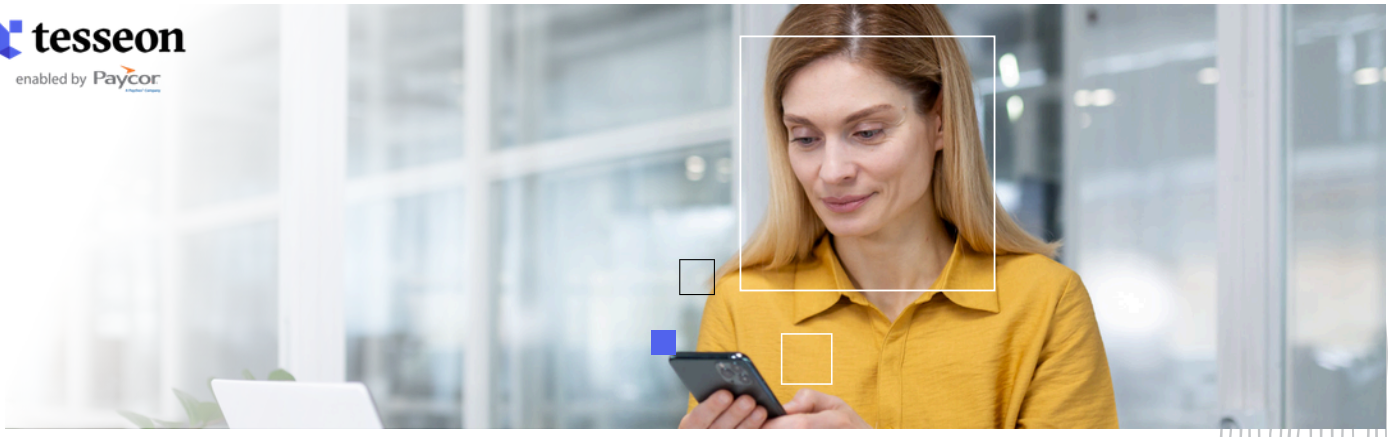


How To: Opt In, Download & Print Your Electronic Forms W-2 & 1095-C

MOBILE

The Mobile App

How to download the app

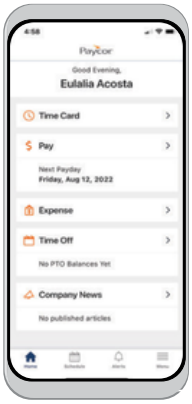
1. In Apple's App Store or the Google Play Store, search for "Paycor Employee Mobile."
2. Download and install the app.
3. Once the app is installed, open it and enter your paycor.com username and password.
4. When you log in to the app for the first time, enter the required multifactor verification code.
5. If you are a new employee, register for a Paycor username and password at paycor.com. Click Sign In, then click Register for a Username and Password. Obtain your registration Access Code from your payroll administrator.

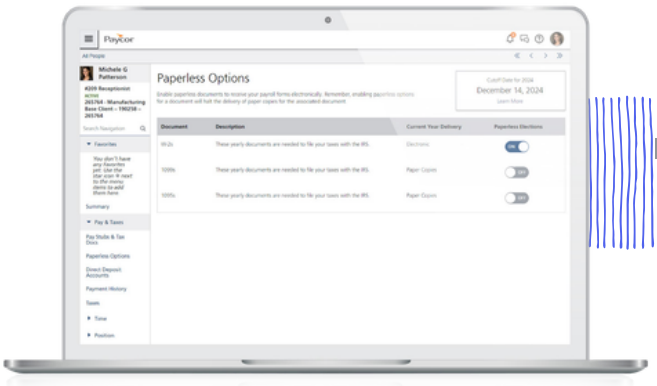
DESKTOP

Opt In to Electronic Forms

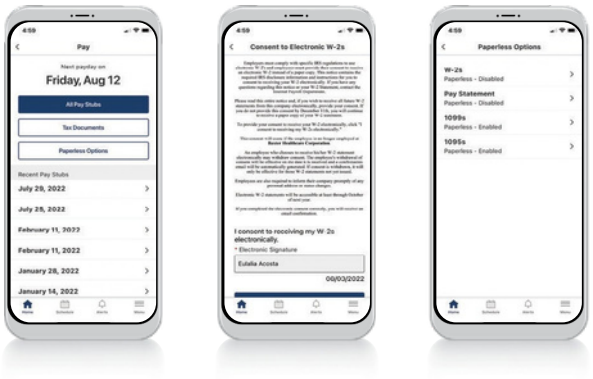
How to opt in on a laptop, tablet, or desktop computer

1. Log in to Paycor.
2. At the top of the screen, click Pay Stubs.
3. From the Pay & Taxes dropdown menu on the left side of the screen, click Paperless Options.
4. To opt in to paperless delivery for Forms W-2, 1099, and 1095, click the Paperless Elections toggle for each form. The toggle is on the right side of the screen.
5. When the Consent to Electronic Forms screen appears, review the consent information and click Sign & Continue.
6. The Paperless Options screen will update, and the status for each selected form will show On.





MOBILE



Setting Up Touch ID

1. When you open the app, tap Sign In, then tap Enable Touch ID.
2. Place your finger on your device's Touch ID sensor to sign in.

Opt In to Electronic Forms

Only you can edit your Paperless Form W-2 consent information.

How to opt in on a mobile device
1. From the mobile home screen, select Pay & Taxes.
2. Select Paperless Options.
3. Choose the form for which you want to opt in to paperless delivery.
4. Select Sign and Continue to provide consent for the electronic form.
5. Repeat these steps for any additional forms listed under Paperless Options.

DESKTOP

Download Your Electronic Forms

How to download your forms on a laptop, tablet, or desktop computer

1. Log in to Paycor.
2. From the home screen, click Pay Stubs.
3. At the top of the screen, click Tax Documents.
4. Click the link for the W-2, 1099, or 1095 form.
5. In the top-right corner, click the download arrow.
6. Select where you want to save the document, then click Save.

Print Your Electronic Forms

How to print your forms on a laptop, tablet, or desktop computer

1. Log in to Paycor.
2. From the home screen, click Pay Stubs.
3. At the top of the screen, click Tax Documents.
4. Click the link for the W-2, 1099, or 1095 form.
5. In the top-right corner, click the printer icon.
6. Select your printer, then click Print.

Additional Tips

If an employee opts in to a paperless W-2 and is later terminated, the employee will still receive the W-2 electronically. Terminated employees maintain system access for 16 months. If they have trouble logging in, they can refer to Paycor's instructions for resetting a password and looking up a username.

Want more information?

Visit **Tesseon.com/year-end-2026** to learn more.

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