

U.S. Employees = Employer Code 10657

Step 1: Go to mytaxform.com and enter employer code: 10657 and select Login.

(as a best practice, click the box to remember the employer code for future logins)

Tax Form Management

W-2 1095-C Tax Tips



Login

EMPLOYER NAME/CODE

Remember my Employer Name or Code

Login >>

[Find employer name](#)

Step 2:

People Ready/TrueBlue - Employment Services ×

[Espanol](#) | [Francais](#)

Welcome! Please log in below.

User ID:

[Forgot User ID?](#)

[Continue >](#)

Register Now!

First time User?
[Click here](#) to register.

[Terms and Conditions](#)

For returning users, enter your full SSN (no dashes) in the User ID box and your date of birth (mmddyyyy), or your previous PIN in the following passcode box.

If you are not register yet: Select "Register Now" and Continue

If you are a returning user and forgot your password, select “Forgot your Password?”, as shown below:

Welcome! Please log in below.

Password:


[Forgot your Password?](#)

[< Back](#) [Log in](#)

Step 3: Acknowledge your personal information for identification purposes:

TAX FORM MANAGEMENT

People Ready/TrueBlue - Employment Services ×

 The security of your data is very important to us.

In order to recover your account information, we need to take you through a few additional steps to collect information to validate your identity.

[Learn More](#) about how we validate your identity.

[Continue >](#)

Step 4: Fill in your personal information, on file, as prompted and select Continue.

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 *

Last Name *

Last 4 SSN *



[Have a SIN?](#)

Date of Birth *

[Continue >](#)

[Terms and Conditions](#)

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 *

Home Address *

City *

State *

Zip *

[Terms and Conditions](#)

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 PIN 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?](#)

123-546-7896

Invalid phone number

[Add Another](#)

Email Address * [Why?](#)

myemal@gmail.com

< Back

Continue >

[Terms and Conditions](#)

The next screen will appear:



Step 5: Verify your account information, to receive a passcode



We'll need to send a one-time passcode to verify your account information. Please select where you would like the one-time passcode to be sent:

Phone:

*.*****7138

Send Code

None of these options work for me



We'll need to send a one-time passcode to verify your account information. Please select where you would like the one-time passcode to be sent:

Phone:

*.*****7138

Text




Voice

Send Code

None of these options work for me

[SMS Terms & Conditions](#)

Enter the one-time passcode:



The passcode was sent to *_*****

Please enter one-time pass code.
Didn't receive a one-time passcode?

Continue >

Step 6: Create a unique User Name and Password.

Select check status to see if the user name you prefer is available.

Let's create your personal User ID.

For security, please create a personal User ID. Your new User ID will be used for future access. Your personal User ID may not contain your Password. After entering your personal User ID, click on Check Status to confirm your new User ID is available.

* User ID




(minimum of 6 and maximum of 26 characters and follow prompts)

Create your password and select Save.

* New Password

Please enter New Password.

* Confirm Password



Let's

For s

used

Pass

confir

will be

tus to

Password Essentials

- ✓ Password must be 8 to 16 characters in length
- ✓ Password must have at least 3 of 4 categories:
 - Lowerc.
 - Upperc.
 - Digits (0-9)
 - Non-alphanumeric (!, \$, #, % etc.)
- ✓ Password cannot contain a User ID
- ✓ Password cannot have 9 consecutive digits
- ✓ Password cannot repeat a character more than twice in a row
- ✓ Password cannot contain []\^"'"&<>?

NEW PASSWORD

Step 7: To make it easier the next time you login, select Yes to remember this device. Otherwise, select No and then Continue.



Use this device often?

To make logging in easier for future visits, would you like us to remember your device?



Yes, Remember this device

I plan on using this device to access my account in the future.

