



eW-2 Instructions

Want to Get Your W-2 Electronically?

Register by January 15, 2009, to receive your W-2 electronically this year. If you decide not to register, a paper W-2 will be sent in the mail on or before January 31, 2009.

How to Register to Receive Your W-2 by E-mail

1. Go to <http://www.w2copy.com> and click "New E-W2 Signup."
2. Type your company code iw2244 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 e-mail address
5. Click the e-mail delivery circle.
6. Click "Submit information."
7. Check your e-mail. When you receive a confirmation e-mail from w2@billingdoc.com, click the link it contains to complete the registration process.

NOTE:

You will receive an email acknowledging that you have signed up for an E-W2. If you do not receive this email you need to check your junk mail and spam filters. The acknowledgment will come from W2@billingdoc.com. If you do not see it either place, go back to the registration website to verify your email address is valid. You may update email address up until January 16, 2009. You can also select the option to have it mailed via US Postal Service if you change your mind about receiving the E-W2 electronically before January 15, 2009.

By January 31, 2009, you will receive a retrieval e-mail telling you that your E-W2 is ready to view.

How to Open Your E-W2

1. Click the link in your E-W2 retrieval e-mail OR
Go to <http://www.w2copy.com> and click "Retrieve E-W2"
2. When prompted, enter your company code and the username and password you created when you registered.
3. The second time you are asked for a password, enter your social security number (without hyphens).

Any Problems?

Call O2HR Client Services at 866-593-6247 for more help.