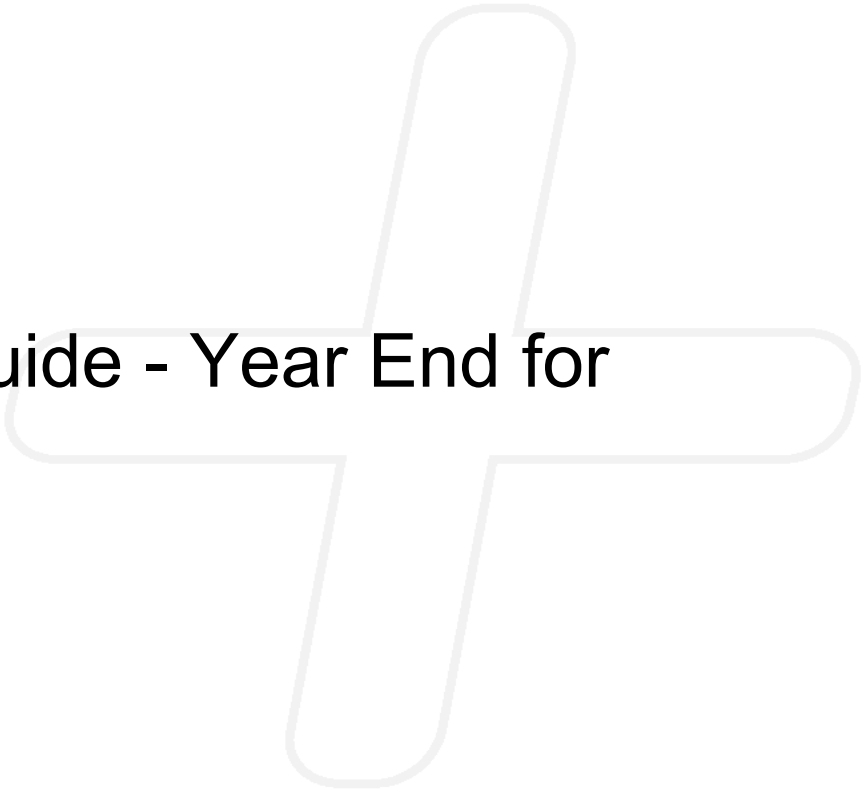




CIC Plus User Guide - Year End for Employees

10/22/2018



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1. Purpose

This user guide is for the employee user role in the Paperless Employee site. It includes much of the functionality that you will use as an employee user such as completing, updating and retrieving copies of your tax forms among other services your company has contracted CIC Plus to provide.

If you have further questions regarding the Paperless Employee site and the services provided to your company, please contact your employer.

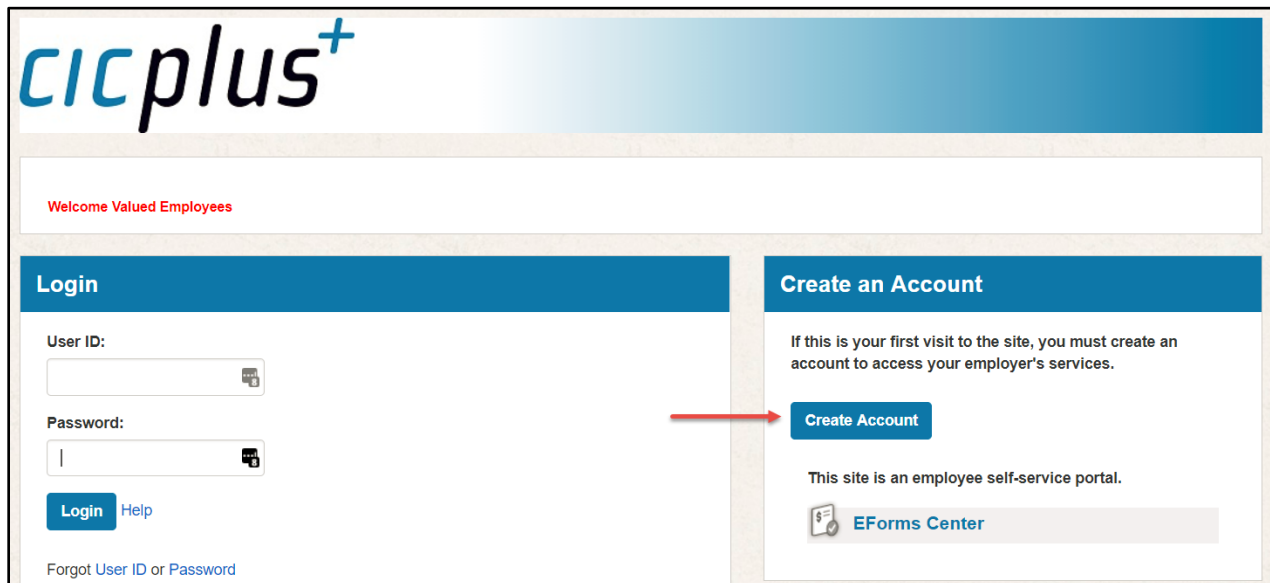
2. Account Creation

You will need to create an account in the Paperless Employee site for access. If your company has enabled single sign on (SSO) you will automatically be logged in from your company site and do not need to create an account.

