



OPTING IN TO ELECTRONIC W-2

When you've logged in to Doculivity, select "Tax Documents" from the lefthand column.

The screenshot shows the Doculivity user interface. On the left is a navigation menu with the following items: Options, Pay Stubs, Benefits Enrollment, Employee Resources, Notifications, Manage Your Account, Messages, **Tax Documents** (circled in red), Forms, Contact Us, Help, and Log Out. The main content area features a header with logos for PHILLIPS INFRASTRUCTURE HOLDINGS, PHILLIPS & JORDAN, INC., ENVIRONMENTAL SERVICES, LLC, and NFS. Below the header is a 'Messages' section with a notification: 'You have 1 unread message.' A search bar labeled 'Search Title...' is present. Below the search bar is a table of messages:

Read	Title
	Employee Handbook
	401K Notice
	Code of Ethics and Business Conduct
	Employee Handbook
	Annual QCP Refresher Training
	401k Summary Annual Report

If you have not opted in to electronic tax form delivery, you can select "Opt in Now" at the top of the page.

The screenshot shows a notification banner with a light pink background. At the top are the same logos as in the previous screenshot. The text in the banner reads: "You are not opted into electronic tax form delivery. You will NOT receive any new tax forms as soon as they are available - you will have to wait for them to be printed and mailed, which may cause up to 4 weeks of additional wait before you can file your taxes." At the bottom center of the banner is a blue button labeled "Opt In Now", which is circled in red.



You will be required to fill out the below to complete the opt-in process:

1. Confirm your Social Security Number
2. Enter the email address at which you would like to receive your W-2
3. Choose your delivery method
4. Confirm you can view your W-2 as a PDF by clicking the sample tax form
5. Agree to the terms of use.

Confirm your Social Security number:

Enter your email address:

Choose your delivery method:

Send me my W-2 when it is available.I'd like my W-2 attached to my notification email as a password-protected PDF file. I understand that I will have to use my Social Security Number and Adobe Acrobat Reader to view the attachment. If I do not already have access to Adobe Acrobat Reader, I will download a free copy.

Just notify me when my W-2 is available.I'd only like to receive the notification email stating that a new W-2 file is available for download from this website. I do not wish to receive my W-2 as a password-protected PDF attachment via email. I understand that I will have to manually log into this website to obtain my W-2 as a password-protected PDF. I understand that I will have to use my Social Security Number and Adobe Acrobat Reader to view my W-2s. If I do not already have access to Adobe Acrobat Reader, I will download a free copy.





Verify viewing your Tax Form as a PDF: [Click here to view a sample Tax Form.](#)

Agree to the Terms of Use: I have read and agree to the Terms of Use below.

Doculivery Online Tax Forms Terms of Use

The Internal Revenue Code allows Tax Forms to be furnished in an electronic format provided it conforms to all

Once you have completed the opt-in process, your Tax Documents page should have this notice at the top



You are opted into electronic tax form delivery.New tax forms will become immediately available to you as soon as they are ready!
Your tax documents are listed below. Click to view.

[Opt Out](#)

[Change Tax Form Delivery Method](#)

[Change Tax Form Delivery Email](#)