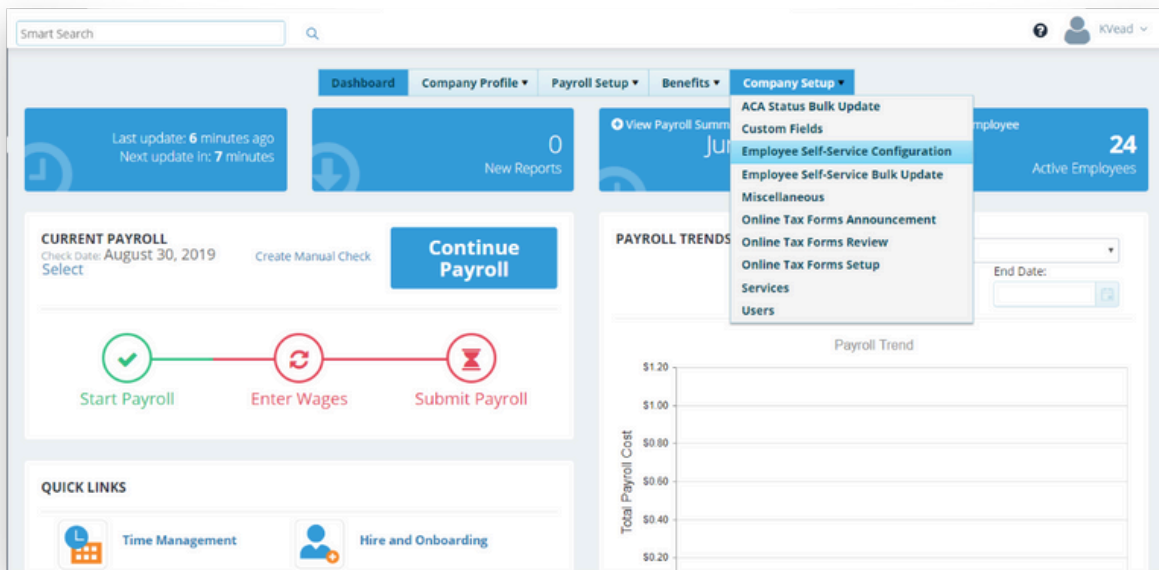


1

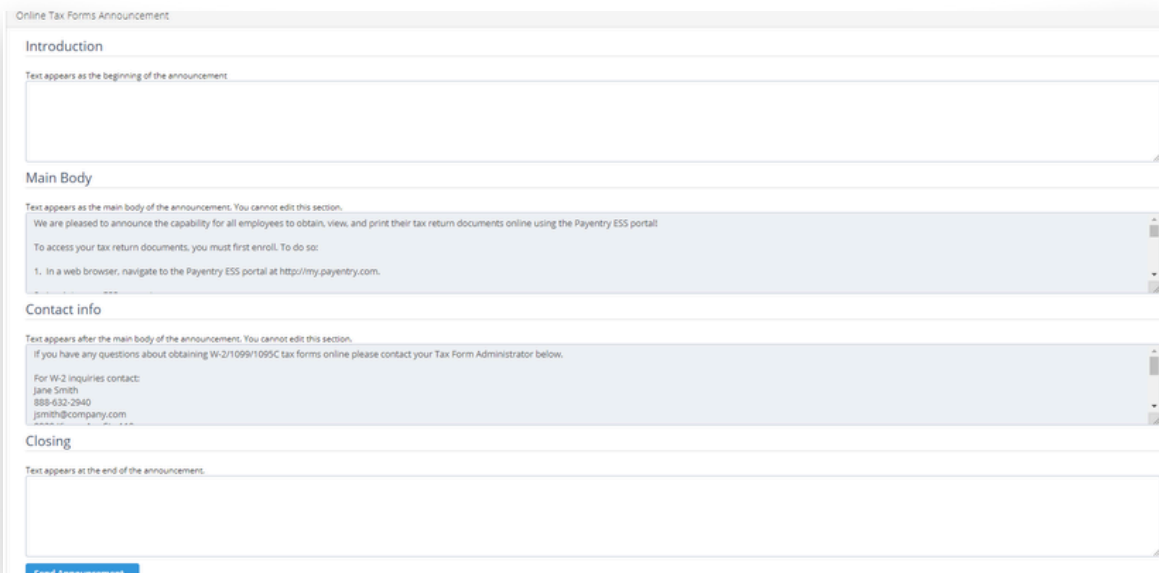
From your Payentry dashboard, hover over **“Company Setup”** and select **“Online Tax Forms Announcement.”**



2

Insert additional text to be included in email announcement in **“Introduction”** and **“Closing”** sections.

Review contact information for accuracy. If contact information needs to be updated, go the **“Online Tax Form Setup”** to make changes.



The screenshot shows the 'Online Tax Forms Announcement' configuration form. It has several sections:

