



Thomas O'Hara, MBA.
President

*Research Foundation for Mental Hygiene, Inc.
150 Broadway, Suite 301, Menands, NY 12204
Phone: (518) 474-5661 Fax: (518) 474-6995*

*Robert E. Burke, CPA
Managing Director*

Electronic W-2 Enrollment Instructions:

To sign up to receive your W-2 electronically follow the below steps. If you have signed up in previous years you **DO NOT** need to reenroll for this current year.

Should you need assistance please contact the W2 Copy support team via the information below.

Email Support: support@w2copy.com

Phone Support: 1-800-668-9946

How do I enroll?

Enrolling is a **two-step** process. You must register an account **and** register to receive paperless tax documents. Both steps are required to complete your enrollment. If both steps are not completed, enrollment will not be processed and you will receive a paper W-2.

RFMH has been assigned the company code number **1Z2331** which you will need to register.

If you are enrolling for the first time, please begin by following the instructions below.

- Visit <https://ew2online.w2copy.net/login> and click **Get Started** on the login page and follow the instructions provided on the website.
- After you register an account, you must also **register** to receive paperless W-2's by changing your paperless settings.
- To enroll successfully, you must select **Paperless Settings** on the left-hand side of the home screen and click on the checkbox next to your email address. It is suggested that you register using your personal email address to ensure you can access your W2's even if you do not have access to your work email address.

Please find screenshots on the attached pages for additional guidance.

GO GREEN
with paperless
tax documents



Get Started

Sign In

E-mail

Password

Forgot password?
New to the site? Get Started:

Sign In

Email Support: support@w2copy.com
Phone Support: 1-800-668-9946

Safe and Secure

You can be sure that your data is safe and secure with W2copy. Security is our number one priority. We go through the most stringent security audits to make sure your data is safe and secure!

Why sign up for a paperless tax document?

There are so many great reasons to sign up for a paperless tax document. Save on paper and trees, get your tax document quicker, and secure pdf archival are a few great reasons!

W2 COPY SOLV
BUSINESS PRINTING & MAILING
Business Solutions, Connected.

Do you want to signup for future paperless tax documents?

- Have you received a company code from your employer to sign up for paperless tax documents?
- Would you prefer to get an email notification when your tax document is ready instead of waiting to receive it in the mail?

REGISTER FOR PAPERLESS TAX DOCUMENTS

Are you looking for a reprint or copy of your tax document?

- Did you lose, misplace, or never receive your tax document?
- There is a \$9.95 charge for this reprint service unless your employer has signed up to cover the charge

RETRIEVE A COPY OF MY TAX DOCUMENT NOW

[Back Home?](#)



----- MAIN MENU

 Tax Documents

 Company Codes

 **Paperless Settings**

 Profile

 Logout



Paperless Settings

CHANGE PAPERLESS SETTINGS

Paperless: Instead of receiving a paper copy of your W2 or other tax document, you will instead receive an email notification when your tax document is ready to be viewed.

Environmental Friendly: Reducing paper consumption has a positive impact on sustainability.

Organization: How many times have you misplaced your tax documents? Paperless tax documents decrease clutter in your home and you always know where they are.



Email: 

Paperless Settings

Do you want to enable paperless tax documents?

I consent to receive my W2 or other tax documents electronically each year. I understand that I will not receive a paper copy unless I change my paperless preference on this website.

Cancel

Confirm

r other tax
hen your tax



----- MAIN MENU

 Tax Documents

 Company Codes

 **Paperless Settings**

 Profile

 Logout



Paperless Settings

Paperless Settings have been updated

 **CHANGE PAPERLESS SETTINGS**



Paperless: Instead of receiving a paper copy of your W2 or other tax document, you will instead receive an email notification when your tax document is ready to be viewed.

Environmental Friendly: Reducing paper consumption has a positive impact on sustainability.

Organization: How many times have you misplaced your tax documents? Paperless tax documents decrease clutter in your home and you always know where they are.

Email

