

Want to Get Your W-2 by E-mail?

Register by January 2, 2010.

Note: Last year's registration does not carry over. If you do not complete the registration process by January 2, a paper W-2 will be mailed to the address on file by January 31.

1. Go to <http://www.w2copy.com> and click "E-W2 Signup".
2. Type the company code, IW2012, and click "Submit".
3. Create a user name and password and click "Submit Information". (Important: You must remember this case-sensitive username and password on the day that you retrieve your E-W2 .)
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. Important: 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. If you do not receive or respond to the email, your W-2 will be mailed to you.

By January 31, 2010, you will receive an email telling you that your E-W2 is ready to retrieve.