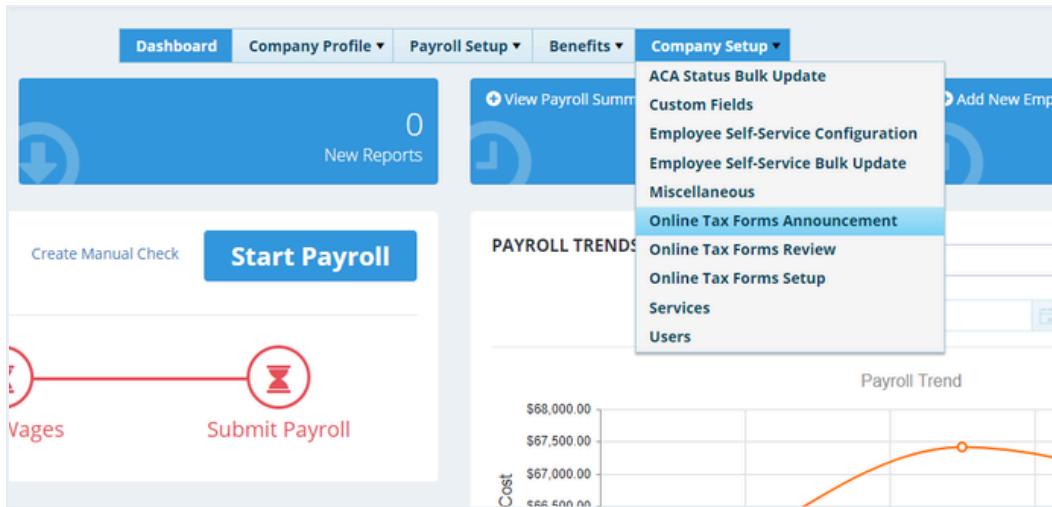


HOW TO

Online Tax Form Announcement

1

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



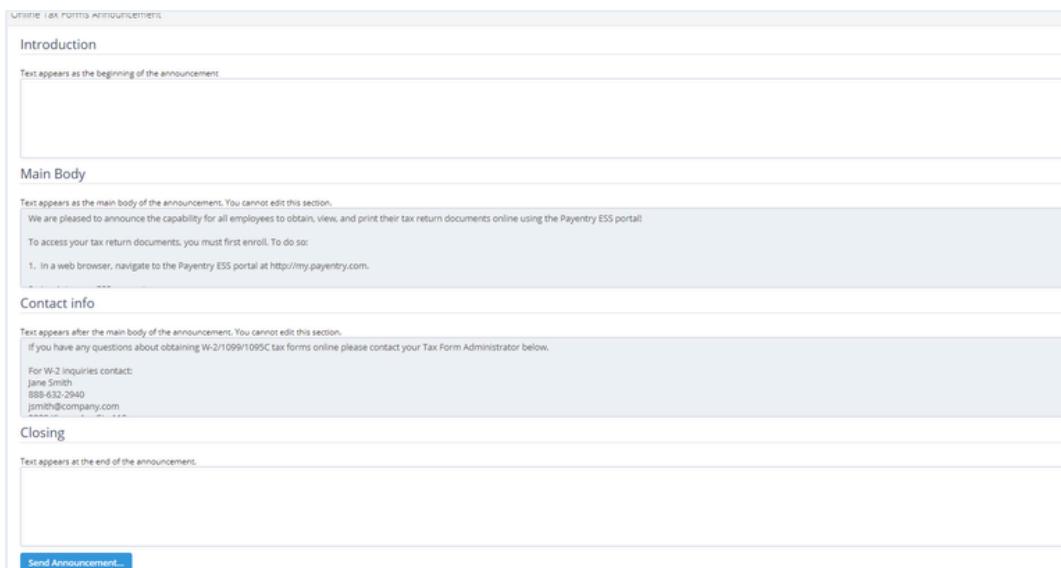
2

- Insert additional text to be included in email announcement in **Introduction** and **Closing** sections.
- Review the contact information for accuracy. If the contact information needs to be updated, go the **Online Tax Form Setup** to make changes.

ONLINE TAX FORM ANNOUNCEMENT

3

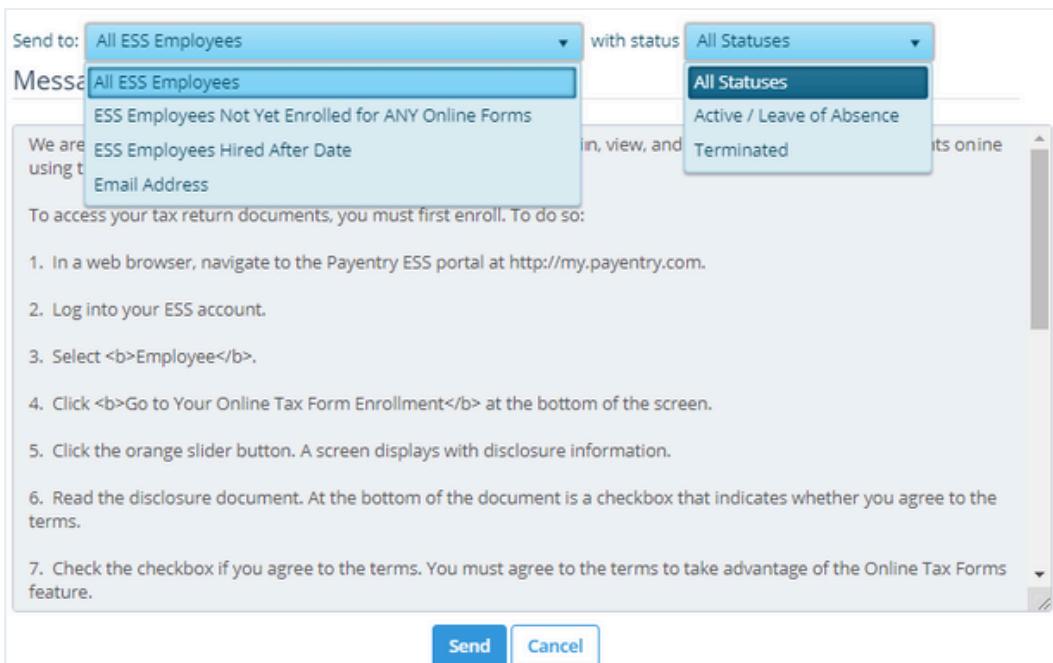
- When ready, click on **Send Announcement**.



The screenshot shows the 'Online Tax Forms Announcements' interface. It includes sections for 'Introduction', 'Main Body', 'Contact info', and 'Closing'. The 'Main Body' section contains text about tax return documents and a list of steps. A 'Send Announcement...' button is located at the bottom left of the main content area.

4

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



The screenshot shows a 'Send to' dialog box. It has dropdowns for 'Send to:' (set to 'All ESS Employees') and 'with status' (set to 'All Statuses'). Below these are two dropdown menus: 'Message' (set to 'All ESS Employees') and 'Status' (set to 'All Statuses'). The 'Message' dropdown shows options like 'ESS Employees Not Yet Enrolled for ANY Online Forms' and 'ESS Employees Hired After Date'. The 'Status' dropdown shows 'All Statuses', 'Active / Leave of Absence', and 'Terminated'. The main message area contains instructions for employees to access tax return documents. At the bottom are 'Send' and 'Cancel' buttons.

SEND TO:

- **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.

STATUS:

- **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.