



Register to receive an electronic W-2

To register to receive an electronic W-2, take the following steps:

1. Go to paperlessemployee.com/veridiancco.
2. From the home page, click Create Account.

A screenshot of the Veridian employee self-service portal home page. The page has a light gray background with a blue header bar. The header bar contains the text "Welcome, Self-Directed Program Employees". Below the header, there are two main sections: "Login" and "Create an Account". The "Login" section has a blue header and contains two input fields for "User ID:" and "Password:", a blue "Login" button, and a link for "Forgot User ID or Password". The "Create an Account" section has a blue header and contains a message: "If this is your first visit to the site, you must create an account to access your employer's services." Below this message is a blue "Create Account" button with a mouse cursor hovering over it. Further down, there is a message: "This site is an employee self-service portal." and a link for "Year-End Tax Statements" with a document icon.

3. Enter your Access Code, Social Security Number, and the first three letters of your first name. Then check the "I'm not a robot" reCAPTCHA and click Authenticate & Create Account.

A screenshot of the "Create a New Account" page. The page has a blue header bar with the text "Create a New Account". Below the header, there is a section titled "Account Authentication" with a sub-header "Account Authentication". The main content area contains a message: "Your Access Code, Social Security Number and First Three Letters of First Name are required to validate your secure account access." Below this message are three input fields: "Access Code" with the value "30326doe", "Social Security Number" with the value "111000000", and "First Three Letters of First Name" with the value "jen". Each input field has a blue "Hide" button to its right. Below the input fields is a reCAPTCHA widget with a green checkmark and the text "I'm not a robot". At the bottom of the page is a blue "Authenticate & Create Account" button with a mouse cursor hovering over it.

- In our example, we have employee Jennifer Doe (Social Security Number 111-00-0000, Account number 30326).
- The access code will be the 4 or 5 digit Account number you use to log in to your online WebTime entry profile, followed by the first 3 letters of your last name. For Jennifer Doe (Account number 30326), the access code is 30326doe.
 - If your Account number is 4 digits, add a 0 in front of it for your Access Code.
For example, if John Doe (Account number 1234) is registering, his Access Code will be 01234doe.
 - If you do not know your Account number, please contact Veridian and we can assist.

4. Fill in your first/last name and create a User ID and Password on the page pictured below, then click Save and Continue.

Create a New Account

Account Name

The name entered here is only used as your user name. To make any legal or permanent name changes, please contact your employer.

First Name *	Middle Name	Last Name *
<input type="text" value="Jennifer"/>	<input type="text" value="A"/>	<input type="text" value="Doe"/>

Create Your User ID

Enter a User ID *

User ID must be 6-15 characters using only letters and/or numbers.

Create a Password

- Is case sensitive
- May not contain your User ID
- Must be 10-15 characters in length

Your password must contain 3 of the 4 items:

- Uppercase characters
- Lowercase characters
- Numbers
- Symbols

Enter a New Password *

Password Strength: very strong

Confirm New Password *

Save and Continue

5. Select and provide the answers for three security questions, then click Save Security Questions. These questions may be used if you forget or need to change your password in the future.

Create a New Account

Security Questions

The answers to the below questions will be used to assist you in resetting a forgotten password. Your answers must match the original text and formatting used when you initially provided these answers.

Question 1 *

What was your childhood nickname?

Answer Question 1 *

Jenny

Question 2 *

In what city were you born?

Answer Question 2 *

Waterloo

Question 3 *

What was your high school mascot?

Answer Question 3 *

An elephant

Save Security Questions [Reset Questions](#)

6. Add the email address at which you would like to be notified when your W-2 is ready, then click Verify Email.

Contact Information

The information you provide below is used for resetting your password and any notifications you opt to receive. This information may be shared with your employer. Please see the [Privacy Statement](#) for details.

Email Address

Retype Email Address

Verify Email

You are required to verify your contact information.

You can also add an alternate email address in the space provided if you would like.

