

# SUBSTITUTES IMPORTANT W2 INFORMATION

## **Very Important information to ALL STAFF:**

We are very excited that our doculivery website that hosts our Online Paystub and Online W2's has now merged both sites into the Payroll Website. In other words, when you log in to view your pay stubs, you will also be able to view and print your W2's in the same area and will no longer need to go to a separate web site.

## **For those of you who have already Opted In for Online W2 please follow the instructions below to view your W2:**

1. Go to [www.doculivery.com/msc](http://www.doculivery.com/msc)
2. Enter your initial ID: msc(then your employee id number)ie. **msc1234**
3. Enter the password that you created to view your pay stub.
4. Click on **W2 tab**.
5. Click on tiny **blue arrow** next to the year of the W2 you wish to view.
6. A message will appear that tells you that a password is needed to view your file (your social security number with **no** dashes).
7. Hit OK
8. Hit Open
9. Enter your **Social Security Number** (with **NO** dashes)
10. Hit OK
11. Your W2 should now appear for you to view or print.

## **For those of you who still need to Opt In for Online W2's, please follow the instructions below to view your W2:**

1. Go to [www.doculivery.com/msc](http://www.doculivery.com/msc)
2. Enter your initial ID: msc(then your employee id number)ie. **msc1234, (IF YOU DO NOT HAVE YOUR ID NUMBER, CALL EXT 1123.)**
3. Enter the password that you created to view your pay stub.
4. Click on **W2 tab**.
5. On right side of page, click **here to opt in for electronic W2**.
6. #2 Click on **Agree to terms**.
7. #3 Enter **Social Security Number, enter email address, re-enter email address**.
8. #4 Choose your delivery method: **choose 2<sup>nd</sup> option Just Notify me when my W2 is available**.
9. Save Opt In.
10. You will see the following message: You may validate your email address by entering the validation code or select "Bypass Validation" if you currently do not have access to your email at this time.
11. If you have access to your email, **check email and enter validation code. Submit**.
12. If you do not have immediate access to your email, choose **Bypass Validation, Submit**.
13. You are now enrolled in online W2.
14. Follow instructions 4 through 11 from already Opted In above to now view your W2.