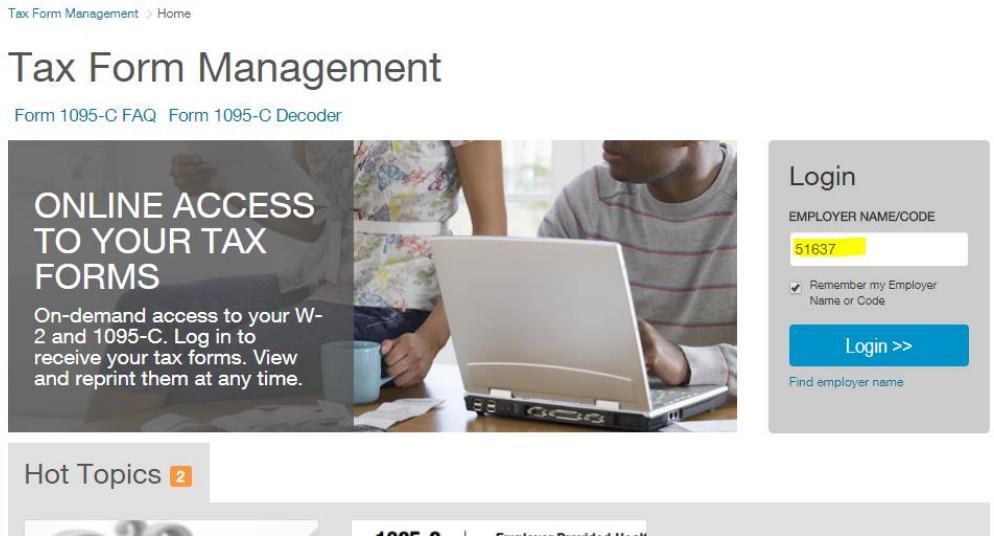


For users that have already consented to online forms but have not yet created a User ID.

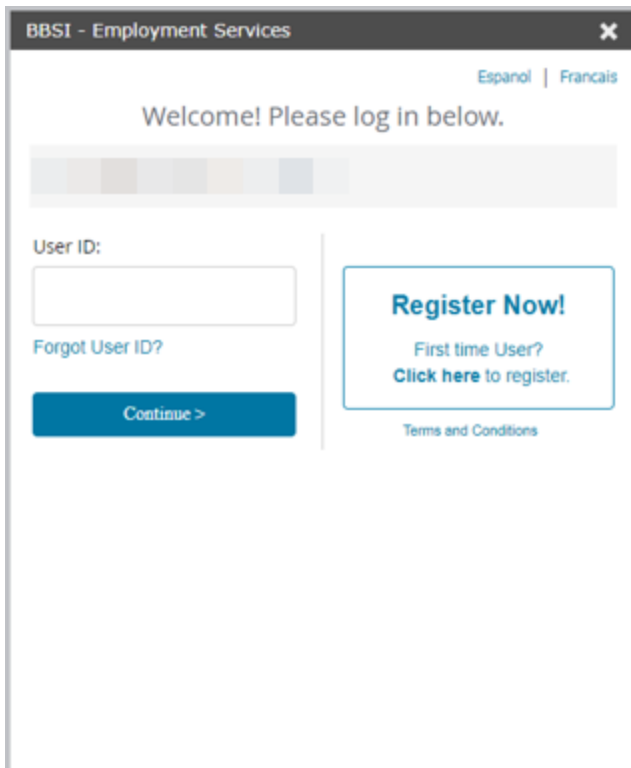
NOTE: If you have consented to receive your forms electronically last year, you will NOT need to elect again for 2019

If you are having technical issues, please contact Equifax at 1-877-325-9239. If you are locked out of your Equifax account, please contact 1-360-828-0680, Option 1 (Payroll Support)