2.1 Creating an Account

Begin by accessing your company's Paperless Employee site, (example: <https://www.paperlessemployee.com/<companyurl>>). If you need further assistance with your company's link to Paperless Employee, please contact your employer.

If this is your first time accessing the Paperless Employee site, click **Create Account** to begin the process.



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For the safety of your account, your employer will require you to verify your identity.

NOTE: These values will vary by company, so your screen may not match the image below. Please contact your employer if you are unable to create an account.

Enter your information in the field(s) provided.

1. Select the checkbox next to ***I'm not a robot***
2. Click ***Authenticate & Create Account*** at the bottom of your screen.

Create a New Account

Account Authentication

A custom message can be placed here.

Your **Social Security Number** and **Date of Birth** are required to validate your secure account access.

Social Security Number

Your 9 digit SSN cannot begin with '000' or '666'

Date of Birth

Your DOB should be in the format of mm-dd-yyyy

I'm not a robot

reCAPTCHA
Privacy - Terms

Authenticate & Create Account

CIC Plus User Guide - Year End for Employees

1. Enter your **First Name**, **Middle Name** (optional) and **Last Name**.
2. Create and enter a **User ID** in the field provided. User ID's should be 6-15 characters long using only numbers and letters.
3. Create and enter a **Password** in the field provided following the password rules on your screen.
4. Enter the password you created again in the **Confirm New Password** field.
5. Click **Save and Continue** at the bottom of your screen to activate your account.

Create a New Account

Account Name

A custom message can be placed here.

First Name * Middle Name Last Name *

A custom message can be placed here.

Create Your User ID

Enter a User ID * User ID must be 6-15 characters using only letters and/or numbers.

Create a Password

- Is case sensitive
- May not contain your User ID
- Must be 8-15 characters in length

Your password must contain 3 of the 4 items:

- Uppercase characters
- Lowercase characters
- Numbers
- Symbols

Enter a New Password * Password Strength:

Confirm New Password *

Save and Continue

2.1.1. Trusted Contacts

Trusted contacts are used to further confirm that you are who you say you are. Some employers enable this feature to add an additional layer of security to your account. Since your account contains personal identifiable information about you, keeping your account safe is of the utmost importance.

Your employer will send your Trusted Contacts information to CIC Plus. This information is then used to verify the that the person that is creating the account is actually you.

If your employer has chosen to use trusted contacts, you will see a section on the **Create a New Account** screen called **Receive a Verification Code**. You will be required to complete this one-time verification step.

Create a New Account

Account Name

A custom message can be placed here.

First Name * Middle Name Last Name *

A custom message can be placed here.

Create Your User ID

Enter a User ID * User ID must be 6-15 characters using only letters and/or numbers.

Create a Password

- Is case sensitive
- May not contain your User ID
- Must be 8-15 characters in length

Your password must contain 3 of the 4 items:

- Uppercase characters
- Lowercase characters
- Numbers
- Symbols

Enter a New Password * Password Strength:

Confirm New Password *

Receive a Verification Code ←

Select a contact to receive a verification code to continue *

j*****@gmail.com

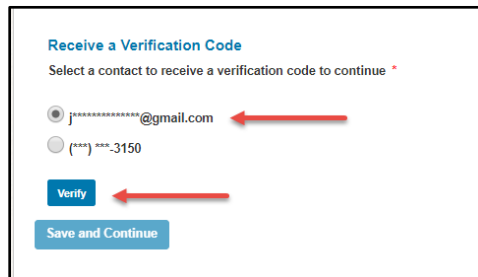
(***)**-3150

Text Me **Call Me**

Save and Continue

Under the **Receive a Verification Code** section, the contact information provided by your employer will appear and is masked for your security.

1. Select which contact method you prefer to receive your verification code.
 - If you select the radio button by your email address, you can click **Verify**. Please open your email message to retrieve the verification code.



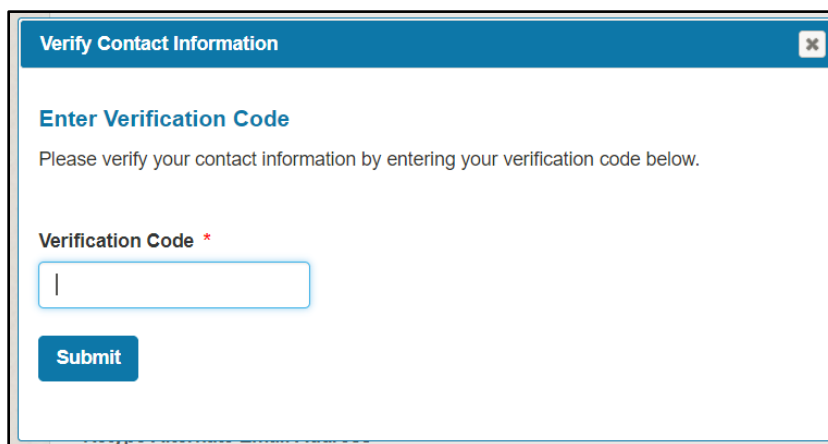
The screenshot shows a form titled "Receive a Verification Code" with the instruction "Select a contact to receive a verification code to continue". There are two radio button options: the first is selected and points to "j*****@gmail.com", and the second is unselected and points to "(***).***-3150". Below the options are two buttons: "Verify" and "Save and Continue". Red arrows point to the selected radio button and the "Verify" button.

