

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!

Tax Forms Messages Manage Your Account Help

g Tax Form documents available for view:

DOCUMENT
2022 W-2.
2021 W-2.
2020 W-2.

OPT-IN FOR ELECTRONIC DELIVERY!

Opt in now for Tax Form electronic delivery! There are many advantages.

[Click here to opt-in for electronic Tax Forms!](#)

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

1. Verify that you can view your Tax Form as a PDF.
[Click here to view a sample Tax Form.](#)

If you cannot view your Tax Form, click the link to the right to download Adobe Reader.

2. Agree to the terms of use.
Please read the Terms of Use, and check to see if you can view the online Tax Form sample.
If you agree to the Terms of Use, and can view the Tax Form sample, then select the checkbox below.

Doculivery Online Tax Forms Terms of Use

The Internal Revenue Code allows Tax Forms to be furnished in an electronic format provided it conforms to all applicable legal requirements. By meeting these requirements, your employer is considered to have furnished your Tax Forms to you, the recipient, in a timely manner.

IRS Regulations pertaining to electronic delivery of Tax Forms:

W-2 (Form 991) (1-21-2021) (1-21-2021) (1-21-2021)

I have read and agree to the terms of use.

3. Enter your information.

Enter your Social Security number: [Redacted]

Enter your email address: [Redacted]

Confirm your email address: [Redacted]

4. Choose your delivery method.

Send me my W-2 when it is available.
I'd like my W-2 attached to my notification email as a password-protected PDF file. I understand that I will have to use my Social Security Number and Adobe Acrobat Reader to view the attachment. If I do not already have access to Adobe Acrobat Reader, I will download a free copy.

Just notify me when my W-2 is available.
I'd only like to receive the notification email stating that a new W-2 file is available for download from this website. I do not wish to receive my W-2 as a password-protected PDF attachment via email. I understand that I will have to manually log into this website to obtain my W-2 as a password-protected PDF. I understand that I will have to use my Social Security Number and Adobe Acrobat Reader to view my W-2s. If I do not already have access to Adobe Acrobat Reader, I will download a free copy.

[Save Opt-In](#) [Cancel](#)

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.