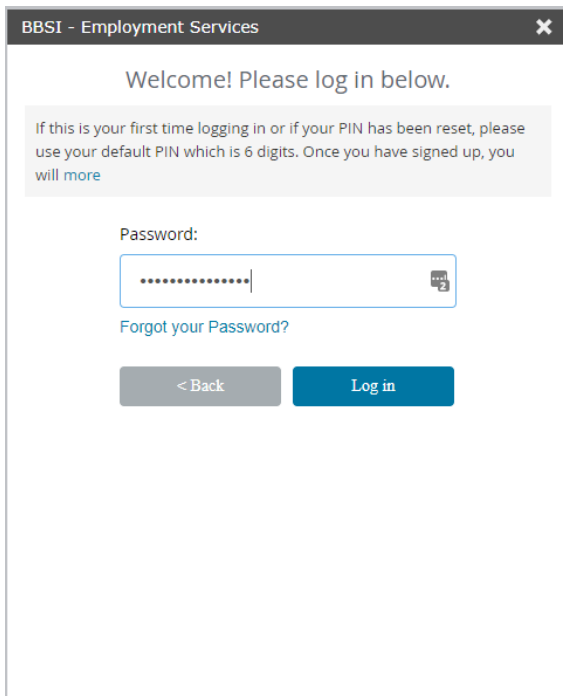
1. Go to www.mytaxform.com. Enter either 51637 or BBSI in the Employer Name/Code field



2. Enter your full SSN in the User ID field

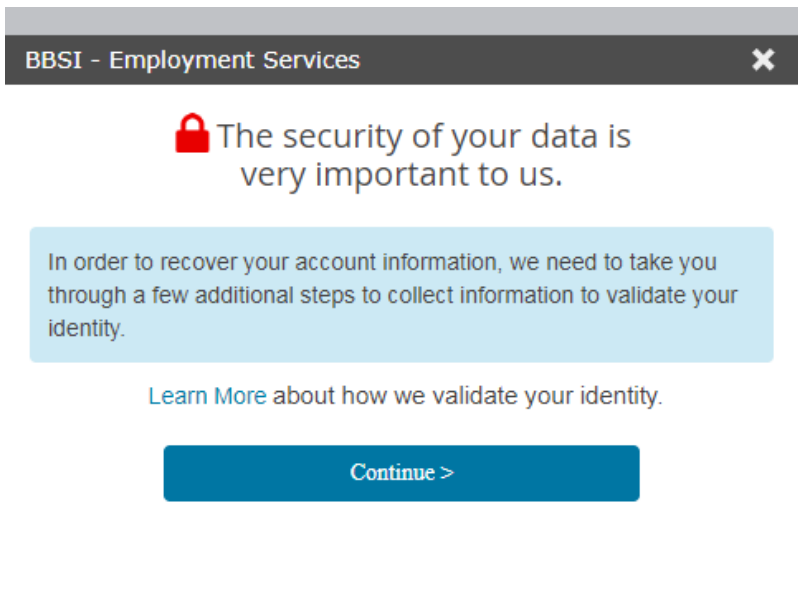


3. Enter your password. If you do not know it, you need to press [Forgot your Password?](#) And go through the verification process. Contact your employer if you need to update your email and phone number for verification.



The screenshot shows a web browser window titled "BBSI - Employment Services". The page content includes a header "Welcome! Please log in below." followed by a grey box with instructions: "If this is your first time logging in or if your PIN has been reset, please use your default PIN which is 6 digits. Once you have signed up, you will more". Below this is a "Password:" label and a text input field containing ten dots. To the right of the input field is a small icon of a document with the number "2". Underneath the input field is a blue link "Forgot your Password?". At the bottom are two buttons: a grey "< Back" button and a blue "Log in" button.

4. Press Continue



The screenshot shows a web browser window titled "BBSI - Employment Services". The page content includes a red padlock icon followed by the text "The security of your data is very important to us." Below this is a light blue box with the text: "In order to recover your account information, we need to take you through a few additional steps to collect information to validate your identity." Underneath the box is a blue link "Learn More about how we validate your identity." At the bottom is a large blue button with the text "Continue >" and a right-pointing arrow.

5. Enter your personal info in order to be verified

BBSI - Employment Services

Let's get started.

Please provide your personal information below. This information will only be used to help us verify your identity. [Learn More](#)

First Name *

Please enter first name.

Last Name *

Please enter last name.

