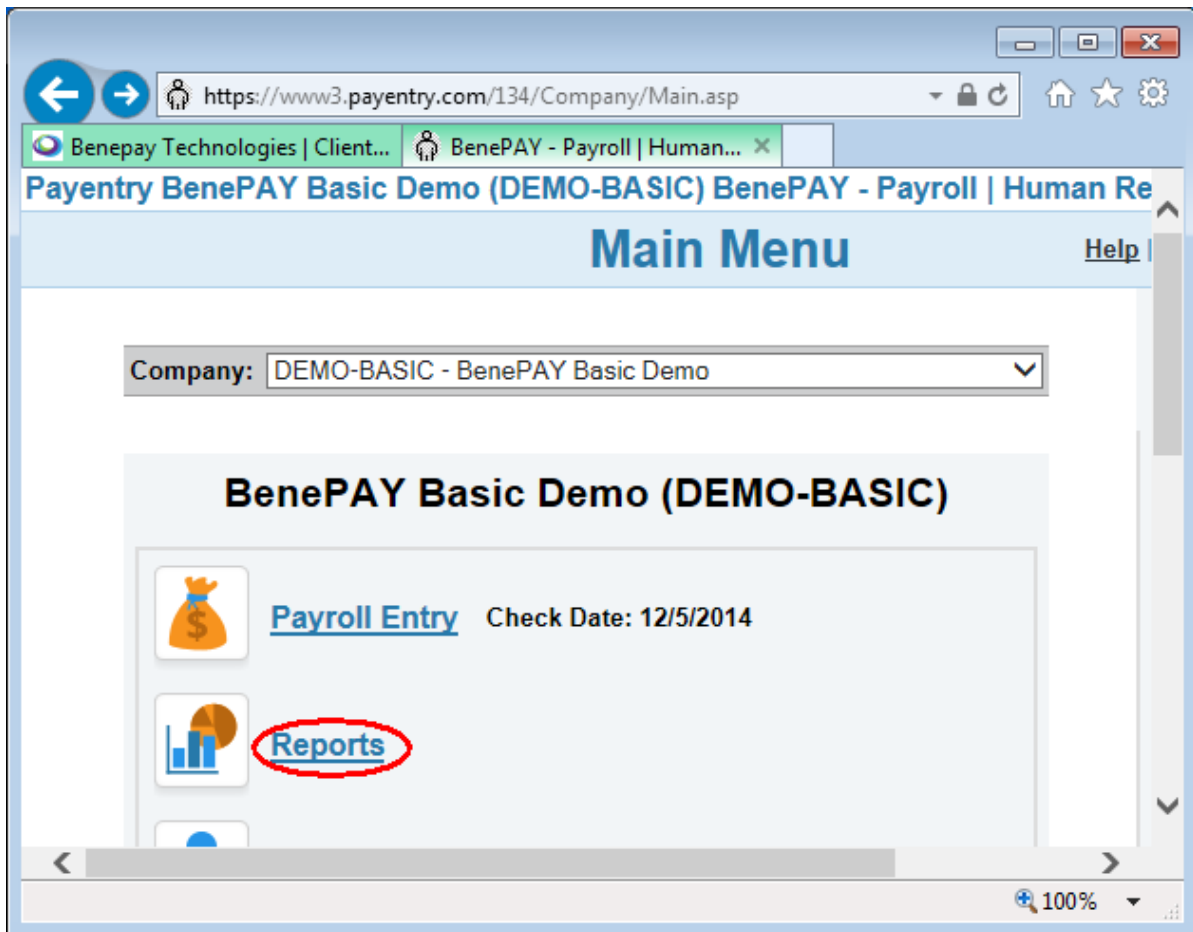


[Instructions For W-2 Verification on Payentry.com](#)