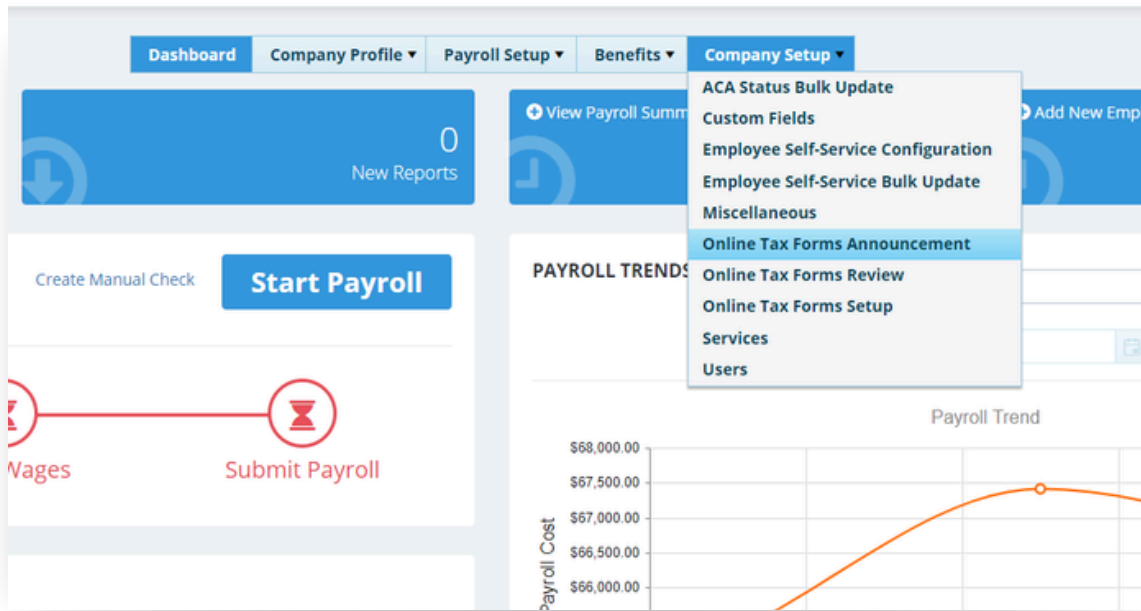
- Introduction:** A text area for the beginning of the announcement.
- Main Body:** A text area for the main body of the announcement. The preview text reads: "We are pleased to announce the capability for all employees to obtain, view, and print their tax return documents online using the Payentry ESS portal. To access your tax return documents, you must first enroll. To do so: 1. In a web browser, navigate to the Payentry ESS portal at <http://my.payentry.com>."
- Contact info:** A text area for contact information. The preview text reads: "For W-2 inquiries contact: Jane Smith, 888-632-2940, jsmith@company.com."
- Closing:** A text area for the end of the announcement.

 At the bottom of the form is a 'Send Announcement...' button.

ONLINE TAX FORM ANNOUNCEMENT

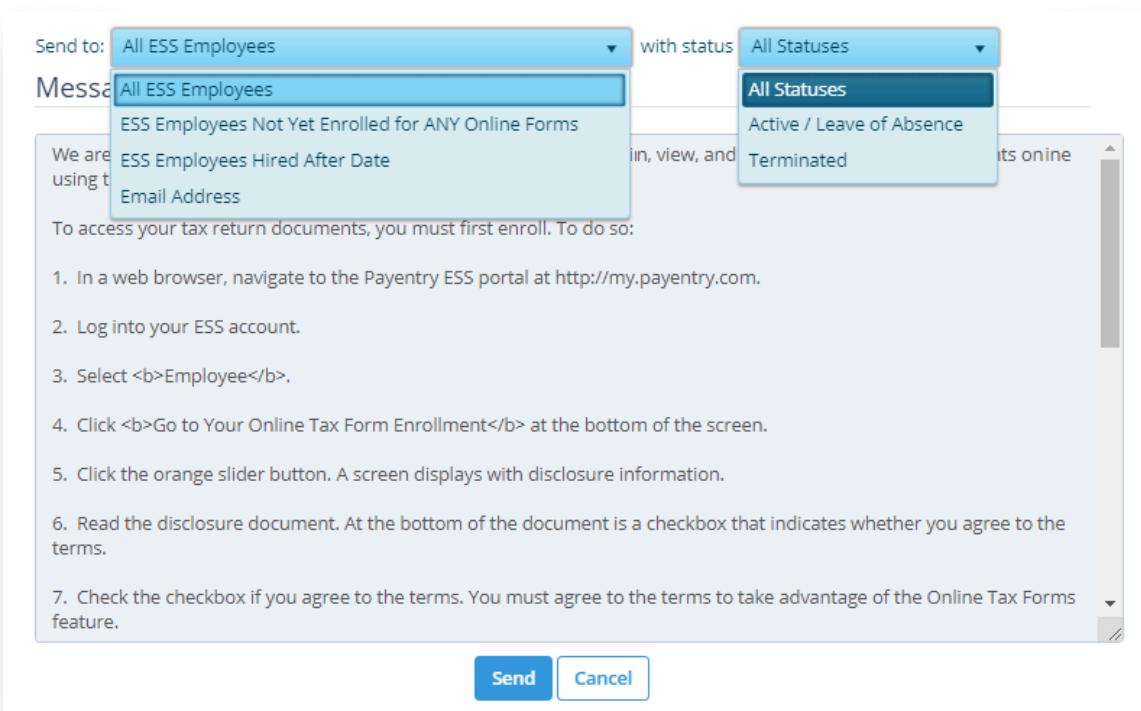
3

When ready, click on **“Send Announcement.”**



4

Next, choose who you would like to send this announcement to. Click on **“Send”** to finish sending the communication.



- **All ESS Employees** – All individuals with My Payentry Employee Self Service.
- **ESS Employees Not Yet Enrolled for ANY Online Forms** – Only those individuals in My Payentry who have not enrolled in the online tax service.
- **ESS Employees Hired After Date** – Only those individuals who were hired after a specified date.
- **Email Address** – Only one particular person. When you select this option, input the specific email address in the field to the right.

AND

- **All Statuses** – All employment statuses, including individuals with Active, Terminated, Leave of Absence statuses.
- **Active/Leave of Absence** – Only include individuals who have Active or Leave of Absence statuses.
- **Terminated** – Only include individuals who have Terminated statuses.