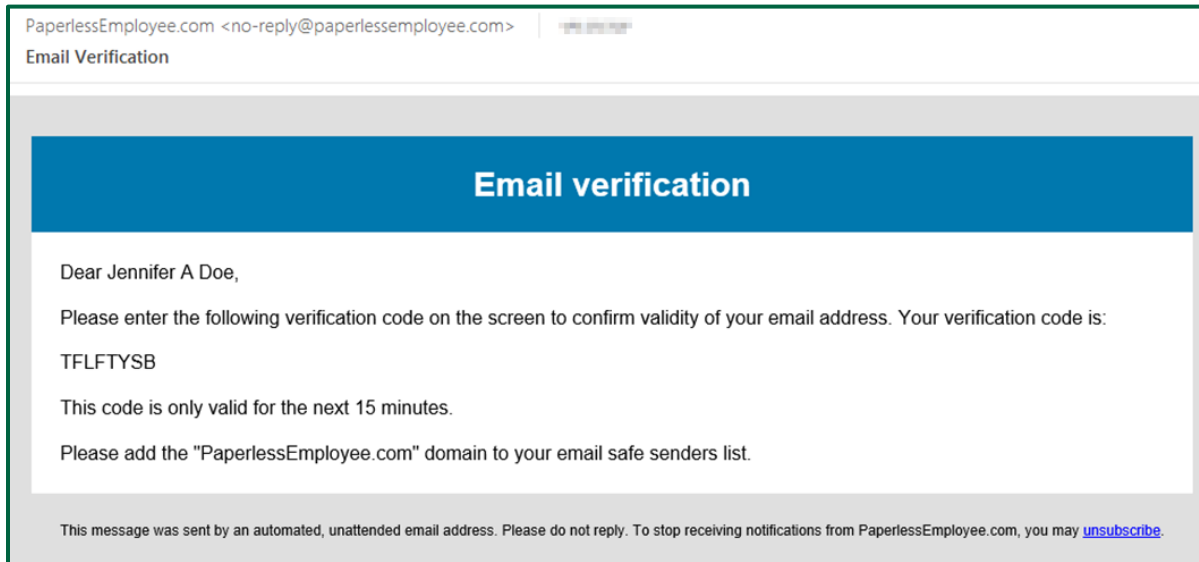
Alternate Email Address

Retype Alternate Email Address

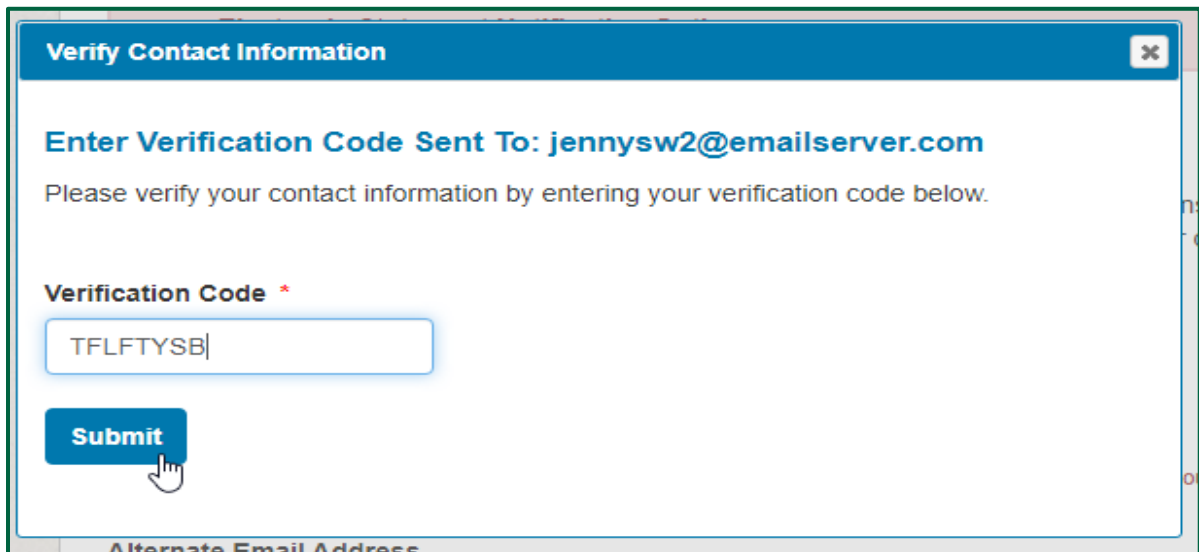
Verify Email

You are required to verify your contact information.

