



How to Register for a Paperless Tax Document:

To register you will need:

- Encore Funding
- Company Code – IW1214
- Social Security Number
- The Last Name and Address that was printed on your tax document.

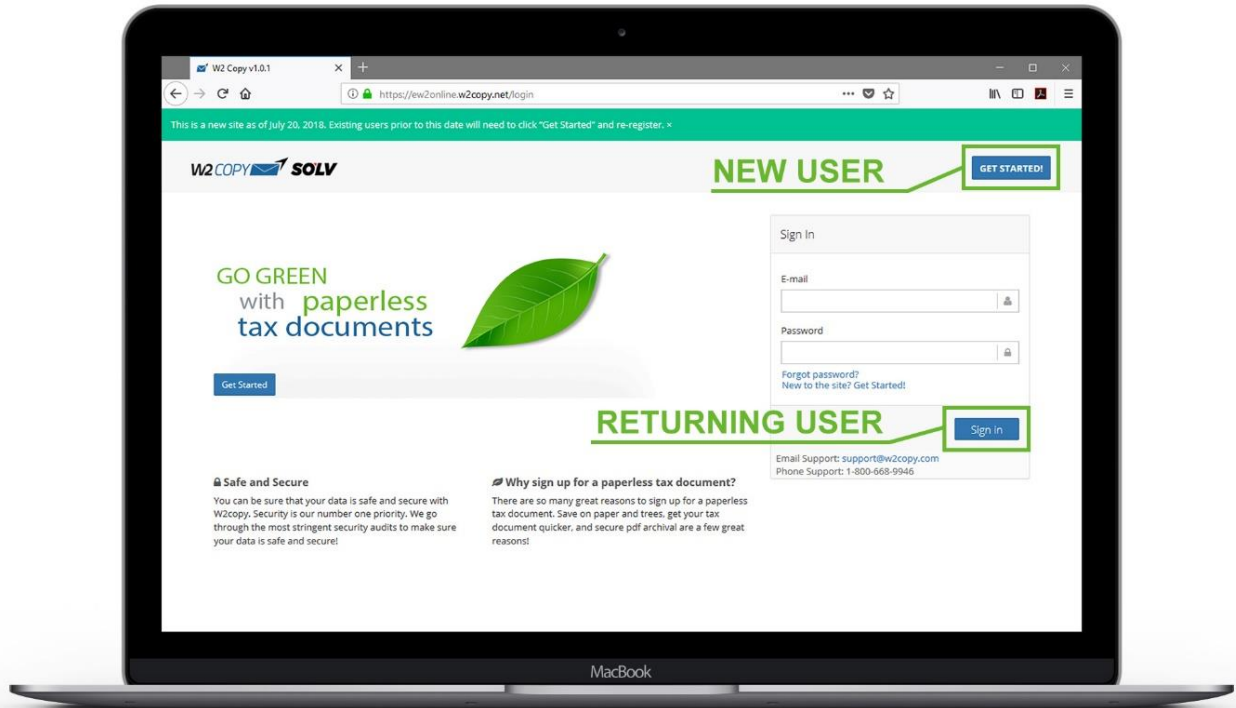
Go to: w2copy.com

Click “Employee Login - Registration and Retrieval”