Last 4 SSN *

 [Have a SIN?](#)

Date of Birth *

[Continue >](#)

[Terms and Conditions](#)

BBSI - Employment Services

Thanks, now a bit more information...

Please provide your address. This information will be used to establish your account and help verify your identity. [Learn More](#)

Country *

United States

Home Address *

Address required

City *

City required

State * Zip *

CA |

Zip required

[< Back](#) [Continue >](#)

BBSI - Employment Services

How can we reach you?

Please provide your personal contact preferences. This information will be used to verify your identity and help with login if you forget your Password in the future. Please ensure the information provided is readily accessible as it may be used for delivery of a one-time passcode. [Learn More](#)

Personal Phone * Why?

Phone number required

[Add Another](#)

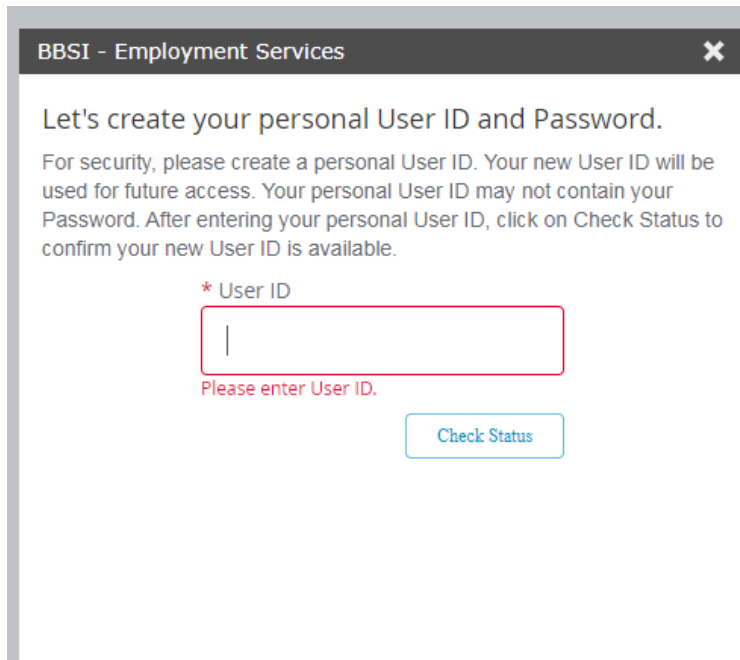
Email Address * Why?

[< Back](#) [Continue >](#)

[Terms and Conditions](#)

Note: If the system cannot validate you, please contact your employer to verify that your name, address, SSN, phone, and email are correct.

