



Electronic W2 (eW2)

Instructions

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Accessing the eW2 Website

- From Work
 - Go to the [bcnet home page](#) and select the Benefits and Pay tab, then Pay, and then eW2.
- From Home
 - Go to Boise Cascade's website at www.bc.com, select About Boise Cascade from the toolbar, and then select For Employees. Click Pay in the center of the page and scroll down to eW2.

Registering for eW2

Step #1:

1. Click on the **eW2 link** to enter the site.
2. A **Security Alert** may appear. This is a secure connection, so click on **OK** to proceed.
3. Enter your **Employee ID** (the six-digit number found on your pay check/advice) and **choose a Password**.
 - a. The password is self-selected and not pre-assigned, so you may choose any password you wish.
 - b. **Re-enter** your password in the appropriate box.
4. Click on the box indicating you are creating an account for the first time.

5. Click the **Submit Information** button at the bottom of the page.
6. An **Auto Complete** box *may* appear. Click **No**, unless you are on your personal computer and would like the password saved.
7. When the new screen appears enter **your name** and **Social Security number**.
 - a. Make sure your first name is first and your last name is last.
 - b. **Re-enter** your Social Security number.
8. Enter the **e-mail address** where you wish to receive your eW2.
 - a. **Re-enter** your e-mail address.
 - b. You may only elect to receive your eW2 at **ONE e-mail address**. It is important you be able to access the e-mail address you choose. It is also important you have access to a printer, should you need to print your eW2.
9. Verify the option to receive your Form W-2 **via e-mail is marked**.
10. Click the **Add Account** button.
11. A screen will appear to verify a **confirmation e-mail has been sent** to the address you entered for your account. Click **Close This Window**.

Step #2:

1. Open your e-mail account and verify receipt of **e-mail confirmation from w2@billingdoc.com**.
 - a. Verifying receipt of this e-mail confirmation will ensure your eW2 is delivered to the correct e-mail address.
 - b. **If you do not receive this e-mail**, be sure to check your junk mail and spam filters.
 - i. If you do not locate the confirmation e-mail, return to the registration website to verify you entered the e-mail address correctly.
 - ii. If you continue to have problems, contact HR Services at 800 237 3459 or HR_Services@BoiseInc.com.
2. **Click on the link** provided in the e-mail confirmation.
 - a. You **MUST complete this step to receive** a Form W-2 electronically.
 - b. A screen will appear to confirm you've completed the eW2 registration process.
3. Click on the **PDF test link** that appears with the Adobe icon.
 - a. This test will ensure you can access your eW2 when it is issued.
4. A **pop-up** window will appear. Click **Start Test**.
 - a. If you have a pop-up blocker enabled, the sample Form W-2 will not open. You must **temporarily disable your pop-up blocker** in order to proceed.
 - b. Verify the sample Form W-2 opens.
 - c. Close the sample Form W-2 page by **clicking on the red X** in the top right corner of the window.
5. Return to the Test window and click **Yes or No**.

- a. If you were able to view the sample eW2, click **Yes**, then click **Close Window**.
 - b. If you were not able to view the sample eW2, click **No**, then click the link to download and install Adobe Reader.
 - i. Click **Try Again After Install**.
 - ii. Verify the sample Form W-2 opens.
 - iii. Close the sample Form W-2 page by **clicking on the red X** in the top right corner of the window.
6. The original confirmation window will remain open. If you wish to change your password or update your e-mail address at this time, **click on the link** provided. Otherwise, click **Close This Window**.

At this point you have successfully elected to receive your Form W-2 electronically. You may visit the website to change your password or update your e-mail address at any time before January 5, 2010.

Updating Your Information

The same log-in page you used to register will also allow you access to your eW2 file information. Visit the site if you wish to change your password or the e-mail address where you wish to receive your eW2.

1. **Enter the eW2** site through bcnet or www.bc.com.
2. Enter your **Employee ID** (the six-digit number found on your pay check/advice) and self-chosen **Password**.
 - a. **Re-enter** your Password.
3. Click the **Submit Information** button.
4. If you wish to change your e-mail address, **clear the old address** where it appears and **enter the new address** in both locations.
 - a. If you make a change to your e-mail address, you **MUST complete Step #2** in the registration process again.
5. If you wish to change your password, enter your **new password** in both locations at the bottom of the page.
6. If you've made changes to your information, click **Submit Changes**.
7. When you are done, always be sure to **click LOGOUT** at the bottom of the page.

You will not be able to update any information on your eW2 account **after 5:00 p.m. Mountain time on January 5, 2010**.

Retrieving Your eW2

As soon as your eW2 is available, you will receive an e-mail verification at your registered address. Follow the instructions below to access your eW2 on the website.

1. **Receive verification of eW2** availability from w2@billingdoc.com.
2. Enter the eW2 site by:
 - a. Clicking the link provided in the verification email, or
 - b. Visiting bcnet or www.bc.com.
3. Enter your **Employee ID** (the six-digit number found on your pay check/advice) and self-chosen **Password**.
 - a. **Re-enter** your Password.
4. Click the **Submit Information** button.
5. Click on the **2009 Form W-2 link** at the top of the page.
 - a. An Open File pop-up will appear. **Click Open**.
 - b. A document security pop-up will appear. **Enter your Social Security number** (without dashes) as the password and click OK.
6. A new window will open with a PDF version of your 2009 Form W-2.
 - a. Be sure to print or save your eW2 for your records.
 - i. If you choose to print, **select Fit to Printer Margins** from the Page Scaling options on the Print screen.
7. After October 15, 2010, your 2009 Form W-2 will not be available electronically. If you wish to receive a copy of your 2009 Form W-2 after October 15, contact HR Services at 800 237 3459 or e-mail HR_Services@BoiseInc.com.
8. When you are done, always be sure to **close all windows** and **LOGOUT**.