RECOMMENDED

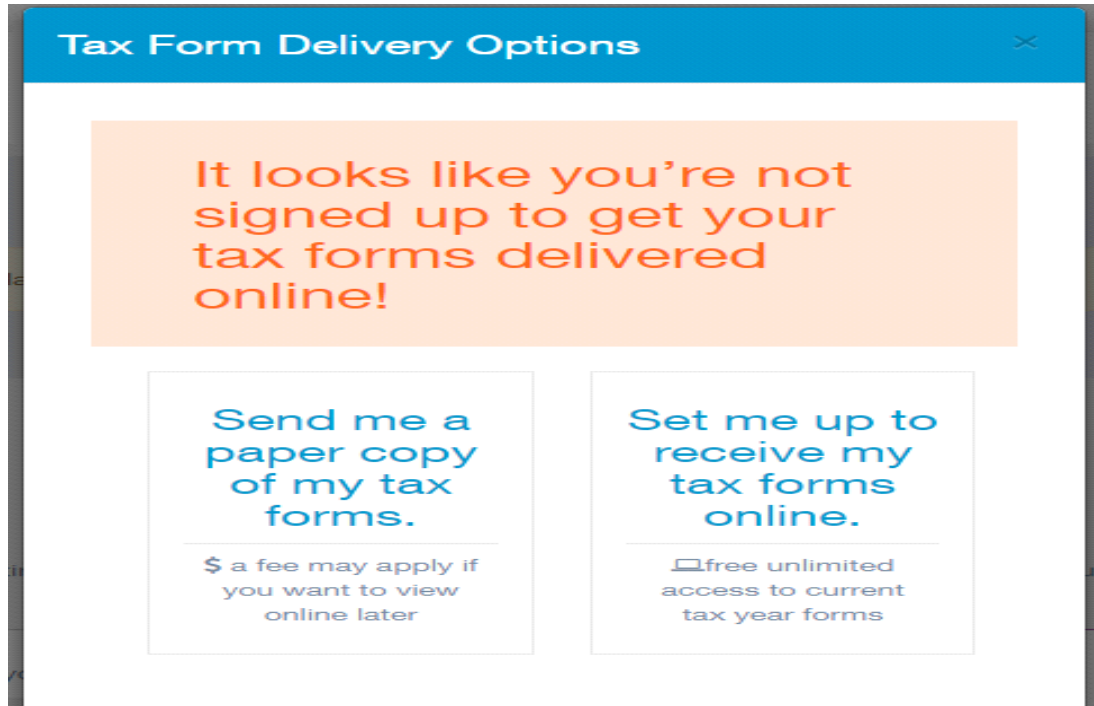


No, Do not remember this device

This is a public device (a library computer, for example) or one I don't plan on using often to access my account.

Step 8: Select W-2 Delivery Options and **Go green**.

Choose the option to receive tax forms electronically by clicking “Set me up to receive my tax forms online”. (This easy option will allow you to retrieve your W-2 securely online, as soon as W-2’s are available. Otherwise, select send me a paper copy).



Step 10: Acknowledge your consent for electronic delivery method and confirm your contact information.

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



Consent for Online Delivery

Request successfully processed

You will now receive your form online.

System Requirements:
You will need an Adobe PDF reader to view your forms.

[Test Now](#)

If you do not choose to **Go green**, your W-2 will be mailed to your last address on file.

Step 11: Click "Test Now" (Adobe PDF must be installed first to view):

✔ Request successfully processed

You will now receive your form online.



System Requirements:
You will need an Adobe PDF
reader to view your forms.

[Test Now](#)

The test page appears. Close after complete.

CONGRATULATIONS		
TEST COMPLETE		
CLOSE THIS WINDOW TO CONTINUE		
Form W-2 Wage and Tax Statement 2003-Reissued Department of the Treasury-Internal Revenue Service OMB # 1545-0008 Copy 2 To Be Filed With Employee's State, CITY or Local Tax Departments		
Form W-2 Wage and Tax Statement 2003-Reissued Department of the Treasury-Internal Revenue Service OMB # 1545-0008 Copy 2 To Be Filed With Employee's State, CITY or Local Tax Departments		
Form W-2 Wage and Tax Statement 2003-Reissued Department of the Treasury-Internal Revenue Service OMB # 1545-0008 Copy 2 To Be Filed With Employee's State, CITY or Local Tax Departments		

Close the Window, you are finished.