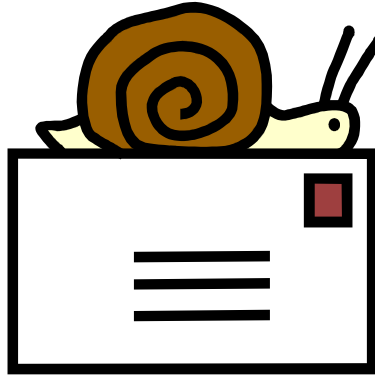




Why wait for snail mail...



eW-2 Instructions

Want to Get Your 2009 W-2 Electronically?

Register by January 6, 2010, to receive your W-2 electronically this year. If you decide not to register, a paper W-2 will be sent in the mail by January 31, 2010.

How to Register to Receive Your W-2 by email

1. Go to <http://www.w2copy.com> and click "E-W2 Signup."
2. Type your company code _____ **IW2001** _____ and click "Submit."
3. Create a user name and password and click "Submit Information."
4. Type the following:
Your name as it appears on your paycheck
Your social security number
Your email address
5. Click the email delivery circle.
6. Click "Submit information."
7. Check your email. When you receive a confirmation email from w2@billingdoc.com, click the link it contains to complete the registration process. If you do not receive or respond to the email, your W-2 will be mailed to you.

By January 31, 2010, you will receive an email telling you that your E-W2 is ready to retrieve. If you encounter any problems with registration, please email us at W2@billingdoc.com.

How to Open Your E-W2

1. Click the link in your E-W2 retrieval email OR Go to <http://www.w2copy.com> and click "Retrieve E-W2"
2. When prompted, enter your company code, the username and password that you created upon registering.
3. The second time you are asked for a password, enter your social security number (without hyphens).