Paycor
A Paychex® Company

Year-End



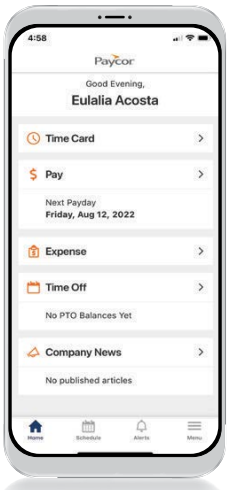
How To: Opt in, Download & Print Your Electronic Forms W-2 & 1095-C

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.

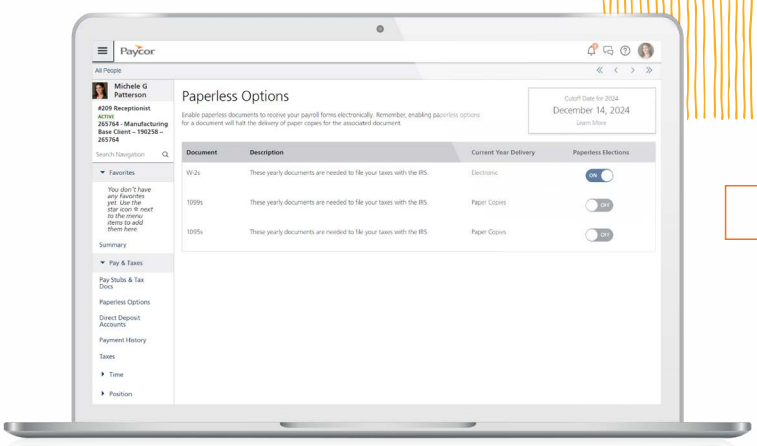


DESKTOP

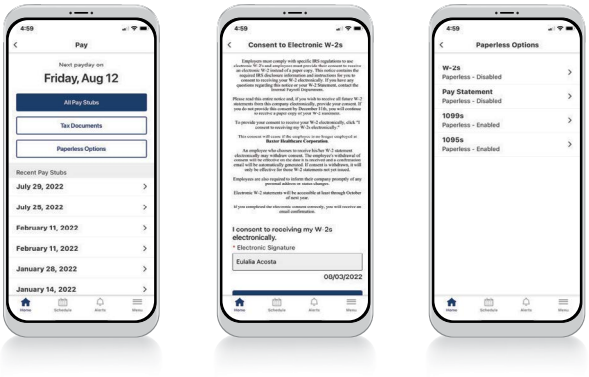
Opt in to Electronic Forms

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

1. Log in to Paycor.
2. At the top click Pay Stubs.
3. On the Pay & 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 Paperless Elections toggle 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 On under the paperless 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.

DESKTOP

Download Your Electronic Forms

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

1. Log in to 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.

Opt in to Electronic Forms

Only you can edit your Paperless Form W-2 consent information. The 2026 deadline for selecting an electronic W-2 is December 1.

How to opt in on a mobile device:

1. Select "Pay & Taxes" 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.

Print Your Electronic Forms

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

1. Log in to 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.

Additional Tips:

If an employee opts into a paperless W-2 and then is termed, they will still receive their W-2 as paperless. Termed employees maintain system access for 16 months. **If they have issues logging in,** they can reference these steps on ***resetting password*** and ***user name lookup.***

Want more information?

Visit **Paycor.com/year-end** to learn more.

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