



E-PRINTVIEW Instructions for Employees

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W-2 Reissue Retrieval

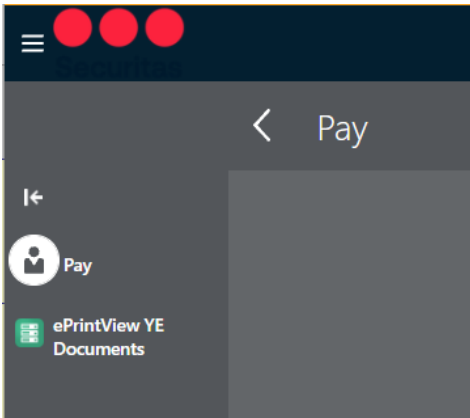
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Employee Login Process

Logging On:

Using a Web browser, go to www.eprintview.com

You may also obtain the website link from Employee Direct Access, <https://da.securitasinc.com>, go to 'Me' then 'Pay' and click on ePrintView YE Documents on the top left corner

A screenshot of the ePrintview website's login page. At the top left is the ePrintview logo. At the top right are links for 'Privacy Policy' and 'Help'. Below the logo is a banner for 'Online Tax Forms and Pay Stubs' with a sub-headline 'Securely delivering online forms and additional year-end services' and an image of tax forms. The main content area is divided into two columns. The left column contains 'Login Information' (instructions on how to log in), 'Login Questions' (instructions on how to get help), and a 'WhiteHat Security' logo. The right column contains a login form with fields for 'Login ID', 'Password', and 'Employer PIN', radio buttons for 'Country' (US Forms selected, Canadian Forms unselected), a 'Forgot Password?' link, and a 'Log In' button. Below the form is a disclaimer: 'By logging into this web site I am accepting the terms and conditions of this disclaimer. Click here to view the information.' and a note '* = required'.

Enter the Login ID: Your Social Security Number with no dashes.

Enter your password; your birth date formatted as follows MMDDYY (no dashes), if you have previously changed your password please use that one.

Enter the Securitas Employer Pin 1645

Click the ‘Log In’ button.

First Time Users of ePrintview will see the following screen:

ePrintview [Home](#)

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Change Password

[Click here for tips on changing your password](#)

You must change your default password prior to initially logging in. Please complete the below required information.

*New Password:

*Confirm New Password:

Challenge Questions & Answers

Answering the challenge questions below will allow you to reset your password in the event that you forget it.

Select one of the questions from each of the two drop down lists below to which you think no one else is likely to know the answer. Then provide responses you can remember later and repeat your responses to sure accuracy.

Your response is not case sensitive. (e.g., while "SuperSatellite", "SUPERSATELLITE" and "supersatellite" are equivalent, "Super-Satellite" and "SuperSatellite" are not).

Create or Update Challenge Questions

* Challenge 1:

* Answer:

* Confirm Answer:

* Challenge 2:

* Answer:

* Confirm Answer:

Change Email Address

* Primary Email:

* Re-enter Primary Email:

Please Note: You are **not** required to enter a secondary email address. This email address may be used if you forget your password.

Secondary Email:

Re-enter Secondary Email:

* = required

Enter a new password and confirm the new password. The password must be 8-20 characters. There is assistance on creating this password if you click the link to the left, ‘click here for tips on changing your password’

Create or Challenge Questions – see the next page (4) for details.

Enter a Primary Email and reenter the email address. This will be used to send an email if you forget your new password upon logging in again

Enter the Secondary Email Address. (Optional)

Click on Change Password

Challenge Questions

Answer the two Challenge questions. The Challenge Questions will allow you to reset your password online in the event you forget it.

Create or Update Challenge Questions

* Challenge 1:

* Answer:

* Confirm Answer:

* Challenge 2:

* Answer:

* Confirm Answer:

Enter the answer to the first challenge questions and enter again to confirm your answer.

Enter the answer to the second challenge questions and enter again to confirm your answer.

Listed below are the Challenge Question options:

- What is your mother's maiden name?
- What is your father's middle name?
- What was the name of the first school you attended?
- What is the name of your favorite pet?
- Who was your first employer?
- What is your favorite movie?
- Who is your favorite author?
- Who is your favorite athlete?
- Who is your favorite band or artist?
- In what city were you born?
- Other secret phrase?
- What is your birthdate?
- Select challenge question

Users who had previously logged into ePrintview, but not answered the Challenge Questions, will see the following screen:

ePrintview [Home](#)

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Update Challenge Question and Answer

Setup Challenge Questions and Answers

In order to better protect your e-PRINTVIEW account, it is recommended that you setup a Challenge Question. This Challenge Question will be used to help verify your identity when resetting your password in the event you forget it.