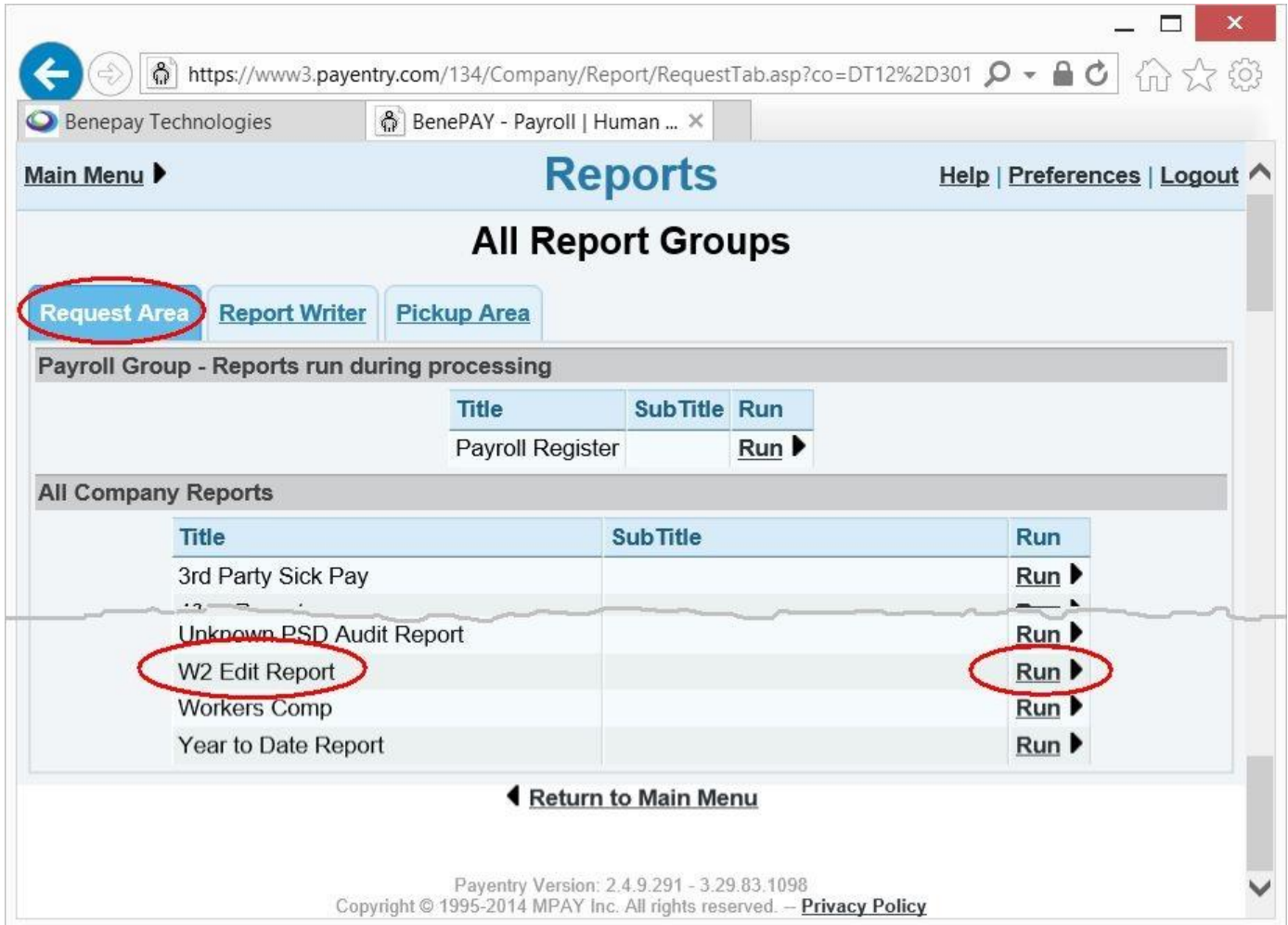
Please follow the steps below and do not hesitate to contact your Client Service Representative for any additional assistance if needed.

Login to [payentry.com](https://www.payentry.com/134) at <https://www.payentry.com/134>

From the Main Menu choose Reports



From the Reports Request Area select Run on the report titled "W2 Edit Report"



The screenshot shows a web browser window with the URL <https://www3.payentry.com/134/Company/Report/RequestTab.asp?co=DT12%2D301>. The page title is "Reports" and it includes navigation links for "Main Menu", "Help", "Preferences", and "Logout".

Under the heading "All Report Groups", there are three tabs: "Request Area" (circled in red), "Report Writer", and "Pickup Area".

The "Request Area" tab displays a table of reports. The first section is "Payroll Group - Reports run during processing" with one entry: "Payroll Register" with a "Run" button.

