**How does a team member get his/her Form W-2 online?**

*If a team member needs to have his/her password reset, contact Payroll at 806-791-0220.*

1. Sign in to Doculivery at [http://www.doculivery.com/unitedfamilypayroll](http://www.doculivery.com/unitedfamilypayroll%E2%80%8B)
2. Select the Tax Forms tab
3. Click the link: Click here to opt-in for electronic Tax Forms!



1. Complete the required fields and save opt-in.



1. Select Ok on pop up.



1. Complete email validation or bypass validation.



1. Once validated you will receive a pop up advising you are opted in.



1. Once all steps have been completed, the W-2 will be available online immediately.