7. A verification code will be sent to the email address provided.



8. Add your verification code within 15 minutes of receipt, then click Submit.



Tips on verifying your email:

- ✓ If you do not see the verification email in your inbox, check in your spam or junk folder. It also might have been sent to your alternate email address (if you added one).
- ✓ If you are unable to add the verification code within 15 minutes, you will need to generate a new verification code. Do not attempt to use the first code if this occurs.

9. Click “Yes” for the question “Would you like to register to receive your electronic tax statements electronically?” and select either your Email Address and/or Alternate Email Address.
Then click “Yes” for the question “Would you like to receive lockout and alert notifications?” and choose your Email Address and/or Alternate Email Address.
Finally, click Save Notification Option Settings.

Electronic Statement Notification Options

Would you like to register to receive your 2022 tax statement(s) electronically?	<input checked="" type="radio"/> Yes	Email Address	Alternate Email Address
	<input type="radio"/> No	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

By choosing **YES**, you agree to the following:

1. You will be notified when your form is available.
2. You will need to download a pdf file and print your form; it will not be emailed to you.
3. You will **not** receive a paper/postal copy.
4. This registration will be carried over from year to year unless you choose to withdraw your consent.
5. You may opt out at any time by returning to this site and selecting the “Account Settings” menu option.

If you do not have software installed on your computer for viewing PDF documents, you can download the free [Adobe® Reader®](#).

Would you like to receive lockout alert notifications?	<input checked="" type="radio"/> Yes	Email Address	Alternate Email Address
	<input type="radio"/> No	<input checked="" type="checkbox"/>	<input type="checkbox"/>

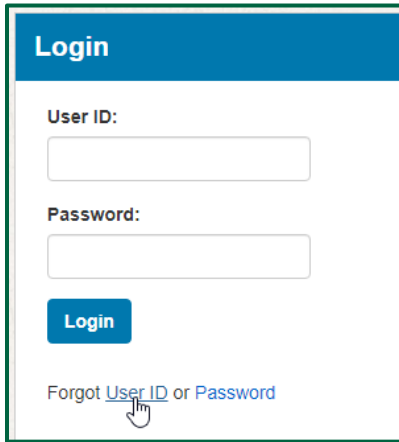
And that’s it! You will be notified via email when a copy of your electronic W-2 is ready.

For additional information on your W-2 and PaperlessEmployee.com, including important timelines, resetting your password/updating account information, and much more, please check out the following FAQ. You can also contact us with questions at 319-226-4692 or ccoiova@veridiancu.org (if you are an employee for Iowa) or 855-828-0775 or NorthDakota@veridiancu.org (if you are an employee for North Dakota) and we will be happy to help!

Paperless Employee and W-2 FAQ

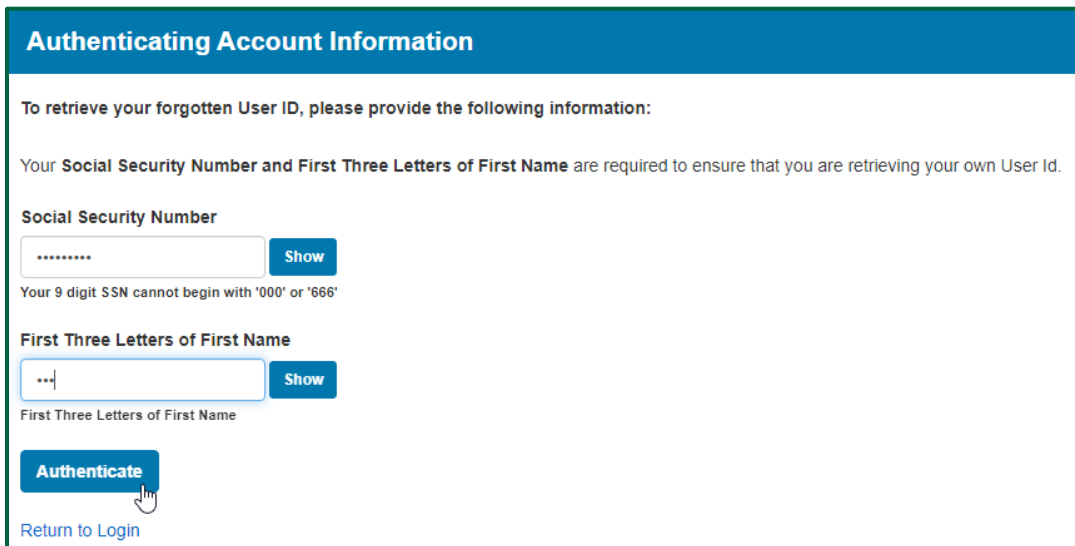
Q. I forgot my user ID-how do I find it?

