

W-2 Electronic Consent and Retrieval

Step by Step instructions for How to Consent

1. Go to www.w2express.com
2. Find Employer login box and type in either
 - a. Employer name = Indiana University



The screenshot shows the 'W-2 eXpress Login' form. The title is 'W-2 eXpress Login'. Below the title, it says 'Enter your employer's name or code number below to access your employee or webManager account.' There is a text input field labeled 'Employer Name or Code:' containing the text 'Indiana University'. Below the input field is a checked checkbox labeled 'Remember my ID on this Computer'. To the right of the checkbox is a yellow 'GO' button. At the bottom of the form, there is a link that says 'Find employer name'.

- b. Employer code = 11768



The screenshot shows the 'W-2 eXpress Login' form. The title is 'W-2 eXpress Login'. Below the title, it says 'Enter your employer's name or code number below to access your employee or webManager account.' There is a text input field labeled 'Employer Name or Code:' containing the text '11768'. Below the input field is a checked checkbox labeled 'Remember my ID on this Computer'. To the right of the checkbox is a yellow 'GO' button. At the bottom of the form, there is a link that says 'Find employer name'.

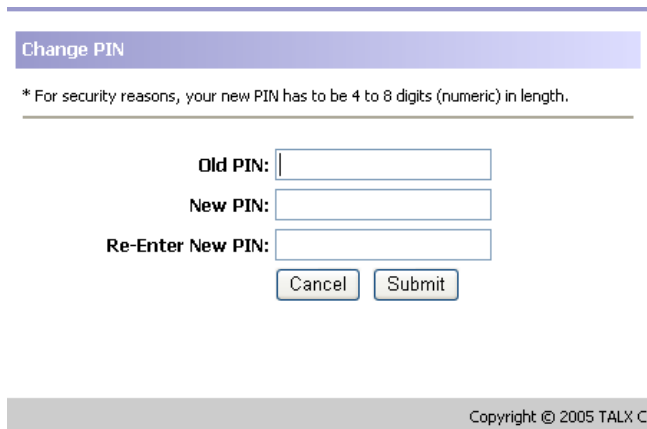
3. Enter your SSN and PIN (See [Security Statements](#))
 - a. Type in your 9 digit Social Security Number without hyphens
 - b. A default PIN scheme has been created as the month and day of your birthday (MMDD) and the last four digits of your SSN (xxx-xx-ssss) entered as MMDDssss
 - c. If you are unable to login using this SSN/PIN scheme, please contact the Financial Management Services Customer Service office at 812-855-0375 for

assistance. If the SSN or birth date is incorrect in the university records, please complete the appropriate personal data form with the acceptable documentation. It may take a few weeks for this corrected information to be updated at W-2 eXpress in order for you to attempt a 2nd login



The image shows a screenshot of the 'Employee Login' page for Indiana University. At the top, there is a header with the text 'Employee Login' and a background image of hands typing on a keyboard. Below the header, the text 'Indiana University' is displayed. The main form area contains two input fields: 'Social Security Number:' and 'PIN:'. To the right of the SSN field is a link that says 'Why my SSN?'. To the right of the PIN field is a link that says 'Forgot your PIN?'. Below these fields is a 'Continue' button.

4. After your initial login, you will be required to change your PIN. The new PIN must be between 4 and 8 numbers. If you have future problems logging in with this PIN, please call 1-877-325-9239 to have your PIN number reset



The image shows a screenshot of the 'Change PIN' form. At the top, there is a header with the text 'Change PIN'. Below the header, there is a note: '* For security reasons, your new PIN has to be 4 to 8 digits (numeric) in length.' Below the note, there are three input fields: 'Old PIN:', 'New PIN:', and 'Re-Enter New PIN:'. Below these fields are two buttons: 'Cancel' and 'Submit'. At the bottom of the form, there is a copyright notice: 'Copyright © 2005 TALX Co'.

5. You will be asked whether you are interested in PIN Reset Enrollment. If you forget your PIN and you have provided an email in this step, your PIN can be emailed to you. If you forget your PIN and you did not register your email address, you will need to call 1-877-325-9239 for assistance.

Enter one or more email addresses where you can send your PIN in case you forget it.

You can skip this step if you would rather not provide your email, but it will significantly limit our ability to help you.

Email Address 1

Email Address 2

Email Address 3

Email Address 4

Email Address 5

Email Address 6

Cancel

Submit

6. Click on Consent for Online Delivery and follow the instructions.



7. You will be asked to provide the following information:

- a. Mailing address
- b. Primary Email address (secondary email available)
- c. Daytime phone number

W-2 Statement Online Access Form

Enterprise USA is a demo employer.

To submit your enrollment for online W-2 Statement delivery following consent form. Fields marked with * are required consent form. Your W-2 for Tax Year 2005 and beyond is online.

* Required Field

Name

| First Name | Last Name |
|------------|-----------|
| CHRIS | MYERS |

E-Mail - We do not sell your e-mail information for advertising purposes.

| Primary E-mail Address * | Secondary E-mail Address |
|--|---|
| <input checked="" type="checkbox"/> chrism@enterpriseUSA.com | <input checked="" type="checkbox"/> chrism@en |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |

* Ad

8. A confirmation email will be sent to you after you have completed the consent process
9. Once W-2 data is available in January, you will receive an email with instructions for how to access this information at www.w2express.com