

\*\*\*\* ATTENTION EMPLOYEES\*\*\*\*

W-2s are now available via your web portal!

**WE DO NOT MAIL W-2s!**

If you are not familiar with how to log-on to your web portal please click on the link below for instructions.

W-2s are located in the same place that you access your weekly pay stubs. If you have not accessed your web portal before, please follow the instructions below:

1. Click on the "Employee Access" link on the main page
2. Enter your User ID: This is your first name, last name and the last four digits of your Social Security number without any spaces i.e., "JohnDoe1234"
3. Enter your PASSWORD: This is "password1". If you have accessed your account in the past and changed your password, then you will use that password. If you do not remember what you changed your password to, please call our office and we will reset it for you. (877)223-1791
4. Once you log in, you will see a box at the bottom of the page that says W-2s. Before you can view your W-2, you will have to click on the "I Accept" button stating that you understand that this is your Legal W-2 and no W-2 will be mailed to your address. Once you have clicked on the "I Accept" button you will be able to click on the 2010 W-2 and view/print your W-2

If you have any questions or cannot log into your account, please call our office for further assistance.

Thank you,

Clover Resource Management