A. From the home page, click on the Forgot User ID hyperlink.



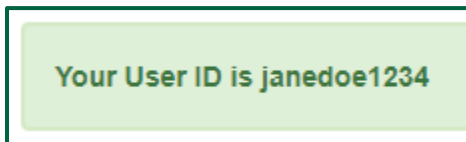
The screenshot shows a login form with a blue header labeled "Login". Below the header, there are two input fields: "User ID:" and "Password:". A blue "Login" button is positioned below the password field. At the bottom of the form, there is a link that says "Forgot [User ID](#) or Password", with a mouse cursor pointing to the "User ID" link.

Add your Social Security Number and the first three letters of your first name, then click Authenticate.



The screenshot shows a page titled "Authenticating Account Information" with a blue header. Below the header, it says "To retrieve your forgotten User ID, please provide the following information:". A note states: "Your Social Security Number and First Three Letters of First Name are required to ensure that you are retrieving your own User Id." There are two input sections: "Social Security Number" with a masked input field (*****), a "Show" button, and a note "Your 9 digit SSN cannot begin with '000' or '666'"; and "First Three Letters of First Name" with a masked input field (**|), a "Show" button, and the label "First Three Letters of First Name". At the bottom, there is a blue "Authenticate" button with a mouse cursor pointing to it, and a link "Return to Login".

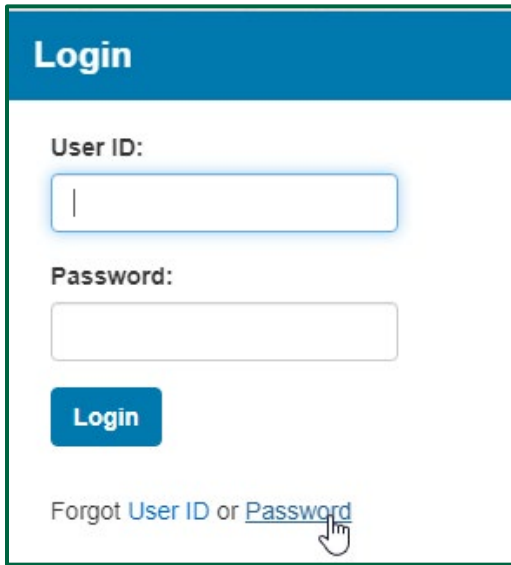
Your username will appear on the following screen.



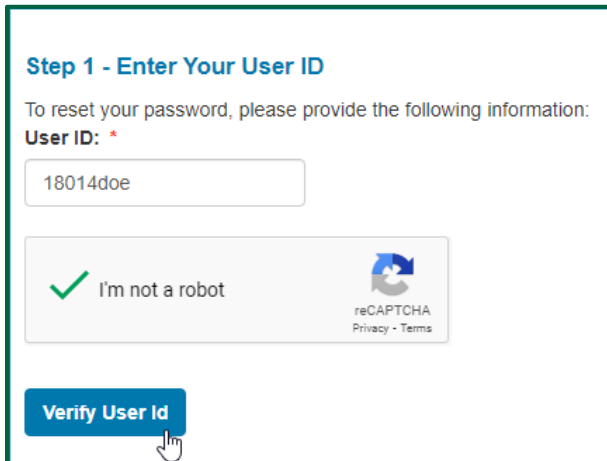
The screenshot shows a light green rectangular box with the text "Your User ID is janedoe1234" in a dark green font.