- If you prefer a text, choose the radio button next to **Text Me** to receive your verification in a text message.
- If you prefer a phone call, choose the radio button next to **Call Me** to receive your verification code via a phone call.



The screenshot shows the same form as above, but the second radio button is selected and points to "(***).***-3150". Below the options are two buttons: "Text Me" and "Call Me". Red arrows point to the selected radio button and the "Text Me" button.

2. When you receive the verification code, enter it in the **Verification Code** field.
3. Click **Submit**.



The screenshot shows a dialog box titled "Verify Contact Information" with a close button in the top right corner. The main heading is "Enter Verification Code" followed by the instruction "Please verify your contact information by entering your verification code below." There is a text input field labeled "Verification Code" with a red asterisk indicating it is required. Below the input field is a blue "Submit" button.

2.1.2. Security Questions

If you forget your user ID or password, security questions are used to retrieve your login information. If your company has elected to use security questions, you will be required to choose three (3) during the account creation process.

1. Using the arrows next to **(Select a question)**, click to choose the question you wish to answer.
2. Type your answer to the question under **Answer Question 1**.
3. Continue until you have completed all three questions.
4. Once complete, click **Save Security Questions** at the bottom of the screen.

The screenshot shows a web form titled "Create a New Account" with a blue header. Below the header, the section is titled "Security Questions" in blue. A red message states "A custom message can be placed here." The form contains three identical question sets. Each set includes a dropdown menu labeled "Question 1" (with "(Select a question)" as the placeholder), a text input field labeled "Answer Question 1", and a red asterisk indicating a required field. At the bottom of the form, there is a blue button labeled "Save Security Questions" and a blue link labeled "Reset Questions".

2.1.3. Additional Contact Information

1. If email verification is required, you will click on the **Verify Email** button. A code will be sent to your email address. Enter the code the code in the field provided and click **Submit**.
2. If phone verification is required, click **Test Text Message** or **Verify Phone Number** button. A code will be sent to your phone or you will receive a phone call.
3. Enter the code in the field provided and click **Submit**.

Contact Information

A custom message can be placed here.

This information may be shared with your employer. Please see the [Privacy Statement](#) for details.

Email Address A custom message can be placed here.

Retype Email Address Verify Email

Alternate Email Address A custom message can be placed here.

Retype Alternate Email Address Verify Email

Cell Phone (Select a carrier) A custom message can be placed here.

Test Text Message Verify Phone Number

Save Notification Option Settings Cancel

Verify Contact Information

Enter Verification Code

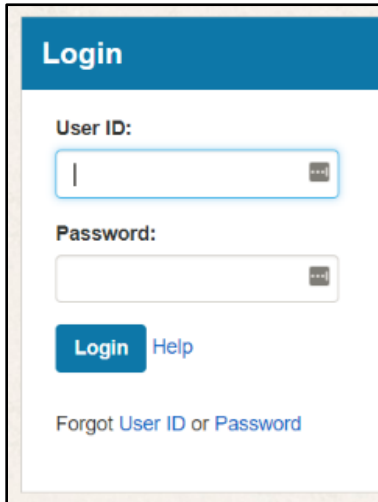
Please verify your contact information by entering your verification code below.

Verification Code *

Submit

2.2 Forgotten User ID or Password

If you cannot remember either your user ID or password that was initially created to access your Paperless Employee account, click the blue link for either **User ID** or **Password**, depending on what information you need.

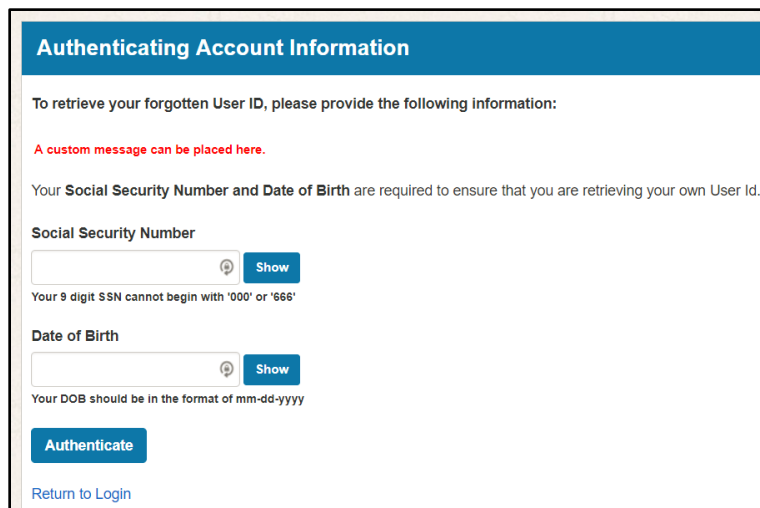


The screenshot shows a login interface with a blue header labeled "Login". Below the header are two input fields: "User ID:" and "Password:". Each field has a small icon on the right side. Below the fields is a blue "Login" button and a blue "Help" link. At the bottom, there is a blue link that says "Forgot User ID or Password".

