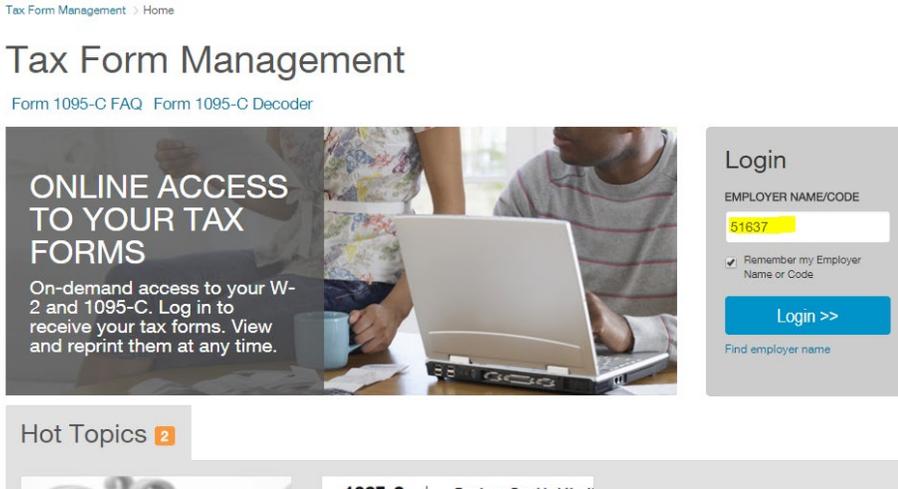


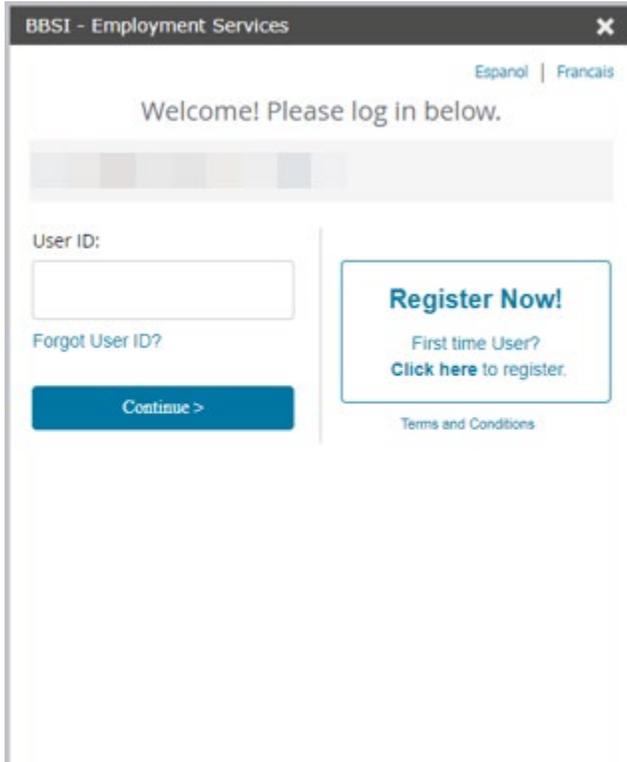
**For users that have never logged on before.**

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](http://www.mytaxform.com). Enter either 51637 or BBSI in the Employer Name/Code field



2. Click the Register Now! Link



3. Enter your personal information as seen below.

BBSI - Employment Services

Espanol | Francais

### Let's get started.

Provide information below to register. [Learn More](#)

First Name \*

Last Name \*

SSN \*

 [Have a SIN?](#)

Date of Birth \*

Invalid date of birth.

[Continue >](#)

Already have an account? [Login](#)

[Terms and Conditions](#)

4. Continue entering your personal information exactly how it shows on your pay stub.

BBSI - Employment Services

Espanol | Francais

### 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 \*

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

[Terms and Conditions](#)

5. Enter your home or cell phone number and **personal** email address:

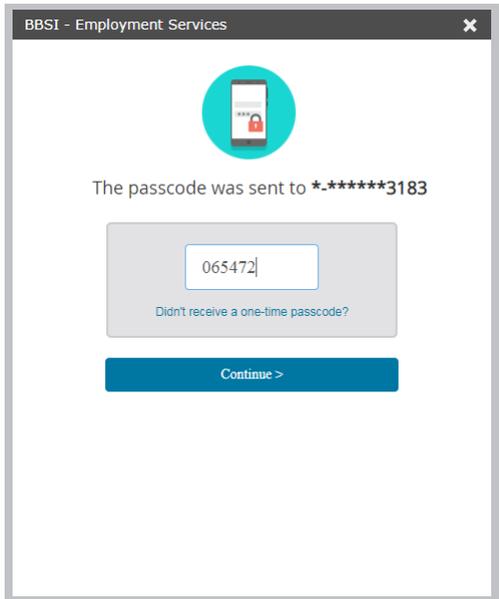
**Important Note: Do not use a fake phone number or email account. Equifax will attempt to validate the phone and email address to ensure both are under your name. If it cannot validate you will receive an error. If you receive an error, please contact your employer to update your payroll records and have them enter your phone number and email address into the payroll system.**

The screenshot shows a web browser window titled "BBSI - Employment Services". The page has a header with "Espanol | Francais" and a main heading "How can we reach you?". Below the heading is a paragraph of text explaining that the information is used for identity verification and login assistance. There are two input fields: "Personal Phone \* Why?" and "Email Address \* Why?". Below the phone field is a link "Add Another". At the bottom of the form are two buttons: "< Back" and "Continue >". A link for "Terms and Conditions" is located below the buttons.

