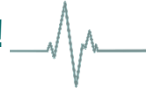


Electronic W2s are coming to MRPG!

Go online and consent for yours today!



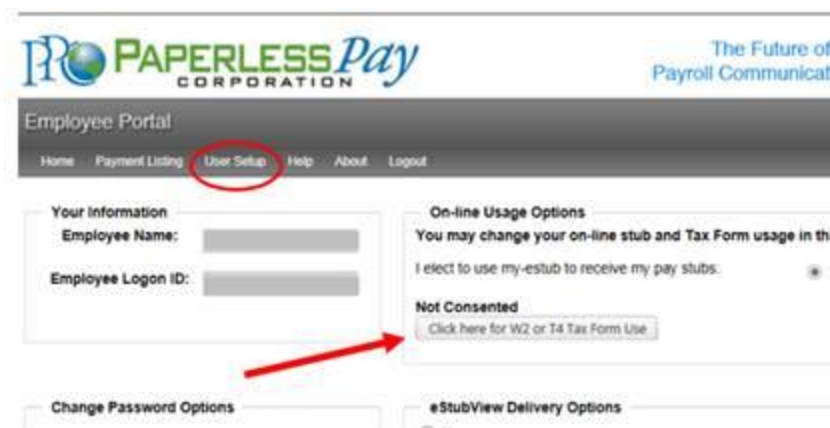
Electronic W2's are an exciting new feature offered through Milford Regional Physician Groups' Paperless Pay website! All employees are encouraged to login to their Paperless Pay accounts to provide their consent as soon as possible.

By signing up for electronic W2s:

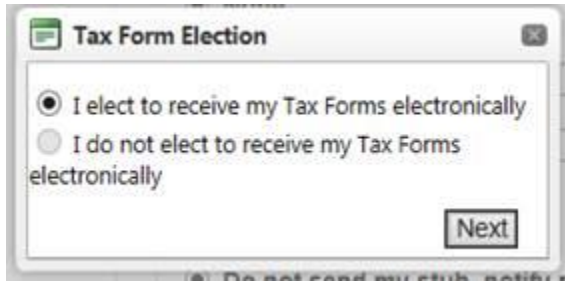
1. Employees will be able to access their W2s during the last week of January (notification will go out to employees when W2s are available online).
2. Employees can reprint them as many times as they want.
3. No one has to worry about losing their W2 because it will be waiting for you to print when you are ready for it.

To consent to receive your 2017 W2 electronically:

1. Visit the Paperless Pay website: <https://my-estub.com/>
2. Log into your account through the Employee Portal
 - a. As a reminder, all User ID's are in the following format: **TCMA + Employee + First four letters of first name** (User ID Example: TCMA12345JOHN)
 - b. If you do not remember your password, contact Rachel Vaillancourt at 508-473-1480 ext. 104
3. Click on User Setup (circled below)



4. Click on "Click here for W2 of T4 Tax Form Use" (shown with the arrow above)
5. A new window appears
6. Click "I elect to receive my Tax Forms electronically" (shown below)



7. Click “Next” and follow the prompts on the following screens.

Helpful Information:

1. If you have already setup your account you can reset your password by using the recover password feature in the Employee Portal. You will then answer your security questions to receive a temporary password.
2. The Paperless Pay website can be accessed at home and work.
3. Reminder that all User ID’s do not change and are always capitalized.

Our W2 distribution will be handled by Paperless Pay this year. If you have not consented to receive an electronic W2 before they are available, Paperless Pay will mail you a paper W2 instead.

**If you need help accessing your account, please contact Rachel Vaillancourt at
(508) – 473 - 1480 ext. 104.**

**If you have questions about consenting or electronic W2s, please Carly Hofstra at
(508) 473 - 1480 ext. 132.**