

Enroll in Online Tax Forms

If your company is configured to allow you to view your tax forms online, you must elect to do so through My Payentry. This option is only available if your company has enabled it. To enroll in online tax forms:

1. Log into **My Payentry**.
2. Go to **Employee**.



Employee

3. Click on **Go to your Online Tax Form Enrollment**.

Online Tax Form Enrollment

[Go to your Online Tax Form Enrollment](#)

4. Click on the sliding button to change your enrollment status. The Online Tax Forms Enrollment agreement message opens.

Change Your Enrollment Status for Paytime

W2/1099 Enrollment



You are not currently enrolled to obtain your W2/1099 Tax Form online.
If you would like to enroll to obtain your W2/1099 Tax Form for 2017 and future years, please click the button.

If you have any questions about obtaining W2/1099 Tax Form online please contact your Online Tax Form Administrator

1095C Enrollment



You are currently not enrolled to obtain your 1095C Tax Form online.
If you would like to enroll to obtain your 1095C Tax Form for 2017 and future years, please click the button.

If you have any questions about obtaining 1095C Tax Form online please contact your Online Tax Form Administrator

5. Read the **Online Tax Forms Enrollment** agreement entirely.

Online Tax Forms Enrollment ✕

IMPORTANT DISCLOSURES - PLEASE MAKE SURE YOU READ AND UNDERSTAND THESE DISCLOSURES PRIOR TO COMPLETING THE OPT IN PROCESS.

Paper Statement - You are under no obligation to receive your tax form electronically. If you decide not to opt in to this program you will still receive your paper copies. Participation in electronic delivery is not mandatory.

Scope and Duration of Consent - If you opt in today, (November 06, 2017), you will

You are electing to receive your tax forms online in PDF format. Check the following checkbox if you are able to view PDF files.

I can view PDF files.

If you are unsure, click [here](#) to download a sample PDF.

Cancel OK

6. Check the agreement box at the end of the enrollment agreement if you agree to the terms described.

I have read and agree to the terms described above.

7. *Optional.* Check the **I can view PDF files** box to be able to be able to see the tax forms online in PDF format. You may preview what that looks like by clicking the sample PDF.

You are electing to receive your tax forms online in PDF format. Check the following checkbox if you are able to view PDF files.

I can view PDF files.

If you are unsure, click [here](#) to download a sample PDF.

8. Click **Ok** to complete enrollment. If the enrollment was successful, the following message displays at the top of the page.

You have successfully enrolled. You will be able to obtain your W2/1099 Tax Forms online.

Now that you have enrolled, you can view any of your tax forms that your company has generated and posted online.

Anytime your enrollment status changes, you are sent a notification via e-mail. You can view your tax forms online in the [My Documents](#) section when they become available.

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