2.2.1. Forgotten User ID

You will need to enter the values originally used to set up your account. If you cannot remember these values, please contact your employer.

1. Enter your information in the fields provided.
2. Click the **Authenticate** button at the bottom of the screen.
3. Your user ID will be displayed. Make sure to remember this information.
4. Click the blue **Return to Login** link and enter your user ID and password in the fields provided to login.



The screenshot shows a page titled "Authenticating Account Information". It contains the following text and fields:

- To retrieve your forgotten User ID, please provide the following information:
- A custom message can be placed here.
- Your Social Security Number and Date of Birth are required to ensure that you are retrieving your own User Id.
- Social Security Number: A text input field with a "Show" button. Below it, a note says "Your 9 digit SSN cannot begin with '000' or '666'".
- Date of Birth: A text input field with a "Show" button. Below it, a note says "Your DOB should be in the format of mm-dd-yyyy".
- Authenticate: A blue button.
- Return to Login: A blue link.

2.2.2. Forgotten Password

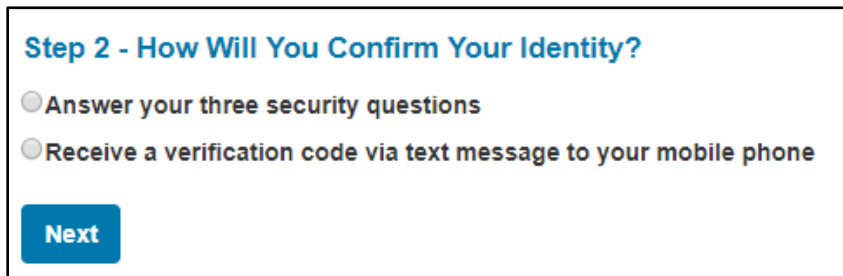
If you have forgotten your password, you will need to enter your user ID that was set-up during initial account creation.

1. Enter your **User ID**.
2. Select the checkbox next to **I'm not a robot**.
3. Click **Verify User Id**.



The screenshot shows a web form titled "Forgot My Password". The main heading is "Step 1 - Enter Your User ID". Below the heading, it says "To reset your password, please provide the following information:". There is a label "User ID: *" followed by a text input field. Below the input field is a checkbox labeled "I'm not a robot" and a reCAPTCHA widget. At the bottom of the form is a blue button labeled "Verify User Id".

4. Select the radio button based on how you want to confirm your identity.
5. Click **Next**.
6. Either answer your security questions OR the verification code you received.
7. You will be prompted to set up a new password and be given a link to return to the login screen.



The screenshot shows a web form titled "Step 2 - How Will You Confirm Your Identity?". There are two radio button options: "Answer your three security questions" and "Receive a verification code via text message to your mobile phone". At the bottom of the form is a blue button labeled "Next".

3. Year-End Tax Statements

If you registered to receive your tax statements electronically in the Paperless Employee site during your account setup, you can access these in your Paperless Employee account as your employer makes them available.

You can download these form(s) as often as you like until October 15th. After this date, tax forms are considered reissues and can include a cost depending on options set by your employer. Year-End Tax Statements include: W-2, W-2GU, W-2 PR, W-2VI, 1099-M, 1099-R, 592B, T-4, T-4A, RL-1, T4A-NR, and NR4.

3.1 Register to Receive Tax Statement(s) Electronically

If you didn't elect to receive your tax statement(s) electronically during your account setup, you can change your delivery method under **Account Settings** in the Paperless Employee site. Your employer cannot choose electronic delivery for you per IRS regulations.

1. From the home page, click **Account Settings** from the left side navigation.
2. Click **Manage Contact & Electronic Statement Options**. You can also select this option from your home page.

Welcome

Account Name: Audrey Coleman
Last login: 6/28/2018 11:59 AM ET
Failed login attempts: 0

LOGOUT

Home

Pay Statements

Year-End Tax Statements +

EForms Center +

Account Settings +

Manage Account Settings

Manage Contact & Electronic Statement Options

Two Factor Authentication

Contact and Electronic Statement Options

Contact Information

A custom message can be placed here.

This information may be shared with your employer. Please see the [Privacy Statement](#) for details.

Email Address

Retype Email Address

Verify Email

You are required to verify your contact information.

Electronic Statement Notification Options

A custom message can be placed here.

Would you like to register to receive your 2018 tax statement(s) electronically?

Yes

No

Email Address

3. From the **Manage Contact and Electronic Statement** page, scroll down to the **Electronic Statement Notification Options** section.
4. Select the **Yes** radio button to receive your statements electronically in the Paperless Employee site. Select the **No** radio button if you prefer to have them mailed.
5. Select the radio button for how you want to be notified that your tax statement(s) are ready. Your tax statement(s) will not be delivered via email or text message for security reasons. You will need to log into the Paperless Employee site to retrieve you documents.
6. Click **Save Notification Option Settings**.
If you elect electronic delivery, you will receive your tax statement(s) in the Paperless Employee site until you change your delivery method.

