

Dear Valued Customer,

All employees with an email address on file will be sent an email by the 2nd week of January asking them to click a link to consent to receive their W2 electronically. Some employees might be hesitant to click the link for fear that it might be a phishing scam. We ask that you please let them know that the link is legitimate and that if the employees click the link they will be able to view, download, and print their W2 immediately. Below are step by step instructions on how to view W2s as well as an example email that was sent to employees.

If you have any questions please contact the ESSG W2 Helpline.
(952) 767-5819 (voicemail only)
w2@employersolutionsgroup.com (faster response time)

Steps to receive electronic W2 are as follows:

1. Click the link in the email (employees should use the link in the original email. The link below is an example) <http://essg.greenemployee.com>.
2. They will need to create a login using their email address and create a secure password to login.
3. Once they consent to receive their W2 they will immediately have the option to view, download, and print their W2.

From: [<mailto:NoReply@GreenEmployee.com>]

Subject: RECEIPT: Employer Solutions Staffing Group Employees - View Your W-2 Online

Dear Employer Solutions Staffing Group Employee,

This year our W-2 forms will be available online. You can view your W-2 at
<http://essg.greenemployee.com>

To log in you will need to know your Last Name and your custom password OR your Social Security Number. You will be asked to consent to receive an electronic W-2 in place of a paper W-2, and a verification code will be generated that you will need to type in. Once you have consented to receive your W-2 electronically only, you will not receive a paper copy, but you may log in and re-print the electronic copy as many times as you need to.

If you do not access your W-2 this way, you will be issued a paper copy by 1/31/2017.