

# Fast, Easy, Safe & Secure Access to Your W-2

When you opt for electronic access, you get your W-2 weeks before it would normally arrive in the mail. *That might give you a two-week headstart on your refund!*

- **There is no cost to sign up.** Actually, electronic access to your W-2 could save you money. All electronic W-2s are free. For anyone who sticks with snail mail, while the first W-2 and the first reprint are free, additional copies cost \$10. And if you need copies from earlier years, the charge is \$12.
- **Electronic access is quicker too!** Once your electronic W-2 has been posted in early January, it can be reprinted as often as needed at no cost to you. With regular mail, re-issued statements are not typically available until early February.
- **Your electronic W-2 is safe and secure.** Access to your electronic W-2 is only available upon user validation of your Social Security Number and a Personal Identification Number selected by you after your initial login.
- **Participation is optional.** If you choose not to sign up, your W-2 will be mailed to you no later than February 1<sup>st</sup> to the home address we have on file as of December 31, 2009. *(Note: You should allow up to 5 business days for postal delivery.)*
- **You only need to sign up once.** If you have signed up previously, and you still work for the same company brand, there's no need to sign up again. You will automatically be notified when your W-2 is ready.

*Signing up for electronic access is easy, even if you've never used ePayroll before!*

Go to either: [www.theworknumber.com/employees/](http://www.theworknumber.com/employees/) or [www.w2express.com](http://www.w2express.com)

Enter company code or employer code:

- 10480 for Spherion/Mergis/Bossler-Hix
- 13515 for Spherion Staffing
- 13237 for Technisource/Provali Group
- 11537 for Todays Office Professionals
- 10997 for Norrell

Please note: If you have worked for more than one of the company brands noted above in the same calendar year, then you **need to sign up separately for each company brand.**

Click "Go"

Enter company code and click "continue"

Enter your Social Security Number (*without dashes*) and your PIN. (If you are *NEW* to W-2eXpress, enter the last four digits of your Social Security Number). If you are asked to set up a new PIN, just follow the easy instructions. The system will prompt you to change your PIN the first time you log in. *Please record your PIN in a safe and easily accessible place for future use.*



Welcome to Your ePayroll Web Site  
powered by TALX

Company Code:

[CONTINUE >>>](#) [Add to Favorites](#)

To begin, enter your Company Code ... then click "Continue".

Spherion Atlantic Enterprises, LLC  
Welcome to Your ePayroll Web Site  
powered by TALX

Secure access to view your PayStub, manage your Direct Deposit Accounts, authorize Income Verifications, update Personal Information, order your W-2 and update your W-4.

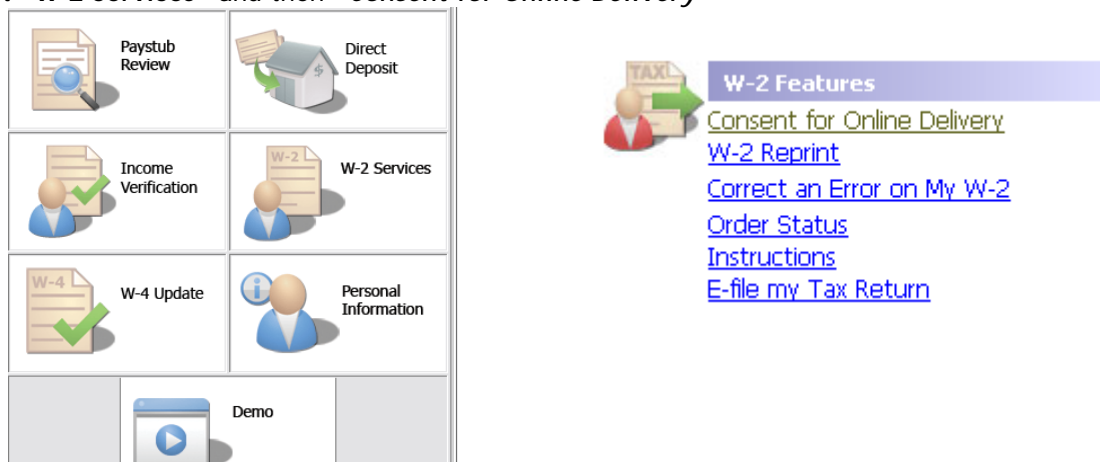
SSN:  [Why my SSN?](#)

PIN:  [Forgot your PIN](#)

[CONTINUE >>>](#) [Add to Favorites](#)

To begin, enter your SSN and PIN ... then click "Continue".

Select "W-2 Services" and then "Consent for Online Delivery"



Read W-2 Consent Disclosure

Click on the "Test Now" button. A successful test will display: "Congratulations Test Complete. You may now close this window."

Once you see the Test W-2, close the window and select "I saw the Test W-2, read all of the important information..." *Note: If you are unable to view the test W-2, select "I did not see the test document" and follow the instructions provided.*

Complete the W-2 Statement Online Access Form by providing:

- First Name
- Last Name
- Primary email address
- Secondary email address
- Mailing address
- Daytime phone number
- Evening phone number

Click SAVE

Review your information and confirm that no changes are required.

Click "Continue"

A Confirmation Receipt may be printed for your personal records. You will also receive a confirmation email when you enroll for online delivery as well as confirmations of any changes you make to your contact information.

Click "Continue" to return to the W-2 home page.

## Frequently Asked Questions

### How does electronic delivery work?

As soon as your W-2 is available, you will receive an email notifying you that you may go to the secure website and log in with your personal PIN to print your W-2 in a safe environment controlled by you.

### When will your W-2 be available?

Your 2009 W-2 will be posted on the secure W-2 Express website on approximately January 13, 2010, well before you would normally receive the form in your mailbox. (The tentative mailing date for 2009 W-2 statements is the week of January 25, 2010.) You will receive notification via email when your online W-2 is available, along with instructions on how to access it.

### Will I still receive of copy of my W-2 via regular mail?

Consenting *on or before January 7, 2010* to electronic delivery of your 2009 W-2 means that you will **not** receive a copy in the mail.

### Can I change my mind about electronic access?

You may withdraw your consent at any time. Consent to elect electronic access to your 2009 W-2 statement may be made up to **January 7, 2010**. After that date, consents or withdrawals of consent for the purpose of not receiving a mailed form will apply to calendar years subsequent to 2009. Should you miss the opportunity to sign up for electronic access to your 2009 W-2, you may still elect electronic access for your future W-2 forms from us.

### If I signed up for electronic access for my 2008 W-2, do I need to sign up again this year?

- If you have already consented and you work for the same Spherion company brand, you will not need to re-consent.

Please note, however, that the consent applies to each unique company code you use to access your pay information on ePayroll. We currently use five different company codes for our different brands; therefore, if you have used more than one company code to access ePayroll in the current year, or even in a prior year, then a separate consent is required for each company code you have used.

- The election to receive your W-2 electronically from us is valid until you revoke the consent.
- If you have elected to receive your W-2 electronically with another employer, that election does not apply to us. *(You need to consent for each employer for whom you have worked.)*

### More questions?

For W-2 and W-2 eXpress questions, please contact:

- Our HELP Desk at 1-866-HELP456 weekdays from 8 am to 7 pm Eastern Standard Time
- Our W-2 Hotline at 1-877-924-6837 *(available starting January 14, 2010 on weekdays from 8 am -7 pm Eastern Standard Time)*