



To All Employees:

Web Employee enables you to view your check stubs, W-2s, W-4 information, and earnings history in your private, personalized, and secure portal on our website. The data is automatically encrypted so it is safe as it travels over the Internet.

Each payroll period, your check stub and earnings history information will be available on your private portal on our firm's website. At year-end, a copy of your W-2 will also be posted for you to view and print.

Employees must provide their consent to receive an electronic W-2 instead of a paper copy. This notice contains the instructions for you to login to your portal and provide consent to receiving your W-2 electronically.

Please read this entire notice and, if you wish to receive all future W-2 statements from this company electronically, provide your consent. If you do not provide this consent by December 31st, you will continue to receive a paper copy of your W-2 statement.

As required by the IRS, this consent must be made electronically in a manner that reasonably demonstrates that the employee can access the W-2 in the electronic format in which it will be provided. To assure compliance with this requirement, employees who wish to receive their W-2 electronically, must be able to logon to:

<http://126803.secure.netlinksolution.com/webemployee.jsp?&firmID=126803&clientID=See Employer for Company #>

Then enter the following information:

- **Employee ID** [Employee # on check stub or see employer]
- **Password** [Individual employee password is SS# with no dashes]

After logging in to your Employee portal with the information above, you will be asked to register your account. A verification link will then be sent via email to the address that you provide. Once you have successfully registered your account, you will begin using Web Employee by going to our website at www.payrolldepartment.biz, click on "Online Client Login," enter your personal login information, click "Web Employee" and "Login." This will open your portal. In the lower right hand corner of the screen click "I Agree" to begin receiving your W-2s electronically.

If you completed the electronic consent correctly, you will receive an e-mail notification no later than January 31st with the subject line "Important Tax Return Document Available".

If you have any problems please contact your employer.