Select one of the questions from the drop down list below to which you think no one else is likely to know the answer. Then provide a response you can remember later and repeat your response to ensure accuracy.

Your response is not case sensitive. (e.g., while "SuperSatellite", "SUPERSATELLITE" and "supersatellite" are equivalent, "Super-Satellite" and "SuperSatellite" are not).

Challenge 1:

Answer:

Confirm Answer:

Challenge 2:

Answer:

Confirm Answer:

Please answer the two Challenge questions. The Challenge Questions will allow you to reset your password online should you forget it.

Passwords – What if I forget my Password?

The first time you log into eprintview.com, you will update to a secure Password of your choice. If you forgot your password, you now have two options available to reset your password.

Option #1:

Click ‘Forgot password?’ on the login screen and the below screen will display:



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Forgot Password

Enter Account Information

* Login ID:

* Employer PIN:

* Country:

US Tax Forms

Canadian Tax Forms

* = required

Enter your SSN (no dashes) as your Login ID and 1645 for the Employer Pin.

Click “Next”

You can now select a method to reset your password.

If you choose to have a new password sent to your email address. Click on the email radio button and then click on the “next” button.

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Forgot Password

*Select a method to reset your password:

- Email:** An email with a link to reset your password will be sent to your primary email address.
Note: If no email address is on file, this option is not available.
- Security Questions:** Answer the security questions you selected to secure your account.

Next

Cancel

You will then receive a message stating that a “password reset” email has been sent to your email address on file.



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Forgot Password

Password Reset Email Sent

Thank you. A link to reset your password has been sent to the email address listed below:

Important: The link will expire in 3 hours.

Go into your email and there should be an email with the below detail.

Click on the “Reset Password Link”.

This link will direct you immediately back to the ePrintview Reset Password page.

This email was sent in response to your request to reset your password.

Please click the link below to reset your password:

[Reset Password Link](#)

Note: This link can only be used once and will expire 3 hours from when this email was sent.

Thank you,

SECURITAS INC.

Generated by [e-PRINTVIEW](#)

Please do not reply to this message directly. If you experience any problems or have a question, please select the e-PRINTVIEW help link.

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Reset Password

Enter Account Information to Reset Password

* Login ID:

* Employer PIN:

* Country: US Tax Forms
 Canadian Tax Forms

[Click here for tips on changing your password](#)

* New Password:

* Confirm New Password:

Reset Password

On this page, enter:

Login ID
SSN(no dashes)
Employer PIN: 1645
US Tax Forms

Enter a new Password, Confirm the new password, and click on the “reset password” button

You will then receive a “Forgot Password Confirmation”.

Forgot Password Confirmation

You have successfully reset your password you may now use your new password to login to eprintview.com. You will be receiving an email shortly at with the subject line "ACCOUNT CHANGE REQUEST". Please keep all password information confidential.

[Return to login page.](#)

On this page, click on the “return to login page”.

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Login Information

To give consent or to retrieve your forms online, please log in using your ID, Password and Employer PIN.

For first time users, login information is assigned by your employer.

Login Questions

Please contact your employer if you're unsure what to use for your ID, Password or Employer PIN. For security purposes, e-PRINTVIEW technical support cannot assist you with login information.



* Login ID:

* Password:

* Employer PIN:

* Country: US Forms
 Canadian Forms
[Forgot Password?](#)

By logging into this web site I am accepting the terms and conditions of this disclaimer. [Click here](#) to view the information.

* = required

On this page, enter your:

Login ID: SSN (no dashes)

New Password

Employer Pin: 1645

Click on “Log in” and proceed to page 15 of these instructions.

Option #2:

If you choose to reset your password using the security questions, on the “Forgot Password” page, click on the Security Questions radio button and the “next” button.



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Forgot Password

***Select a method to reset your password:**

- Email:** An email with a link to reset your password will be sent to your primary email address.
Note: If no email address is on file, this option is not available.
- Security Questions:** Answer the security questions you selected to secure your account.

Next Cancel

Your security questions will then be available for you to answer.



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Forgot Password

Reset Password Online

By answering your challenge questions correctly you can reset your password online.

Challenge Question 1: **What is your mother's maiden name?**

* Challenge Answer:

Challenge Question 2: **What is your father's middle name?**

* Challenge Answer:

[Click here for tips on changing your password](#)

* New Password:

* Confirm New Password:

Reset Password

* = required

After you answer the questions correctly, you can enter and confirm a new password. Click on the “reset password” button.

