



Online W-2 Sign-up

It's almost that time of year again for W-2's to be sent out. Why wait for the document to arrive in the mail?

Register by January 2nd to receive your W-2 electronically this year. It is a safe, secure, and fast process to set up a secure account to have your W-2 transferred into. You must re-register even if you signed up for eW-2 in previous years. To sign up, have your email address ready and go to www.w2copy.com.

Account Set Up

1. Click "eW2 Signup"
2. Type company code: IS2015
3. Click Submit
4. Create a user name and password and click "Submit Information"
5. Type the following
 - Your name as it appears on your paycheck
 - Your social security number
 - Your email address
6. Click the Email delivery circle
7. Click "Submit information."
8. Check your email. When you receive a confirmation email from w2@billingdoc.com, click the link to complete the registration process.

If you do not receive or respond to the email, your W-2 will be mailed to you.

How to Open W-2:

1. Click the link in you eW-2 retrieval email OR go to www.w2copy.com
2. Click "Retrieve eW2"
3. When prompted: Enter your company code- IS2015
4. The username and password you created upon registering.
5. The second time you are asked for a password, enter your social security number without any hyphens.

By January 31, you will receive an email telling you that your eW-2 is ready to retrieve. If you encounter any problems with registration, please email W2@billingdoc.com.