Electronic Statement Notification Options

A custom message can be placed here.

Would you like to register to receive your 2018 tax statement(s) electronically?	<input checked="" type="radio"/> Yes	Email Address	Cell Phone
	<input type="radio"/> No	<input type="checkbox"/>	<input type="checkbox"/>

By choosing **YES**, you agree to the following:

1. You will be notified when your form is available.
2. You will need to download a pdf file and print your form; it will not be emailed to you.
3. You will **not** receive a paper/postal copy.
4. This registration will be carried over from year to year unless you choose to withdraw your consent.
5. You may opt out at any time by returning to this site and selecting the "Account Settings" menu option.

If you do not have software installed on your computer for viewing PDF documents, you can download the free [Adobe® Reader®](#).

Save Notification Option Settings Cancel

3.2 Retrieving Original Electronic Tax Statement(s)

If you registered to receive your tax statement(s) electronically (instead of mailed) you can retrieve them in the Paperless Employee site.

To enroll in electronic delivery of your tax statement(s) see section [3.1 Register to Receive Tax Statement\(s\) Electronically](#) in this document.

1. From the home page, click **Year-End Tax Statements** in the left-hand navigation OR click on the **Access Current Year-End Statements** from the home page.

The screenshot displays the 'Get Tax Statements' interface. On the left is a navigation menu with 'Year-End Tax Statements' highlighted and a red arrow pointing to it. The main content area is titled '1. Select Tax Statements' and includes a 'Show All Years' link. Below is a table of tax forms:

Select	Tax Form	Employer Name	Download	Fax	Mail
<input type="checkbox"/>	2017 1095-C View original address	Test Company	No pricing configured	No pricing configured	No pricing configured
<input type="checkbox"/>	2017 1099-R View original address	TEST COMPANY	DOWNLOAD (PDF) ELECTRONIC ORIGINAL Available Until 10/15/2018	No pricing configured	No pricing configured
<input type="checkbox"/>	2017 T-4 View original address	TEST COMPANY	DOWNLOAD (PDF) ELECTRONIC ORIGINAL Available Until 10/15/2018	No pricing configured	No pricing configured

- On the **Get Tax Statements** page, under the **Select** column select the checkbox next to the document(s) you want to retrieve.
- Click the **Download PDF** link to access the statement.

You will need a PDF reader on your computer to view the documents. If you don't have a PDF reader on your computer, click the **Get Adobe Reader** icon on the left side of the page to download a free version.

The document will appear in a new tab in your browser. You can view, print, and/or save the PDF document based on your needs.

Welcome
 Account Name: Audrey Coleman
 Last login: 6/28/2018 11:59 AM ET
 Failed login attempts: 0
 LOGOUT

Home
 Pay Statements
Year-End Tax Statements
 Correction Requests
 Activity History
 EForms Center
 Account Settings
 Get ADOBE READER

Get Tax Statements Show All Years

1. Select Tax Statements

Select	Tax Form	Employer Name	Download	Fax	Mail
<input type="checkbox"/>	2017 1095-C View original address	Test Company	No pricing configured	No pricing configured	No pricing configured
<input type="checkbox"/>	2017 1099-R View original address	TEST COMPANY	DOWNLOAD (PDF) ELECTRONIC ORIGINAL Available Until 10/15/2018	No pricing configured	No pricing configured
<input type="checkbox"/>	2017 T-4 View original address	TEST COMPANY	DOWNLOAD (PDF) ELECTRONIC ORIGINAL Available Until 10/15/2018	No pricing configured	No pricing configured
<input checked="" type="checkbox"/>	2017 W-2 View original address	TEST COMPANY	DOWNLOAD (PDF) ELECTRONIC ORIGINAL Available Until 10/15/2018	No pricing configured	No pricing configured
<input type="checkbox"/>	2017 W-2 PR View original address	TEST COMPANY	DOWNLOAD (PDF) ELECTRONIC ORIGINAL Available Until 10/15/2018	Not available with this delivery option	No pricing configured

3.3 Requesting a Reissued Copy of Tax Statement(s)

If you lose your tax statement(s), you can request a reissue of the statement(s) from the current or previous year(s) in the Paperless Employee site.

From the home page, click **Year-End Tax Statements** in the left-hand navigation. You can also, depending on the year of the statement, click on **Access Current Year-End Statements** or **Access Prior Year-End Statements** from the home page.

Employers have the option to charge employees for reissued tax statements. If your employer is charging for reissued tax statements, the price will appear next to each form on the **Get Tax Statements** page.