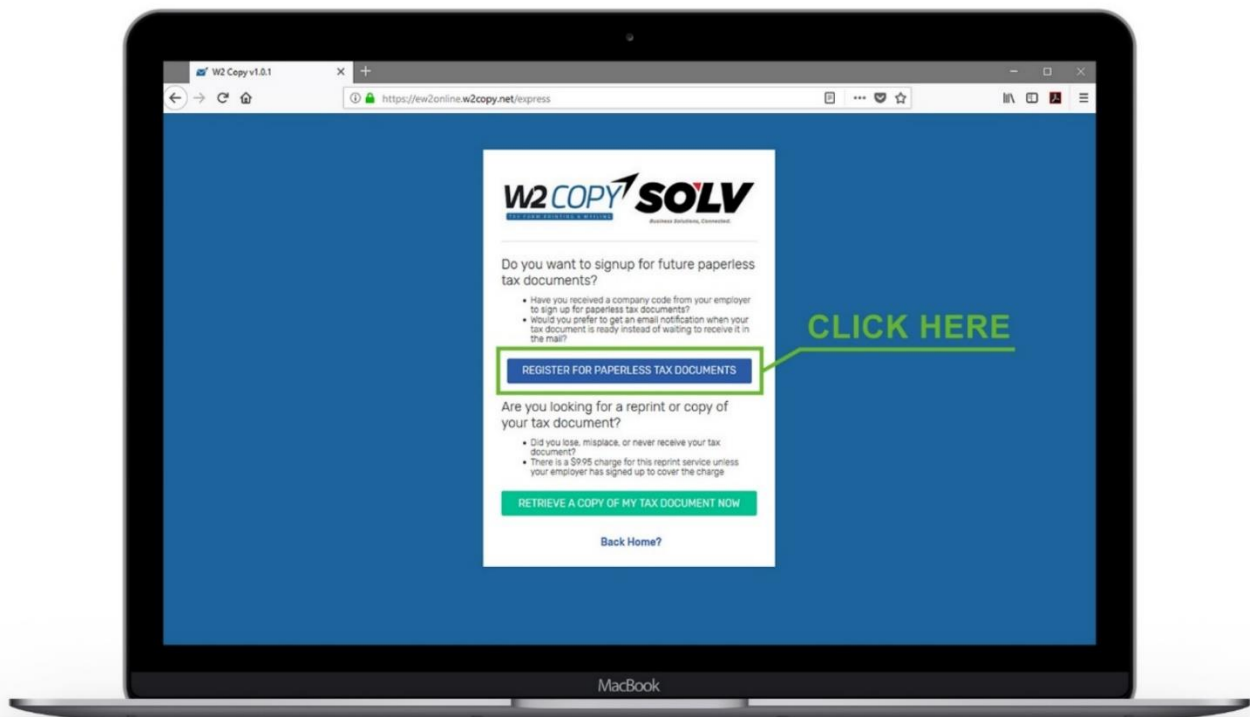


For a new user, click “Get Started” in the upper right corner of your screen