Q. I forgot my password-how do I reset it?

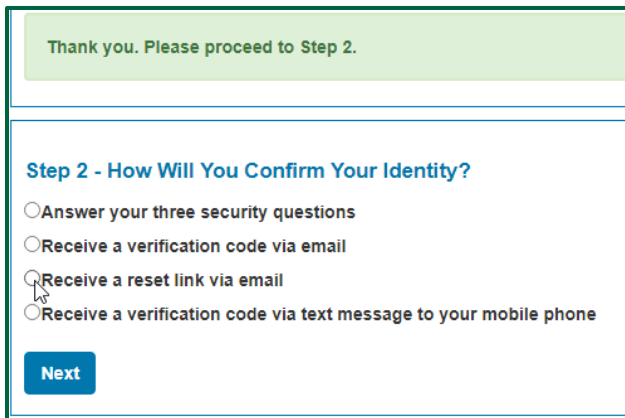
A. From the home page, click on the Forgot Password hyperlink.



Add your User ID and check the “I’m not a robot” reCAPTCHA and click Verify User ID.



Select one of four options to confirm your identity. Then click Next and provide the requested information.



Please note, if you choose to receive a verification code, you will need it to proceed. This verification code is only valid for 15 minutes. If do not receive and use the code within 15 minutes, you will need to restart the forgotten password process and request a new code.

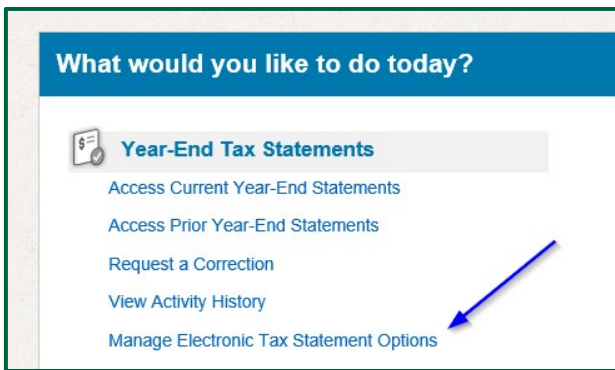
Q. If I registered to receive my W-2 online in a previous year, do I need to do anything this year?

A. No. If you registered to receive your W-2 electronically in a previous year, you will continue to receive it that way until you opt out.

Please note, if you have changed your email address since you registered to receive an electronic W-2, you will need to update your email address on file.

Q. I no longer use the email address I used to register my account. How do I update my email address?

A. Go to Manage Electronic Tax Statement Options



Change your email to your current email, confirm the email and click Save Notification Option Settings.

A screenshot of the "Contact and Electronic Statement Options" form. It is divided into two sections: "Contact Information" and "Electronic Statement Notification Options".
The "Contact Information" section includes:
- A text input field for "Email Address" with a blue arrow pointing to it.
- A text input field for "Retype Email Address" with a blue arrow pointing to it.
- A text input field for "Alternate Email Address".
- A text input field for "Retype Alternate Email Address".
The "Electronic Statement Notification Options" section includes:
- A question: "Would you like to receive lockout alert notifications?" with radio buttons for "Yes" (selected) and "No".
- A table with two columns: "Email Address" and "Alternate Email Address". Both columns have a checked checkbox.
At the bottom of the form, there are two buttons: "Save Notification Option Settings" (highlighted in blue) and "Cancel".

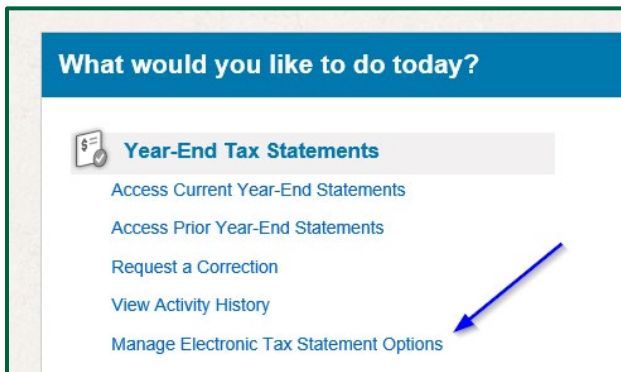
Q. When do I have to register by in order to receive my W-2 electronically?