You will then receive a “Forgot Password Confirmation” page.

Forgot Password Confirmation

You have successfully reset your password you may now use your new password to login to eprintview.com. You will be receiving an email shortly at with the subject line "ACCOUNT CHANGE REQUEST". Please keep all password information confidential.

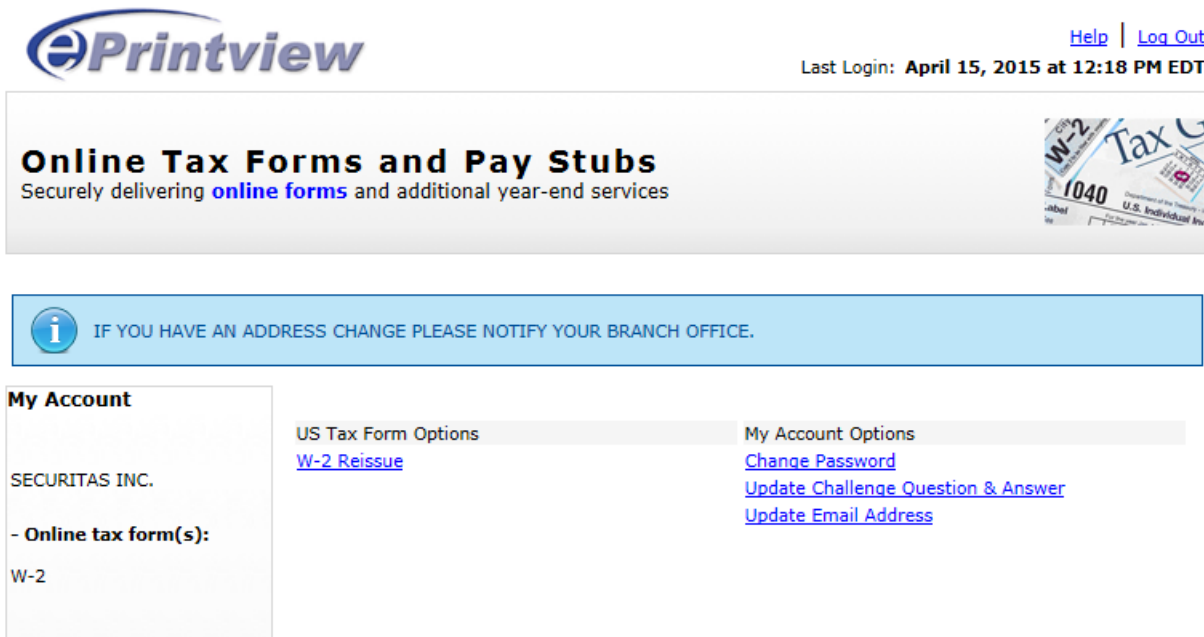
[Return to login page.](#)

Click on the “return to login page” and log back in with your:

Login ID (SSN – no dashes)
New Password
Employer Pin – 1645

My Account Page

Upon a successful log in you will be brought to ‘My Account’ page which will allow you to reissue your W-2 Statement, ‘W-2 Reissue’



ePrintview [Help](#) | [Log Out](#)
Last Login: **April 15, 2015 at 12:18 PM EDT**

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IF YOU HAVE AN ADDRESS CHANGE PLEASE NOTIFY YOUR BRANCH OFFICE.

My Account
SECURITAS INC.
- **Online tax form(s):**
W-2

US Tax Form Options
[W-2 Reissue](#)

My Account Options
[Change Password](#)
[Update Challenge Question & Answer](#)
[Update Email Address](#)

There are several other options:

Change your password.

Update your 2 Challenge Question & Answer.

Update your email address or addresses.

W-2 Reissue - Print

ePrintview Home | Log Out

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Process W-2 Reissue

[Click here if you are missing a tax form or year](#)

PROCESS W-2 REISSUE FOR TAX YEAR

*Select a Tax Year **Select Year**

Current Employee Address

First/ MI/ Last Name: JOHN A DOE
Street Address: 1234 MAIN STREET
Location Address:
City/State/Zip: LOUVILLE, CA 90120

***Reason For Reissue**

Misplaced Tax Form
 Never Received Tax Form
 Other

Continue to View/Print Email

* = required

To obtain a copy of a W-2 from prior years, click the 'W-2 Reissue' link.

This W-2 Reissue option will allow you to get a reprint of a previous year's W-2 Statements. W-2s for 2014 through 2021 are available through ePrintview.