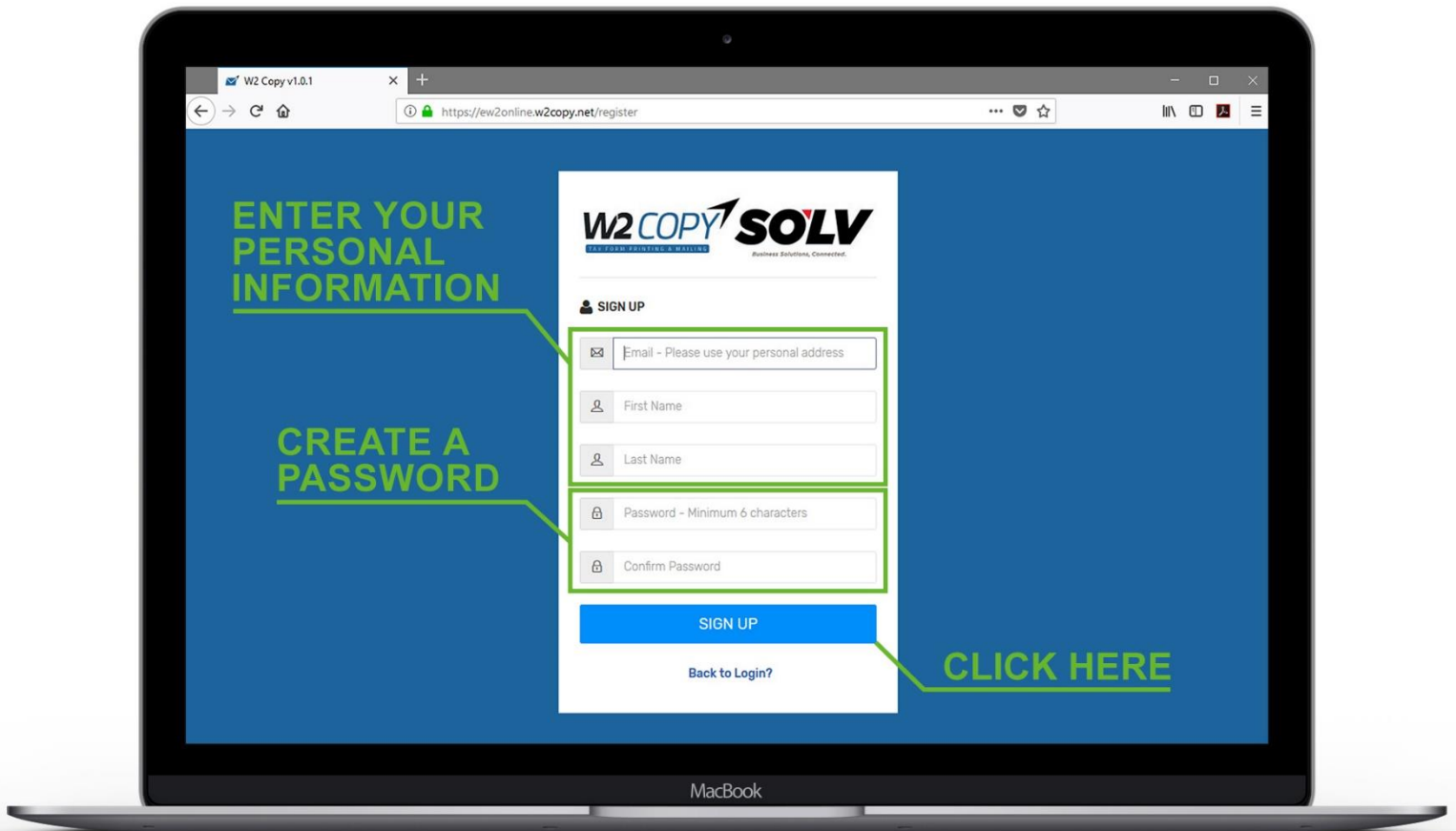
For an existing/returning user enter your **email** and **password** and click “**Sign In**”



