



How To: Opt-in, Download & Print Your Electronic Forms W-2 & 1095-C

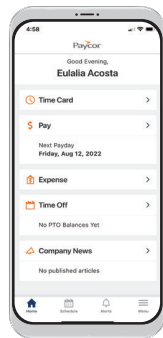
MOBILE



The Paycor Mobile App

How to download the app

1. In Apple's App Store or the Google Play Store, search for Paycor Employee Mobile.
2. Download and install the app.
3. Once the app is installed, access it by entering your Paycor.com username and password.
4. When logging into the app for the first time, you are required to enter a multi-factor verification code.
5. If you are a new employee, you must register for a Paycor.com username and password at Paycor.com by clicking the Sign In button, then clicking on Register for a Username and Password. You can obtain your Access Code for registration from your payroll administrator.



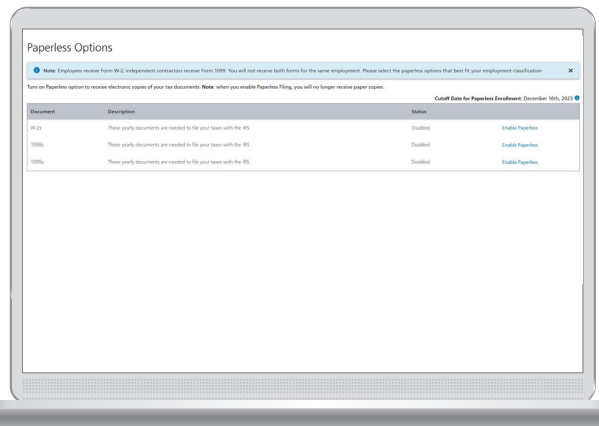
DESKTOP



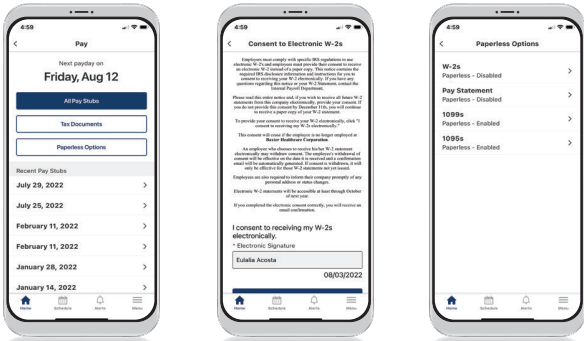
Opt-in to Electronic W-2 & 1095-C

How to opt-in on a laptop, tablet, or desktop computer:

1. Log into Paycor.
2. At the top click Pay Stubs.
3. On the Pay Stubs & Taxes dropdown menu on the left-hand side of the screen, click the Paperless Options tab.
4. To opt-out of receiving paper Forms W-2, 1099, or 1095 and opt-in to only electronic versions, click the Enable Paperless link by each option (on the right side).
5. When the Consent to Electronic Forms screen appears, review the consent and then click Sign & Continue.
6. The Paperless Options screen will then update, and show Enabled under the Status field.



MOBILE



Setting up Touch ID

1. Upon opening the app, tap Sign In, then tap Enable Touch ID.
2. Place your finger on your device to sign in.



Opt-in to Electronic W-2 & 1095-C

Only you can edit your Paperless Form W-2 consent information. The 2023 deadline for selecting an electronic W-2 is December 14.

How to opt-in on a mobile device:


1. Select "Pay" from the mobile home screen.
2. Select "Paperless Options".
3. Choose the form you'd like to opt-in to paperless.
4. Click "Sign and Continue" to consent to the electronic forms.
5. Repeat for additional forms on the "Paperless Options" list.

DESKTOP



Download Your Electronic W-2 & 1095-C


How to download your forms on a laptop, tablet, or desktop computer:

1. Log into Paycor.
2. Click Pay Stubs on home screen.
3. Click the Tax Documents button at the top of the screen.
4. Click the W-2, 1099, or 1095 link.
5. At the top right, click the  arrow icon.
6. Select where you'd like to save the document and then click Save.



Print Your Electronic W-2 & 1095-C

How to print your forms on a laptop, tablet, or desktop computer:

1. Log into Paycor.
2. Click Pay Stubs on home screen.
3. Click the Tax Documents button at the top of the screen.
4. Click the W-2, 1099, or 1095 link.
5. At the top right, click the  printer icon.
6. Select your printer and click Print.