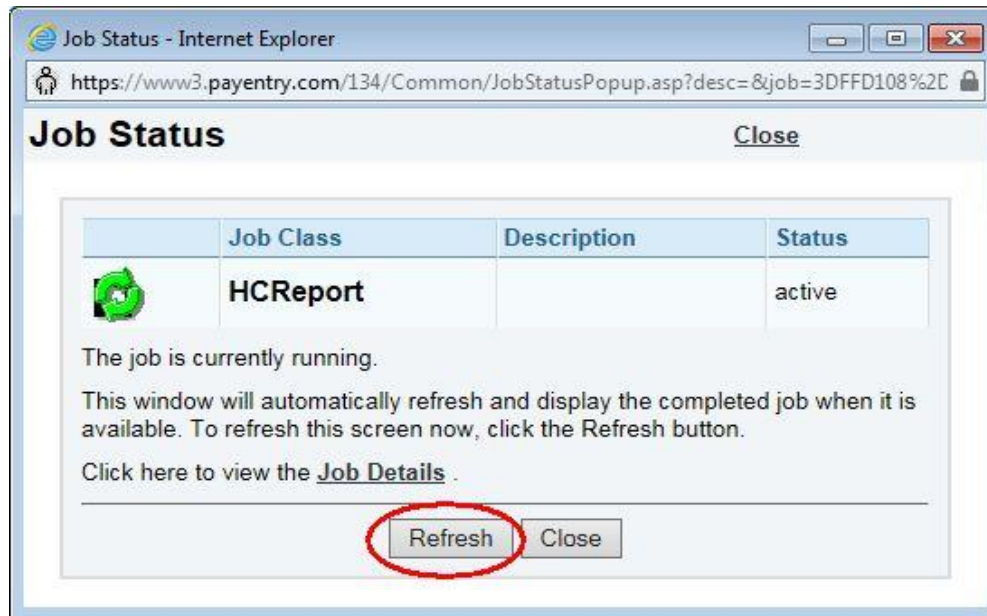
The second section is "All Company Reports" with the following table:

Title	SubTitle	Run
3rd Party Sick Pay		Run ▶
Unknown PSD Audit Report		Run ▶
W2 Edit Report		Run ▶
Workers Comp		Run ▶
Year to Date Report		Run ▶

The "W2 Edit Report" title and its corresponding "Run" button are circled in red.

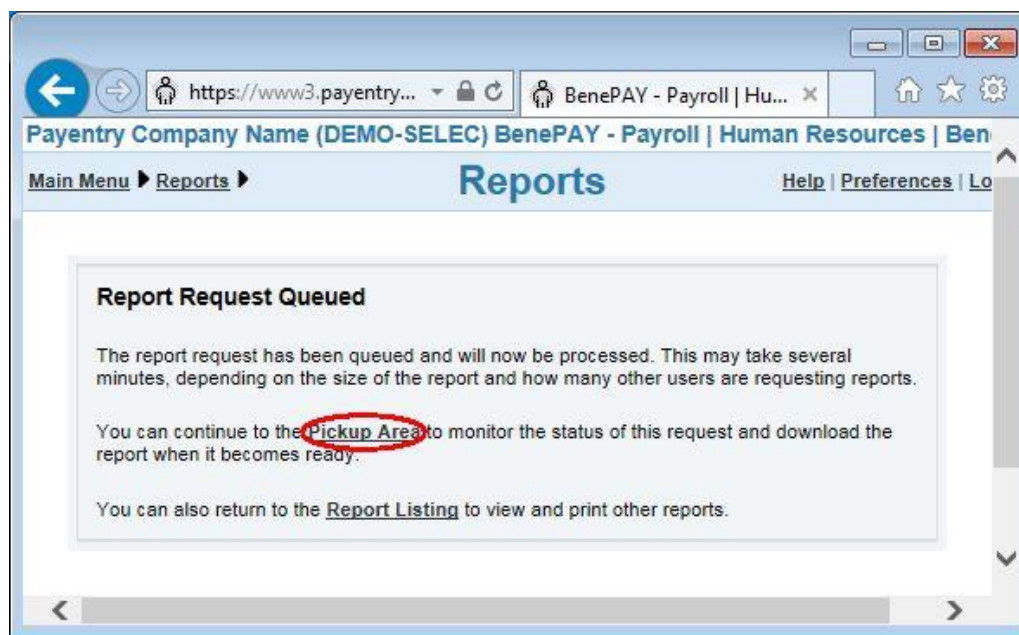
At the bottom of the page, there is a "Return to Main Menu" link and footer information: "Payentry Version: 2.4.9.291 - 3.29.83.1098" and "Copyright © 1995-2014 MPAY Inc. All rights reserved. - Privacy Policy".

Once you have done so you will either see a pop up window indicating that the Job Status for the report is actively running (refresh and the report should display on your screen).



OR

If you have pop-ups blocked you may see the Report Request Queued page. Click the Pickup Area link.



If the report is queued or if you want to retrieve it later, you can use the Pickup Area to download the report within 24 hours. Click the Download link on the report row.



As you proof your report, make any necessary changes in the Employee Information area in order to ensure W-2 accuracy.

*****PLEASE MAKE ALL CHANGES BEFORE YOU PROCESS YOUR LAST PAYROLL FOR THE YEAR *****