Welcome
 Account Name: Audrey Coleman
 Last login: 6/28/2018 11:59 AM ET
 Failed login attempts: 0
[LOGOUT](#)

Home
 Pay Statements
Year-End Tax Statements ←
 Correction Requests
 Activity History
 EForms Center +
 Account Settings +

Get Tax Statements

1. Select Tax Statements [Show All Years](#)

Select	Tax Form	Employer Name	Download	Fax	Mail
<input type="checkbox"/>	2017 1095-C View original address	Test Company	No pricing configured	No pricing configured	No pricing configured
<input type="checkbox"/>	2017 1099-R View original address	TEST COMPANY	DOWNLOAD (PDF) ELECTRONIC ORIGINAL Available Until 10/15/2018	No pricing configured	No pricing configured
<input type="checkbox"/>	2017 T-4 View original address	TEST COMPANY	DOWNLOAD (PDF) ELECTRONIC ORIGINAL Available Until 10/15/2018	No pricing configured	No pricing configured
<input type="checkbox"/>	2017 W-2 View original address	TEST COMPANY	DOWNLOAD (PDF) ELECTRONIC ORIGINAL Available Until 10/15/2018	No pricing configured	No pricing configured

cicplus+

Welcome
 Account Name: Audrey Coleman
 Last login: 6/28/2018 11:59 AM ET
 Failed login attempts: 0
[LOGOUT](#)

Home
 Pay Statements
Year-End Tax Statements +
 EForms Center +
 Account Settings +

A custom message can be placed here.

What would you like to do today?

Pay Statements
 Access Pay Statements

EForms Center
 Submit Available EForms
 View/Update Current EForms
 View Historical EForms
 View EForm Employee Information

Year-End Tax Statements
 Access Current Year-End Statements ←
 Access Prior Year-End Statements ←
 Request a Correction
 View Activity History
 Manage Electronic Tax Statement Options

In the **Get Tax Statements** page follow the steps to request a reissue:

1. In the **Select** column, select the checkbox for the tax statement(s) you need reissued.

<input type="checkbox"/>	2016 T-4 View original address	TEST COMPANY	No pricing configured	No pricing configured	No pricing configured
<input type="checkbox"/>	2016 T-4 View original address	TEST COMPANY	No pricing configured	No pricing configured	No pricing configured
<input checked="" type="checkbox"/>	2016 W-2 View original address	TEST COMPANY	\$10.00	\$10.00	\$10.00
<input type="checkbox"/>	2015 1095-C View original address	Test Company			
<input type="checkbox"/>	2015 1099-R View original address	TEST COMPANY	No pricing configured	No pricing configured	No pricing configured
<input type="checkbox"/>	2015 T-4 View original address	TEST COMPANY	No pricing configured	No pricing configured	No pricing configured

2. Select the desired delivery method for the reissued form. Employers have the option to determine the delivery methods; therefore, depending on the employer, the delivery options may vary from what's shown below.

Download (PDF) – allows you to immediately view, download or print the document. Electronic reissues are free for 30 days.

2. Select Delivery Method

DOWNLOAD (PDF)
 Fax
 Mail
 Order Total: \$ 10.00

Forms will NOT be emailed to you.

Fax - Enter the fax number where you want the statement(s) sent. Statements are faxed within 5 minutes. If the first attempt is unsuccessful, the site will reattempt to send every 5 minutes for 30 minutes. The site will stop after this time if these attempts are unsuccessful. If you do not receive the document(s), please confirm your fax number. Faxes reissues are free for 30 days.

2. Select Delivery Method


DOWNLOAD (PDF)
 Fax
 Mail
 Order Total: \$ 10.00

Fax Number *

Example: (555) 555-5555

Mail - Enter the mailing address where you would like the document(s) sent. This will not change the address on your tax statement, only the postal address where the statement is being mailed. Reissued statements are mailed the next business day. A free reissue is available after a 7-day hold.

2. Select Delivery Method


DOWNLOAD (PDF) Fax Mail  Order Total: \$ 10.00

Enter the mailing address where you would like your forms delivered:

A custom message can be placed here.

Address (line 1)

Address (line 2)

City 

State/Province/Region

Zip/Postal Code

Country

3. Click on the **Review & Complete Order** button.

<input checked="" type="checkbox"/>	2016 W-2 View original address	TEST COMPANY	\$10.00	\$10.00	\$10.00
<input type="checkbox"/>	2015 1095-C View original address	Test Company			
<input type="checkbox"/>	2015 1099-R View original address	TEST COMPANY	No pricing configured	No pricing configured	No pricing configured
<input type="checkbox"/>	2015 T-4 View original address	TEST COMPANY	No pricing configured	No pricing configured	No pricing configured
<input type="checkbox"/>	2015 W-2 View original address	TEST COMPANY			
<input type="checkbox"/>	2014 1099-R View original address	TEST COMPANY	No pricing configured	No pricing configured	No pricing configured
<input type="checkbox"/>	2014 T-4 View original address	TEST COMPANY	No pricing configured	No pricing configured	No pricing configured
<input type="checkbox"/>	2014 W-2 View original address	TEST COMPANY	No pricing configured	No pricing configured	No pricing configured

To View PDF documents you need the free [Adobe Reader®](#)

2. Select Delivery Method

DOWNLOAD (PDF) Fax Mail

 [Reset All](#)

If your employer does not charge for reissued tax statements, the **Summary of Your Order** page will appear with a summary of your order.

To complete the order, click **Submit Order**.