6. You will need to verify your account and personal information by selecting to receive a text or a phone call. You must do this before you proceed.

The screenshot shows a web browser window titled "BBSI - Employment Services". The page features a circular icon of a smartphone with a lock. The text reads: "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." Below this, the phone number is displayed as "Phone: +.\*\*\*\*\*3183". There are two radio button options: "Text" (which is selected) and "Voice". A large blue button labeled "Send Code" is positioned below the options. At the bottom, there is a link that says "None of these options work for me SMS Terms & Conditions".

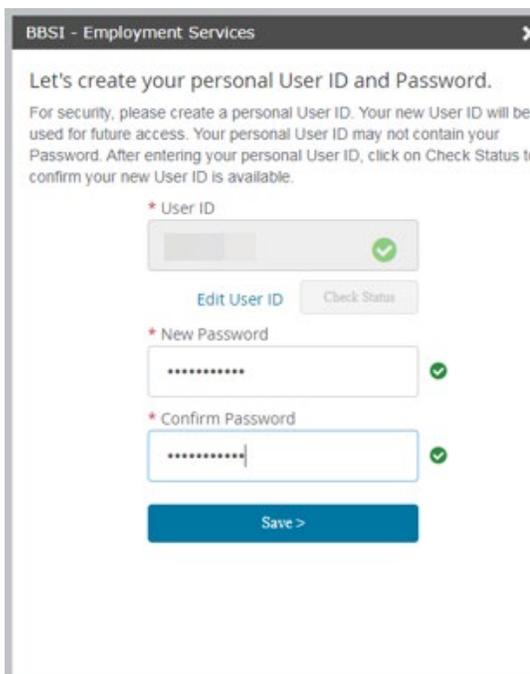
7. Enter the one-time passcode you received.



The screenshot shows a web browser window titled "BBSI - Employment Services". At the top, there is a circular icon of a smartphone with a red lock symbol. Below the icon, the text reads "The passcode was sent to \*..\*\*\*\*\*3183". A text input field contains the number "065472". Below the input field is a link that says "Didn't receive a one-time passcode?". At the bottom, there is a blue button labeled "Continue >".

8. Create a User ID and enter a secure password

**NOTE: Your new password must be at least 8 characters long and contain letters, numbers and a special character.**



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, there is a paragraph of text: "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." The form has three main sections: 1. "User ID" with a text input field containing a greyed-out ID, a green checkmark, and buttons for "Edit User ID" and "Check Status". 2. "New Password" with a text input field containing eight asterisks, a green checkmark, and a "Check Status" button. 3. "Confirm Password" with a text input field containing eight asterisks, a green checkmark, and a "Check Status" button. At the bottom, there is a blue button labeled "Save >".

9. If you're on your personal computer, you can select Yes.

BBSI - Employment Services

**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.

[Continue >](#)

10. Go to My Account

**BBSI** TAX FORM MANAGEMENT

Dashboard

Home

Tax Forms

**My Account**

WebManager

Help Center

RECENT TAX FORMS

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

Remove online delivery

Receive forms online

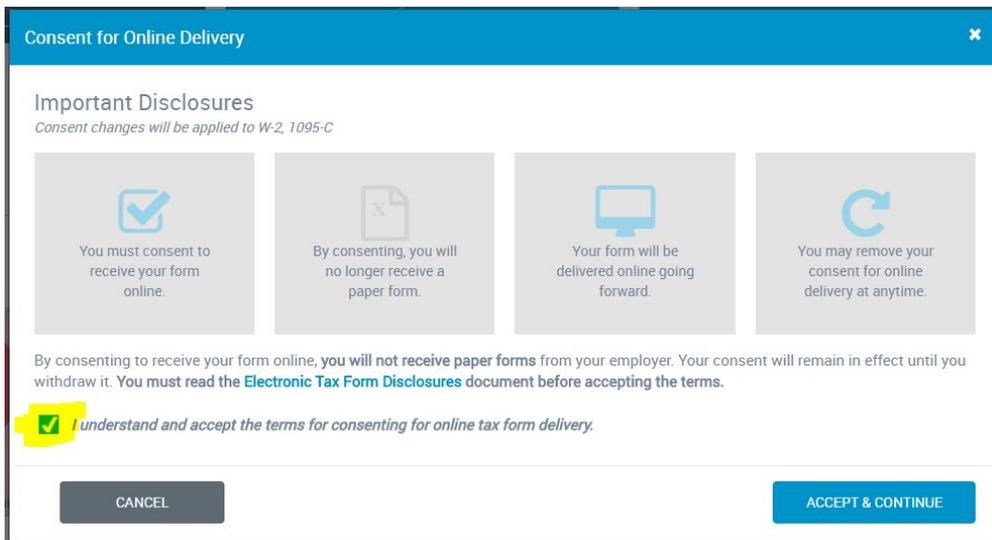
**W-2**  
Paper Copy By Mail

**1095-C**  
Paper Copy By Mail

LOGIN & SECURITY



12. Check the box to consent online delivery



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 be available online once your W-2 has posted. **Your W-2 should be available electronically by January 17, 2020.**

