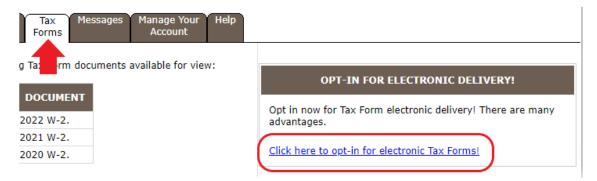
How does a team member get his/her W-2 online if they were opted in and have opted out?

If a team member needs to have his/her password reset, contact Payroll at 806-791-6308.

- 1. Sign in to Doculivery at https://my.doculivery.com/External/unitedfamilypayroll/Login.aspx
- 2. Select the Tax Forms tab
- 3. Click the link: Click here to opt-in for electronic Tax Forms!



4. Complete the required fields and save opt-in.



5. Select Ok on pop up.

my.doculivery.com says

You may validate your email address by entering the validation code, or select "Bypass Validation" if you currently do not have access to your email at this time.



6. Complete email validation or bypass validation.

PLEASE VALIDATE YOUR EMAIL ADDRESS

A validation code has been sent to tinkerpink684@gmail.com. Entering this code confirms that you can receive emails from

Tax Form@doculivery.com. If you do not get an email from Tax Form@doculivery.com, then please check your spam box.
Please enter your validation code:
Submit
If you cannot access your email at this time, you may bypass validation at this time by clicking the button below. Bypass validation
If you mistyped your email address, or if you are not receiving your email, then you can cancel the current opt-in process and opt-in under a different email address. Cancel opt-in

7. Once validated you will receive a pop up advising you are opted in.

CONGRATULATIONS! YOU ARE OPTED IN FOR TAX FORM **DELIVERY!**

You will receive your Tax Form as soon as it becomes available at the email address @gmail.com.

8. Once all steps have been completed, the W-2 will be available online immediately.