Welcome
Account Name: Audrey Coleman
Last login: 7/5/2018 3:11 PM ET
Failed login attempts: 1
[LOGOUT](#)

Summary Of Your Order

Selected Form(s):
[Change](#)
Tax Form
2015 W-2 TEST COMPANY

Delivery:
[Change](#)
Your forms will be delivered online

[Submit Order](#) [Cancel Order](#)

If your employer charges for reissued tax statements, the **Select Payment Method** screen will appear.

1. Choose your preferred payment; credit card or check.
2. If paying with a credit card, select the **Credit Card** radio button, fill in the payment details, and click **Continue**.

Welcome
Account Name: Audrey Coleman
Last login: 7/5/2018 3:11 PM ET
Failed login attempts: 1
[LOGOUT](#)

Select Payment Method

Select a payment method and then provide payment details:

Credit Card Checking Account

CardHolder's Name:

Email Address:

Address (line 1):

Address (line 2):

City:

State/Province/Region:

Zip/Postal Code:

Country:

Credit Card Number:

Expiration Date: Month Year

Card Verification Number: [Explain this?](#)

[Continue](#) [Cancel](#)

3. If paying with a check, select the **Checking Account** radio button, fill in the payment details and click **Continue**.

Welcome

Account Name: Audrey Coleman
Last login: 7/5/2018 3:11 PM ET
Failed login attempts: 1

LOGOUT

Home

Pay Statements

Year-End Tax Statements

EForms Center

Account Settings

Get ADOBE READER

Select Payment Method

Select a payment method and then provide payment details:

Credit Card Checking Account

Account Holders Name

Email Address

Address (line 1) 4375 ALDER LANE

Address (line 2)

City KENT

State/Province/Region Washington

Zip/Postal Code 98089

Phone Number () - -

Bank Name:

Bank State Washington

Routing Number:

Account Number:

Drivers License Number

Drivers License State Washington

Continue Cancel

- The **Summary of Your Order** page will appear detailing your order. The forms selected, and the delivery method can be changed prior to completing the order by clicking **Change** under **Selected Form(s)** and/or **Delivery**.
- To complete the order, click **Submit Order**

Tax Form	Price
2016 W-2 TEST COMPANY	\$10.00
Total:	\$10.00

Once the order has been submitted, the **Order Complete** page will appear with a confirmation that your order was processed and complete. Retain this information for your records.

If you selected online delivery, your documents will be available to **View** or **Download** for 10 minutes. After 10 minutes, you will need to submit a new order.

Order Confirmation Number: **24192569**

Tax Form
2015 W-2 TEST COMPANY

View
Download

These links will only be active for 10 minutes. After that time, you will need to place a new order.

3.4 Requesting a Correction to a Tax Statement

If you need a correction to your tax statement(s), you can request a correction in the Paperless Employee site. The correction request will be sent to your employer for review.

From the home page, click **Correction Request** in the left-hand navigation or click **Request a Correction** from your home page.

Select	Tax Form	Employer Name	Download	Fax	Mail
<input type="checkbox"/>	2017 1095-C View original address	Test Company	No pricing configured	No pricing configured	No pricing configured
<input type="checkbox"/>	2017 1099-R View original address	TEST COMPANY	DOWNLOAD (PDF) ELECTRONIC ORIGINAL Available Until 10/15/2018	No pricing configured	No pricing configured
<input type="checkbox"/>	2017 T-4 View original address	TEST COMPANY	DOWNLOAD (PDF) ELECTRONIC ORIGINAL Available Until 10/15/2018	No pricing configured	No pricing configured
<input type="checkbox"/>	2017 W-2 View original address	TEST COMPANY	DOWNLOAD (PDF)		

On the **Correction Request** page, complete the following information:

1. Click on the **Select One** arrow and choose the document you want corrected.
2. Provide your contact information in the fields provided.
3. Select the checkbox next to the items that need correction and enter the new information.
4. When you are done, click **Submit**.

Welcome
Account Name: Audrey Coleman
Last login: 7/5/2018 5:00 PM ET
Failed login attempts: 0
LOGOUT

Home
Pay Statements
Year-End Tax Statements
Correction Requests
Activity History
EForms Center
Account Settings

Get ADOBE® READER®

Correction Request

A custom message can be placed here.

Note: Do NOT request address changes here. Notify your employer of the address change.

1 Form that needs to be corrected: -- Select One --

2 Provide contact information so that your employer may follow up with you.
Phone Number: () - - Extension:
Email Address:

3 Choose the items that need to be corrected and specify any additional details.

Name	First:	Middle:	Last:	Suffix:
<input type="checkbox"/>				

SSN or SIN Correct SSN or SIN:

Form details Item to be corrected:
 -- Select One --

SUBMIT Clear

After clicking **Submit**, the **Correction Request** page will appear with the correction details. Retain the confirmation number for your records.

Welcome
Account Name: Audrey Coleman
Last login: 7/5/2018 5:00 PM ET
Failed login attempts: 0
LOGOUT

Home
Pay Statements
Year-End Tax Statements
Correction Requests
Activity History

Correction Request

A custom message can be placed here.

Thank You!

