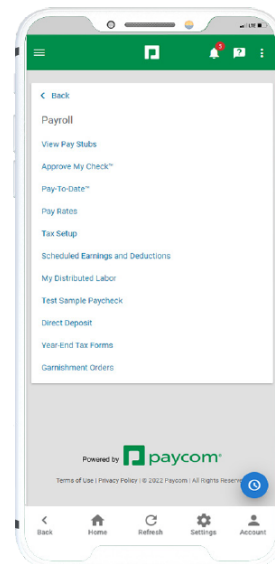


PAYROLL

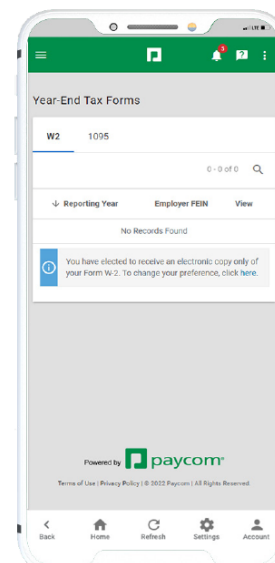
STEP 1

Navigate to Payroll > Year-End Tax Forms.



STEP 2

From the Year-End Tax Forms screen, click the blue hyperlinked "here."



STEP 3

Read the disclosure, then select the check boxes for the forms you want to receive electronically, such as the W-2 and 1095. Click "Save."