Print W-2 reissue:

1. Select your W-2 form year for a reissue by clicking the drop down arrow.
2. Choose the radio button for the Reason for W-2 Reissue.

3. You can select either the 'Continue to View/Print' or 'Email'.

W-2 Reissue Print (Continued)

If you selected the 'Continue to View/Print' option, you will be advanced to the 'Print W-2 Reissue' page.

The screenshot shows the 'Printview' website interface for printing W-2 forms. The main heading is 'Print W-2 Reissue'. The user's name is 'JOHN A DOE'. There are two dropdown menus: 'W-2 form year' and 'W-2 form years online'. A red callout bubble points to the 'W-2 form years online' dropdown with the text 'Select Year'. Below the dropdowns are 'Printing Instructions' and a 'Please Note' section. At the bottom, there are two buttons: 'W-2 Form (s)' and 'W-2 form'.

To Print W-2 Reissue:

1. If Adobe Acrobat Reader Version 4.0 or higher is not already installed, click the link to download a free copy.
2. Click the Highlighted link '2021 W-2 form' to view and print the W-2. If you have more than one 2021 W-2 Statements, click the additional links that read 2nd 2021 W-2 form, Etc. This will allow you to view and print your additional W-2s.

3. If you have a corrected W-2 (W-2C), click the highlighted link '2021 W-2C' to view and print.
4. You can also print a prior year W-2 from this screen, by selecting 'W-2 form years online' and selection the year in the drop down menu.

W-2 Reissue Print (Continued)

If you clicked the '2021 W-2 Form' link, Adobe Acrobat will automatically launch and open the W-2 Reissue as a PDF file.

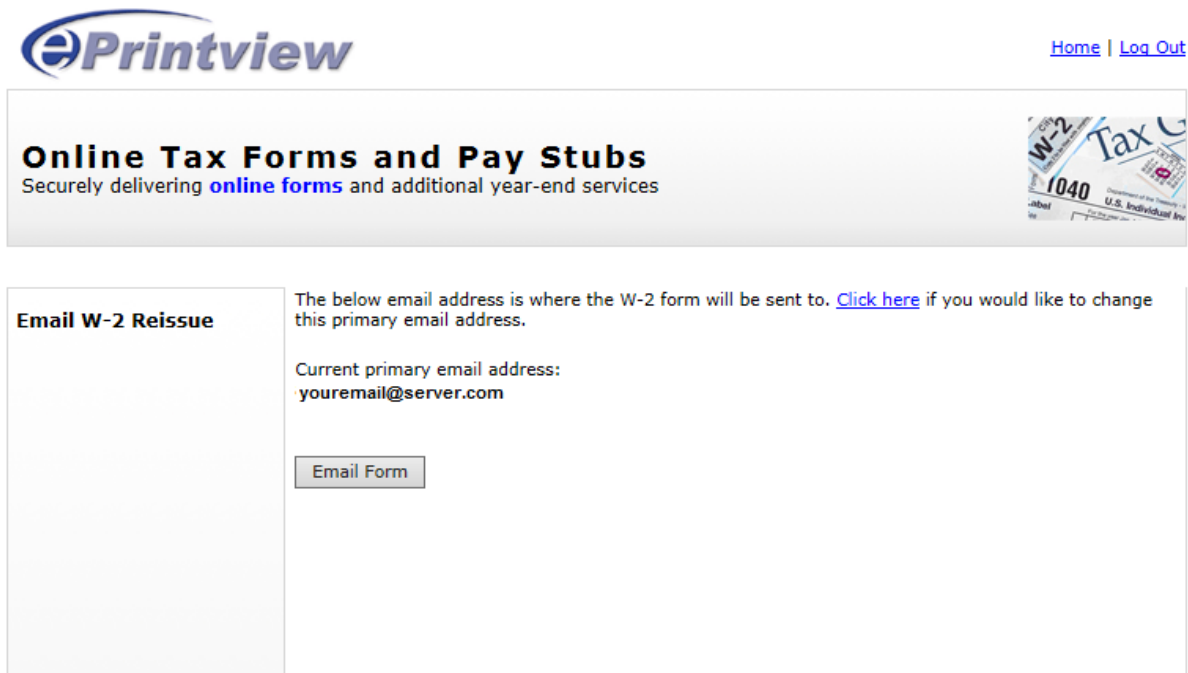
| Copy B-To Be Filed With Employee's FEDERAL Tax Return. | | | Form W-2 Wage and Tax Statement | | OMB No. 1545-0048 |
|--|--|--|--|---|---|
| 1 Wages, tips, other comp. 45504.20 | | | 2 Federal income tax withheld 5297.80 | | |
| Employee's SSN 123-45-6789 | | | 3 Social security wages 45504.20 | | 4 Social security tax withheld 1591.71 |
| Employer ident. No. (EIN) 00-0000000 | | | 5 Medicare wages and tips 45504.20 | | 6 Medicare tax withheld 488.21 |
| Employer's name, address, and ZIP code REISSUED STATEMENT SECURITAS SECURITY SERVICES INC 4330 PARK TERRACE DRIVE WESTLAKE VILLAGE, CA 91361 | | | | | |
| Control number 126V61C941 | | | | | |
| Employee's first name and initial Last name Suffix JOHN A DOE 1234 MAIN STREET LOUVILLE, CA 90210 | | | | | |
| Employee's address, and ZIP code | | | | | |
| 7 Social security tips | | 8 Allocated tips | | 9 Advance EIC payment | |
| 10 Dependent care benefits | | 11 Nonqualified plans | | 12a code (see instr. for box 12) | |
| 13 Statutory employee <input type="checkbox"/> | | Retirement plan <input type="checkbox"/> | | Third-party sick pay <input type="checkbox"/> | |
| 14 Other | | | | 12b code | |
| | | | | 12c code | |
| 15 State (Employer's state ID no.) | | 16 State wages, tips, etc. | | 17 State income tax | |
| AL | | 0000389731 | | | |