- Your request to have your **2015 W-2** corrected has been sent to **TEST COMPANY**.
- The review of your request could take up to 3 weeks. You may track the status of this request at PaperlessEmployee.com
- Your confirmation number is: **131772**
- Please retain this information for your records.

3.5 Viewing Correction Request History and Status

If you have requested a correction and want to review the status or history, you can access this information in the Paperless Employee site.

From the home page, click **Activity History** in the left-hand navigation or **View Activity History** from the home page.

Welcome
Account Name: Audrey Coleman
Last login: 7/5/2018 5:00 PM ET
Failed login attempts: 0
[LOGOUT](#)

Home

Pay Statements

Year-End Tax Statements +

EForms Center +

Account Settings +

A custom message can be placed here.

What would you like to do today?

- Pay Statements**
Access Pay Statements
- EForms Center**
Submit Available EForms
View/Update Current EForms
View Historical EForms
View EForm Employee Information
- Year-End Tax Statements**
Access Current Year-End Statements
Access Prior Year-End Statements
Request a Correction
View Activity History ←
Manage Electronic Tax Statement Options

Welcome
Account Name: Audrey Coleman
Last login: 6/28/2018 11:59 AM ET
Failed login attempts: 0
[LOGOUT](#)

Home

Pay Statements

Year-End Tax Statements -

Correction Requests

Activity History ←

EForms Center +

Account Settings +

Get Tax Statements

1. Select Tax Statements [Show All Years](#)

Select	Tax Form	Employer Name	Download	Fax	Mail
<input type="checkbox"/>	2017 1095-C View original address	Test Company	No pricing configured	No pricing configured	No pricing configured
<input type="checkbox"/>	2017 1099-R View original address	TEST COMPANY	DOWNLOAD (PDF) ELECTRONIC ORIGINAL Available Until 10/15/2018	No pricing configured	No pricing configured
<input type="checkbox"/>	2017 T-4 View original address	TEST COMPANY	DOWNLOAD (PDF) ELECTRONIC ORIGINAL Available Until 10/15/2018	No pricing configured	No pricing configured
<input type="checkbox"/>	2017 W-2 View original address	TEST COMPANY	DOWNLOAD (PDF) ELECTRONIC ORIGINAL Available Until 10/15/2018	No pricing configured	No pricing configured

You will be able to view **Previous Tax Form Orders**, which lists any reissue requests you have submitted, and **Previous Correction Requests**, which lists any correction requests you have submitted.

To view the details and status of your request, click on the blue **Order Number** or the **Correction Confirmation Number** and the **Correction Request Details** page will appear.

Pop-ups must be enabled in the browser to see the **Correction Request Details** page.

The screenshot displays the user interface for 'Previous Tax Form Orders' and 'Previous Correction Requests'. On the left is a navigation sidebar with options like Home, Pay Statements, Year-End Tax Statements, Correction Requests, Activity History, EForms Center, and Account Settings. The main content area has two sections:

- Previous Tax Form Orders:** A table with columns for Order Number, Order Date, and Tax Forms. It lists four orders for 'TEST COMPANY'.
- Previous Correction Requests:** A table with columns for Correction Confirmation Number, Date Requested, Form Name, Company Name, Status, and Details. It shows one pending correction request.

Red arrows in the original image point to the blue headers of these two sections.

Order Number	Order Date	Tax Forms
24192569	7/5/2018 5:31:23 PM	2015 W-2 - TEST COMPANY
24192364	7/5/2018 3:52:47 PM	2017 T-4 - TEST COMPANY
24182970	6/28/2018 12:01:52 PM	2017 W-2 - TEST COMPANY 2017 W-2 PR - TEST COMPANY
20359783	10/13/2017 10:38:58 AM	2016 1095-C - Test Company

Correction Confirmation Number	Date Requested	Form Name	Company Name	Status	Details
131772	7/6/2018 2:45:40 PM	2015 W-2	TEST COMPANY	Pending	

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Your request will have one of the following statuses:

Pending – needs to be reviewed by your employer.

Processed – the correction has been made and the new form will be mailed or available online, depending on your selected delivery method.

Denied – your employer has denied the correction. If your request has been denied, click on the blue **Correction Confirmation Number** to view the **Correction Request Details** page.

Previous Correction Requests					
Correction Confirmation Number	Date Requested	Form Name	Company Name	Status	
114680	2/23/2016 11:16:26 AM	2015 1095-C	Selitestthree	Denied	
114679	2/23/2016 11:16:02 AM	2015 1095-C	Selitestthree	Processed	
114678	2/23/2016 11:15:30 AM	2015 1095-C	Selitestthree	Pending	

Correction Request Details

Correction Request Details
Correction Confirmation Number: 114558
Date Correction Reported: 2/17/2016 12:55 PM

Contact Information
Phone Number: 847-123-4567
Email Address:

Form Details
Form: 2015 1095-C
Correction Type(s): Wages,
Correction Description: Covered individual's information is incorrect

Employer Response
Status: Denied
Comments: Please see your Human Resources department to get this information corrected.

[Close](#)

4. Revision History

Date	Description
10/22/2018	Initial version