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

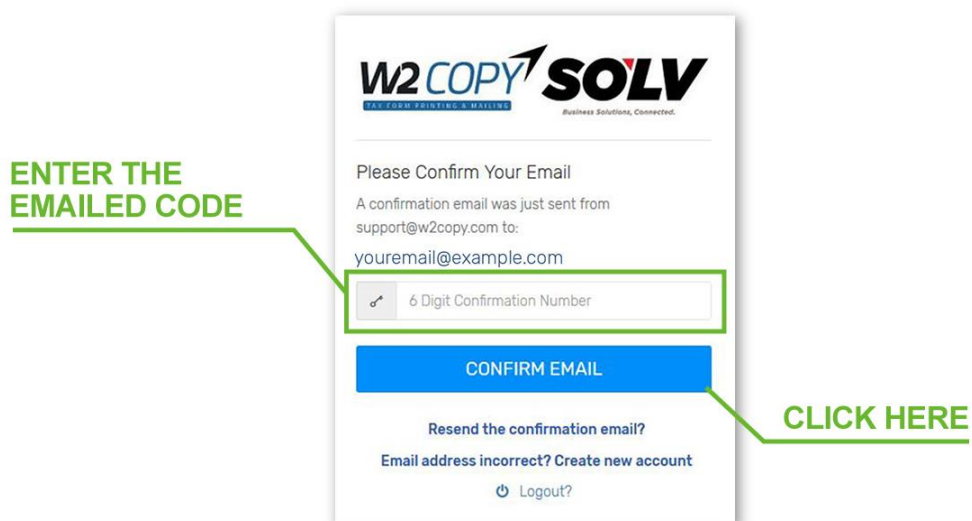


Enter your personal information and create a password - click **“Sign Up”**



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 click **“Confirm Email”**



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

Click **“Get Started”**



Enter your **“Social Security Number (SSN)”** and **“Company Code”**

**Please contact your employer if you don't know your Company Code*

*** Note: if you have more than one employer you will be able to add additional employers once you are registered.*

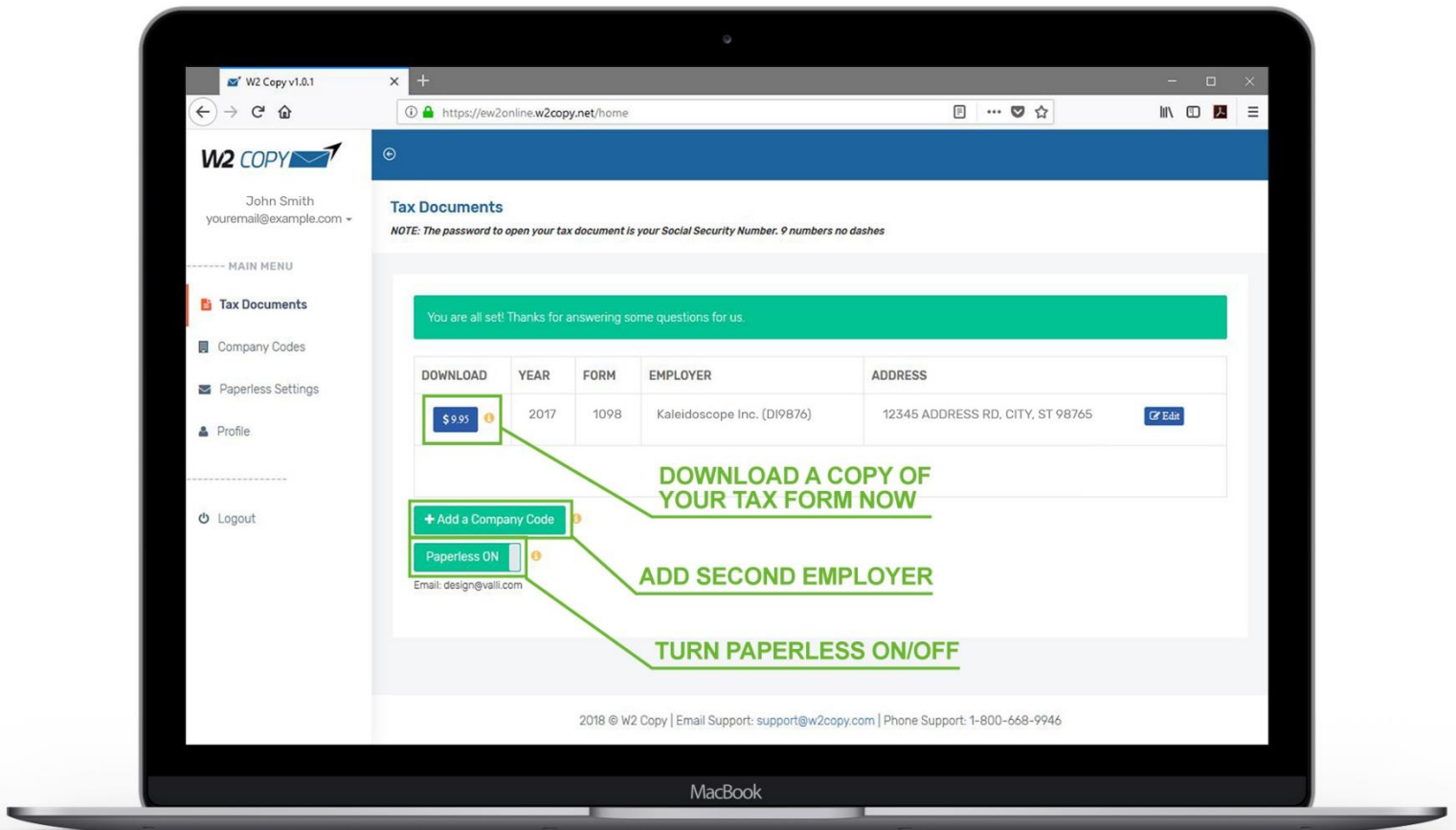


The system will ask several multiple-choice questions to verify your identity. Once you have verified your identity, you will be asked if you want to sign up for Paperless Tax Documents. Click **“Confirm Paperless”**



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

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



You also have the ability to enable/disable paperless tax documents, and add additional Company Codes if your employers use W2Copy.

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