



## Important Employee Announcement

**- Please keep this document in a safe place for future reference -**

Dear Employee:

The following instructions will assist you with WMU's MyW2 electronic system. Please print these instructions and store them in a safe place for future reference.

- 1) Access the MyW2 web site at: <https://www.atsprintfreedom.com>
- 2) Enter the Access ID: 10242.
- 3) Enter your Username: \_\_\_\_\_
  - a. This is your Employee ID Number and can be found on WebCheck or by using the "User Information Lookup" within GoWMU. Write this number in the above provided space.
- 4) Enter your Password: \_\_\_\_\_
  - a. If this is your first time accessing the system your initial password will be the last four (4) digits of your social security number.
  - b. If you have entered the system previously then use the password you assigned at that time and write it in the space above.
  - c. If you have entered the system previously and have forgot your password you will need to click on the "Forgot Password" link in the upper right corner of the screen. A new password will be generated and emailed to you.
- 5) After entering this information click on the "Log In" button.

### **Previous Users:**

If you have accessed the MyW2 website previously and have already provided your consent you can go ahead select the "Print My W-2" link. This will create a .pdf file that is password protected. **The password for this file is the last 4 digits of your social security number and can not be changed. It is not the password that you used to access the web site.**

### **New Users:**

If this is your first time accessing the MyW2 website you will be prompted to change your password. Create a new password and write in the space above for future reference. You will then be prompted to provide your consent. Read the consent letter and check the "Accept Consent" button then press the submit button. You will also be asked to update your email address at this time.

You can now print your W-2 by selecting the "Print My W-2" link. This will create a .pdf file that is password protected. **The password for this file is the last 4 digits of your social security number and can not be changed. It is not the password that you used to access the web site.**

### **Additional Information:**

By giving consent to receive your W-2s electronically, you can:

- Access your W-2s at any time (24 hours a day/ 7 days a week).
- Print your W-2 at your convenience, in your home or at the office.
- Save your W-2 for future reprints. This is useful for home loans and refinancing plus W-2 information will be available for seven (7) years starting with 2005 W-2's.
- Obtain additional W-2 copies for reprint anytime and anywhere.
- Email W-2s to your accountant, mortgage broker or tax service agency.
- Change the address that is shown on your W-2 in case you have moved.