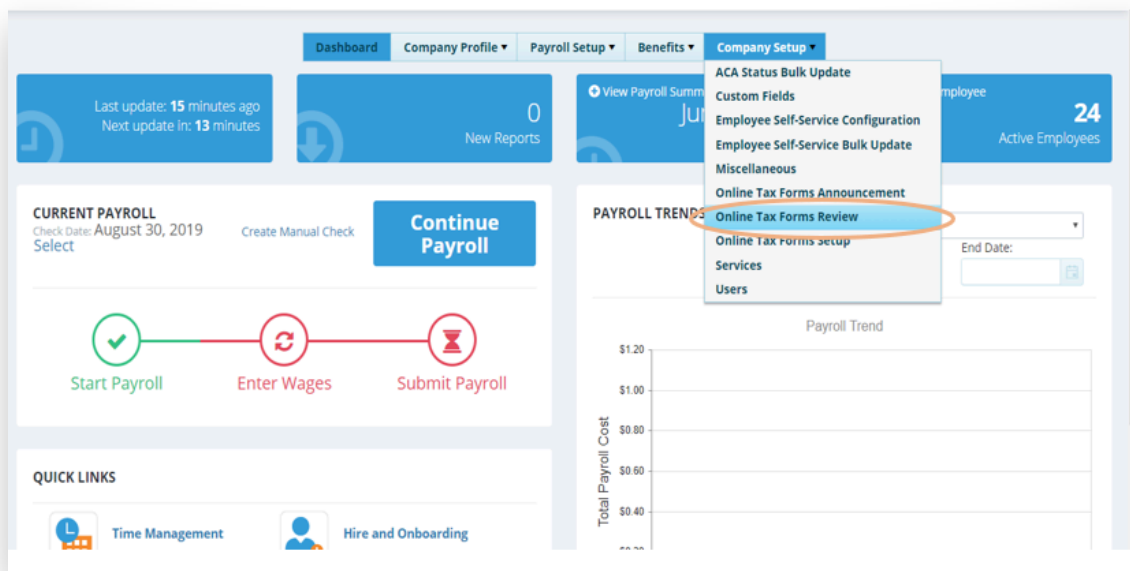


Once Payentry has notified you that tax forms have been produced, follow these instructions to release forms to employees who have enrolled in online tax forms.

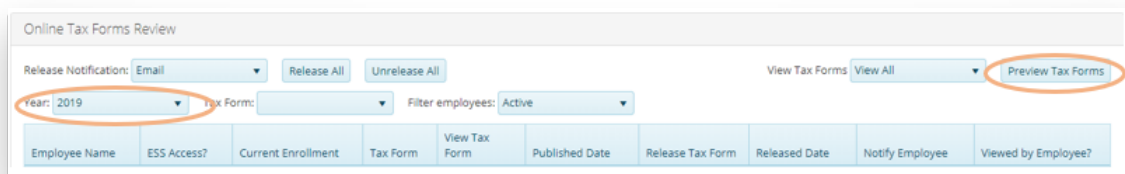
1

From the Payentry dashboard, hover over **Company Setup** and select **Online Tax Forms Review**.



2

Set the year you wish you release and choose **“Preview Tax Forms.”**



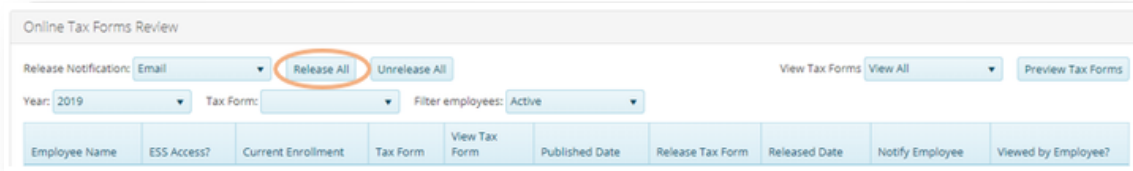
3

Preview the tax forms and verify accuracy

RELEASE ONLINE TAX FORMS

4

Select **“Release All”** to make the forms available to all employees who have elected to view their tax forms online



Online Tax Forms Review

Release Notification: Email **Release All** Unrelease All View Tax Forms View All Preview Tax Forms

Year: 2019 Tax Form: Filter employees: Active

Employee Name	ESS Access?	Current Enrollment	Tax Form	View Tax Form	Published Date	Release Tax Form	Released Date	Notify Employee	Viewed by Employee?
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5

To release a form to an individual employee, select **“Release”** in the **“Release Tax Form”** column next to the employee’s name

Employee Name	ESS Access?	Current Enrollment	Tax Form	View Tax Form	Published Date	Release Tax Form	Released Date	Notify Employee	Viewed by Employee?
Smith, John	Yes		2018 W2	View	01/13/2019	Release			