January 5 each year). Those will be sent via email while the others will go out via US Mail. The only difference is the cost savings provided to you by having your employees use the E-W2 program.

*See your sales representative for pricing.

What does the employer need to do?

1. Request a Company Code. Send an **e-mail** to w2@billingdoc.com which includes your **company name, address, and phone number**. We will then assign you a Company Code for your use.

*Even if you have sent us several files in the past you will still only need one code for your entire company.

2. Once you have received a Company Code, you will need to direct your employees to our website: www.w2copy.com and have them enroll into the E-W2 program.

*Registration is open from Oct. 1- Jan. 5

What does the employee need to do?

1. The E-W2 program will ask them for their **Company Code** and then for **name, SSN**, user defined **pin code** (password), and a valid **e-mail address** where the W-2 will be sent. The employee will then receive a confirmation e-mail to confirm the email address.*Should the employee change their e-mail address, or decide that they would prefer that a hard copy be sent to them, they may return to w2copy.com and change these options.

Demonstration

For a demonstration follow the instructions below:

1. At w2copy.com and click on "**EW2 Signup/Update**" this is located in the box on the left of the screen.
2. For a Company Code enter **IT2001** and then follow the on screen instructions. Be sure to use a valid email address as you will receive a confirmation email at that address.

*You may return to this site to change your email address or select the USPS to deliver your W-2.

**This is just a test area and will not affect your live or archived information.

Generate a sample W-2 and send it back to yourself

1. At w2copy.com select **W2Reprint**. Read the instructions and press continue.
2. When asked for your SSN enter **234567890**
3. For the last 3 characters of your name enter "**ins**" for Jenkins
4. Select the tax year of **2002**.

You will then have several findings.

*The **first** simulates an employee whose company is paying the fees.

*The **second** selection will request a credit card and simulates the requesting of credit card information.

*The **third** selection is for you to change. You may change the address and/or e-mail address to your own and press the "**submit changes**" button. You will receive an email with a link to the requested W-2. You will need to type in the SSN of **234567890** when asked when opening the pdf W-2. From this point you can print out the copy on your local printer.

For more information regarding our W-2 services please contact us at sales@billingdoc.com or your sales representative.