

Dear Valued CoAdvantage Client,

The 2009 Employee W-2 Statements are now available for quick and easy download and printing via the CoAdvantage Web.

You and your employees may access the login page as follows:

Direct Login Link: <https://www.coadvantage.com/NewLogin/Login.aspx>

Or visit [www.coadvantage.com](http://www.coadvantage.com) and click on **ACCOUNT ACCESS** at the bottom, right of the Home Page.

If you are currently set up with Administrator or Manager access, you are able to retrieve the W-2 statement on behalf of your employees by accessing the **“Employee Administration”** or **“My Team”** link from the left hand menu of the site, searching for the Employee and then clicking on their **“Taxes”** link which will contain a **W-2 tab** with the downloadable file (see Image 1 & 2 below). While Administrators and Managers will see the W-2 file via the **Taxes link**, Employees will only be able to retrieve their W-2 statement via their **“Pay”** link (see Image 3 below).

### IMAGE 1: Administrator View

The screenshot shows the CoAdvantage web interface for an Administrator. The left-hand navigation menu is expanded to 'Employee Administration', with 'Taxes' highlighted by a green arrow. The main content area is titled 'Taxes' and shows a breadcrumb trail: 'W-4/W-5 | Resident | W-2', with a green arrow pointing to the 'W-2' tab. Below the breadcrumb, the heading is 'Form W-2 Wage and Tax Statement (Form W-2)'. A message box states: 'This employee will receive both a paper copy and an electronic copy of form W-2.' Below this is a table with columns 'Year', 'Form type', and 'Notices a'. The table contains two rows: 2008 (Original W-2) and 2007 (Original W-2).

Year	Form type	Notices a
2008	Original W-2	
2007	Original W-2	

### IMAGE 2: Manager View

The screenshot shows the CoAdvantage web interface for a Manager. The left-hand navigation menu is expanded to 'My Team', with 'Taxes' highlighted by a green arrow. The main content area is titled 'Taxes' and shows a breadcrumb trail: 'W-4/W-5 | Work Location | Resident | W-2', with a green arrow pointing to the 'W-2' tab. Below the breadcrumb, the heading is 'Form W-2 Wage and Tax Statement (Form W-2)'. A message box states: 'This employee will receive both a paper copy and an electronic copy of form W-2.' Below this is a table with columns 'Year', 'Form type', and 'Notice'. The table contains two rows: 2009 (Original W-2) and 2008 (Original W-2).

Year	Form type	Notice
2009	Original W-2	
2008	Original W-2	

IMAGE 3: Employee View

The screenshot displays the CoAdvantage Pay system interface. On the left is a navigation menu with categories: Requests, Myself, My Company, and Legend. The 'Myself' section is expanded, showing options like Personal, Jobs, Career & Education, Pay, Benefits, and Documents. The main content area is titled 'Pay' and includes a sub-menu with 'Pay History', 'Year to Date Summary', 'Direct Deposit Summary', 'W-4', and 'W-2'. The 'W-2' option is selected, leading to the 'Form W-2 Wage and Tax Statement (Form W-2)' page. A message states: 'You will receive both a paper copy and an electronic copy of your W-2.' Below this is a table with two columns: 'Year' and 'Form type'. The table lists two entries: 2008 and 2007, both with the form type 'Original W-2'.

Year	Form type
<a href="#">2008</a>	Original W-2
<a href="#">2007</a>	Original W-2

We hope this will provide you and your employees with immediate and convenient access.

If you have any questions or experience any problems, please feel free to contact a member of your Payroll Service Team for additional assistance.

Thank you!