Click the printer icon on the Acrobat Readers or you can save the document.

Note: The second page of this file is the W-2 Form Instructions found on the back of a W-2 form.

W-2 Reissue Email

If you selected the 'Email Form' option, you will be advanced to the 'Email W-2 Reissue' page.



ePrintview [Home](#) | [Log Out](#)

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Email W-2 Reissue

The below email address is where the W-2 form will be sent to. [Click here](#) if you would like to change this primary email address.

Current primary email address:
youremail@server.com

To Email W-2 Reissue:

1. The primary email selected after first log on will appear as this is the email where the W-2 will be sent.
2. If the email listed is correct, click the 'Email Form' button.
3. If there is a different primary email, click on 'Click here'.

W-2 Reissue Email (Continued)

Updating the Email address



[Home](#) | [Log Out](#)

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| | |
|--------------------------|---|
| Email W-2 Reissue | <p data-bbox="397 798 641 819">Use primary email address on file</p> <p data-bbox="397 823 560 844">Current Primary Email: ,youremail@server.com</p> <p data-bbox="397 846 592 867">*Enter new primary email:</p> <p data-bbox="397 869 625 890">*Re-enter new primary email:</p> <p data-bbox="397 903 576 924">Current secondary email:</p> <p data-bbox="397 926 609 947">Enter new secondary email:</p> <p data-bbox="397 949 625 970">Re-enter new secondary email:</p> <p data-bbox="397 972 1096 1008">Please Note: The secondary email address is not required. The W-2 form will only be sent to the primary email address.</p> <p data-bbox="397 1039 511 1071"><input type="button" value="Email Form"/></p> <p data-bbox="397 1102 511 1123">* = required</p> |
|--------------------------|---|

If you have a new email, enter your new primary email address in the field provided and reenter to confirm this email.

You will receive an email confirming this update:

Thank you for successfully completing your email change request.

Your primary email address has been updated.

At e-PRINTVIEW we care about your security, so for your protection we are proactively notifying you of this activity. If you do not recognize this change in your account, please contact e-PRINTVIEW by selecting the help option.

Please remember to keep all sensitive information confidential.

Thank you,

SECURITAS INC.

Generated by [e-PRINTVIEW](#)

Please do not reply to this message directly. If you experience any problems or have a question, please select the e-PRINTVIEW help link.

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A Secondary Email Address can be entered, but the W-2 will be sent only to the Primary email.

To Email W-2 reissue:

Upon clicking the 'Email Form' button, you will be advanced to the 'Email W-2 Reissue Confirmation' page.

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Email W-2 Reissue Confirmation



Your W-2 form has been sent to **you@email@server.com** This email will be arriving shortly from e-PRINTVIEW with the subject line "HIGH IMPORTANCE - IMPORTANT TAX RETURN DOCUMENT AVAILABLE".



IMPORTANT NOTE:

Your W-2 form is password protected. You will be prompted to enter your e-PRINTVIEW login password when opening your PDF forms.

After receiving the Thank You message above, your W-2 form as a PDF will be emailed within seconds.

You will need you ePrintview password to open the PDF document.

If finished, close your browser. Otherwise, you may click the Home link to return to the My Account' page.