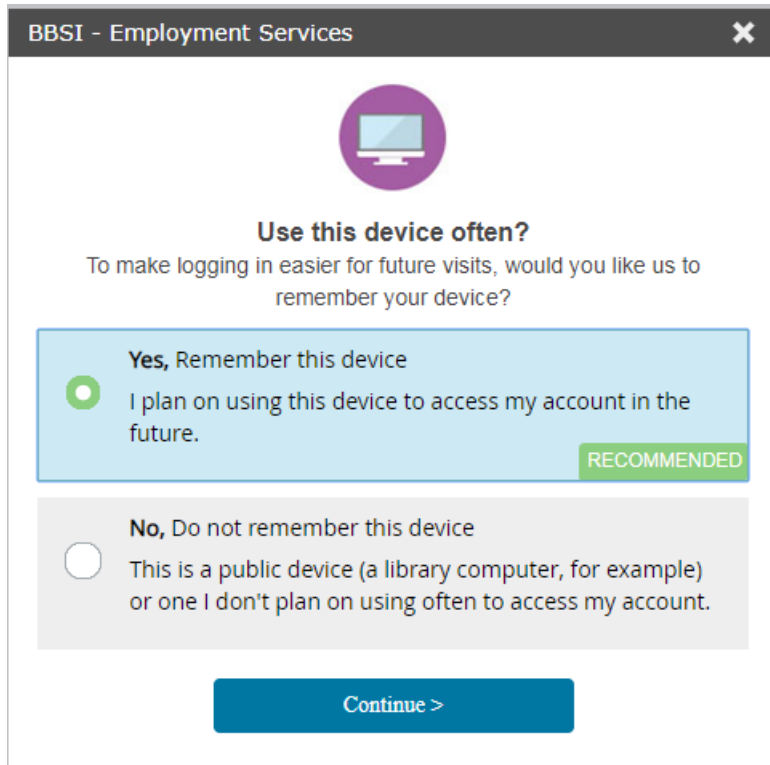
6. Create a user ID



The screenshot shows a web browser window titled "BBSI - Employment Services". The main heading is "Let's create your personal User ID and Password." Below this, a paragraph explains that for security, a personal User ID should be created, which will be used for future access and should not contain the password. It instructs the user to click "Check Status" to confirm the User ID is available. There is a red asterisk next to the "User ID" label. A text input field is present with a vertical cursor. Below the field, a red error message reads "Please enter User ID." A blue "Check Status" button is located at the bottom right of the form area.

7. Create a new password if it asks for you to update it

8. If you are on a private device, you can select to remember this device



The screenshot shows a web browser window titled "BBSI - Employment Services". At the top center is a purple circular icon containing a computer monitor. Below the icon is the heading "Use this device often?" followed by the question: "To make logging in easier for future visits, would you like us to remember your device?". There are two radio button options. The first option, "Yes, Remember this device", is selected and highlighted with a light blue background. It includes the text "I plan on using this device to access my account in the future." and a green "RECOMMENDED" badge. The second option, "No, Do not remember this device", is unselected and has a light gray background. It includes the text "This is a public device (a library computer, for example) or one I don't plan on using often to access my account." At the bottom center is a blue "Continue >" button.

9. Your forms should show on your Dashboard (If not, follow the below steps)

Note: You should be able to retrieve your 2019 W-2 electronically by January 17, 2020.

The screenshot shows the BBSI Dashboard with a sidebar menu on the left containing: Home, Tax Forms, My Account, WebManager, and Help Center. The main content area is titled "RECENT TAX FORMS" and displays two tax forms for the year 2017:

W-2	2017		1095-C	2017	
BBSI			BBSI		
EIN	520812977		EIN	520812977	
Posted Date	01/23/2018		Posted Date	01/23/2018	
VIEW DETAILS			VIEW DETAILS		

Below the table are buttons for: Download, View, Postal Mail, and Fax.


10. Go to My Account

The screenshot shows the BBSI Dashboard with the "My Account" menu item highlighted in the sidebar. The main content area is titled "RECENT TAX FORMS" and displays a message:


Information! No tax forms are currently available.

11. Under Delivery Selections, mark each box to retrieve your forms electronically and press Receive Forms Online

DELIVERY SELECTIONS



W-2
Paper Copy By Mail




1095-C
Paper Copy By Mail

Remove online delivery


Receive forms online

LOGIN & SECURITY

DELIVERY SELECTIONS



W-2
Paper Copy By Mail



1095-C
Paper Copy By Mail


Remove online delivery

Receive forms online


12. Check the box to consent online delivery

Consent for Online Delivery ✕


Important Disclosures
Consent changes will be applied to W-2, 1095-C




You must consent to receive your form online.



By consenting, you will no longer receive a paper form.



Your form will be delivered online going forward.



You may remove your consent for online delivery at anytime.

By consenting to receive your form online, you will not receive paper forms from your employer. Your consent will remain in effect until you withdraw it. You must read the [Electronic Tax Form Disclosures](#) document before accepting the terms.

I understand and accept the terms for consenting for online tax form delivery.

CANCEL

ACCEPT & CONTINUE

13. Confirm your contact information on the next screen.

14. Close the box that confirms your consent

15. Click on Tax Forms and your forms should now be available online.

Hide

Home

Tax Forms

My Account

WebManager

Help Center

Tax Forms

Home / Tax Forms

All tax years

All tax documents

W-2	2017		1095-C	2017	
BBSI			BBSI		
EIN	520812977		EIN	520812977	
Posted Date	01/23/2018		Posted Date	01/23/2018	
VIEW DETAILS			VIEW DETAILS		

< < 1 > >