

Online W-2 Access FAQ

I'm having trouble logging in.

Double-check that you are entering your accessECC User ID and accessECC Password exactly as you do when you login to accessECC. If you are still unable to login, click the link **I forgot my User ID and/or Password** and follow on-screen instructions.

New employees will receive an invitation to accept electronic delivery following the last payroll of the calendar year in which they first receive pay.

What happens if I give consent to receive my W-2 electronically?

You will not receive future W-2s in the mail, but will instead be able to login to this website to retrieve your W-2s as soon as they are posted (which will be earlier than you will receive it in the mail), and as often as you want. W-2s are available online for seven consecutive years, beginning with the 2004 tax year.

What happens if I don't give consent to receive my W-2 electronically?

You will continue to receive your W-2 in the mail at your address of record. Employers have until January 31 to mail W-2 forms.

What if I change my mind and want to withdraw consent?

Login and choose **Employee Consent** on the left-hand side of your screen. Click **Withdraw Consent** at the bottom of the box that comes up and click **Submit**. You will need to do this by December 31 of the tax year for which you want to resume receiving paper W-2 forms. You will no longer be able to access your W-2 information on this website.

I am trying to open the pdf file of my W-2 and it's asking me for a password. What do I do?

The password is the last four digits of your social security number.

If you are still experiencing difficulty with these or any other items, please call 847.214.7996 for assistance.