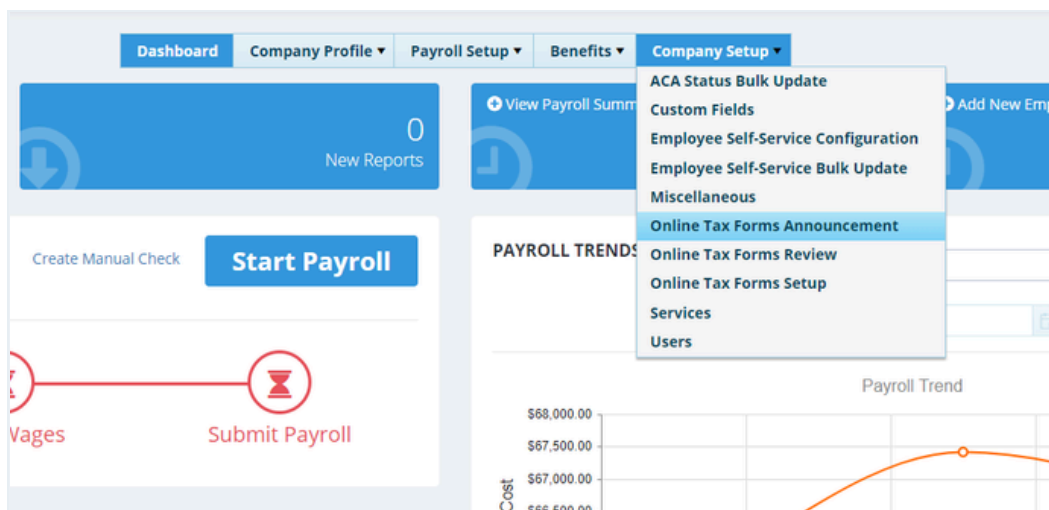


# Online Tax Form Announcement

- 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.

3

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

The screenshot shows a web form titled 'Introduction' with a sub-header 'Text appears as the beginning of the announcement.' Below this is a large text area. The next section is 'Main Body' with a sub-header 'Text appears as the main body of the announcement. You cannot edit this section.' The main body 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>.' The third section is 'Contact info' with a sub-header 'Text appears after the main body of the announcement. You cannot edit this section.' The contact text reads: 'If you have any questions about obtaining W-2/1099/1095C tax forms online please contact your Tax Form Administrator below. For W-2 inquiries contact: Jane Smith, 888-632-2940, [jsmith@company.com](mailto:jsmith@company.com).' The final section is 'Closing' with a sub-header 'Text appears at the end of the announcement.' At the bottom of the form is a blue button labeled 'Send Announcement...'

4

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

The screenshot shows the same 'Send Announcement' form as in step 3, but with two dropdown menus open. The 'Send to:' dropdown is open, showing options: 'All ESS Employees' (selected), 'ESS Employees Not Yet Enrolled for ANY Online Forms', 'ESS Employees Hired After Date', and 'Email Address'. The 'with status' dropdown is also open, showing options: 'All Statuses' (selected), 'Active / Leave of Absence', and 'Terminated'. The main body text is visible in the background, showing the enrollment steps. At the bottom of the form are two buttons: 'Send' and 'Cancel'.

**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.