A. You will need to be registered by January 15th to access your W-2 electronically. If you are not registered by that time, you will receive a physical copy of your W-2. In this case, your W-2 will be in the postal mail no later than January 31st. Please allow up to 10 business days from the 31st for delivery.

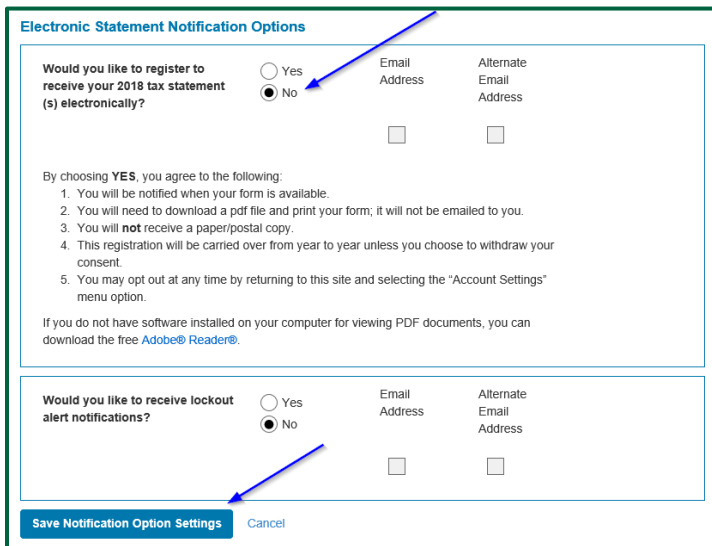
Note, you are still able to register beyond January 15th and be prepared to receive the following year's W-2 electronically.

Q. I registered online last year but want my W-2 mailed this year. What do I need to do?

A. From the home page, click on the Manage Electronic Tax Statement Options.



Click "No" for the question "Would you like to register to receive your electronic tax statements electronically?" and click Save Notification Option Settings.



If you are requesting a mailed copy of your W-2, please ensure the address information you have on file with Veridian is accurate to prevent delays in delivery.

Q. When will my W-2 (or 1099) be mailed out?

A. All tax statements will be in the mail no later than January 31st. Please allow up to 10 business days from the 31st for delivery.

Q. Who will receive a W-2?

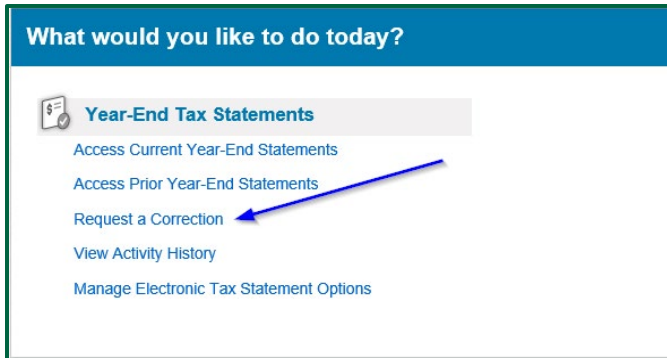
A. Anyone who received any payroll from VFS in the tax year in question will be issued a W-2.

Q. Vendor/1099 – I only received \$300 in payment this year. Will I still get a 1099 form?

A. No, 1099 forms are only required to be sent out for year-to-date earnings of \$600 or more.

Q. What do I do if the information on my W-2 is incorrect?

A. If after careful review the information on your W-2 appears to be incorrect, click on Request a Correction from the home page.



Complete the correction request form and click Submit.

Requesting a form correction will not result in a new tax statement being sent automatically. Your employer will review your correction request and determine if a corrected tax form will be issued to you.

Correction Request

Note: Do NOT request address changes here. Notify your employer of the address change.

Form that needs to be corrected:

Provide contact information so that your employer may follow up with you.

Phone Number: Extension:

Email Address:

Choose the items that need to be corrected and specify any additional details.

Name First: Middle: Last: Suffix:

SSN or SIN Correct SSN or SIN:

Form details Item to be corrected:

Comments (optional)