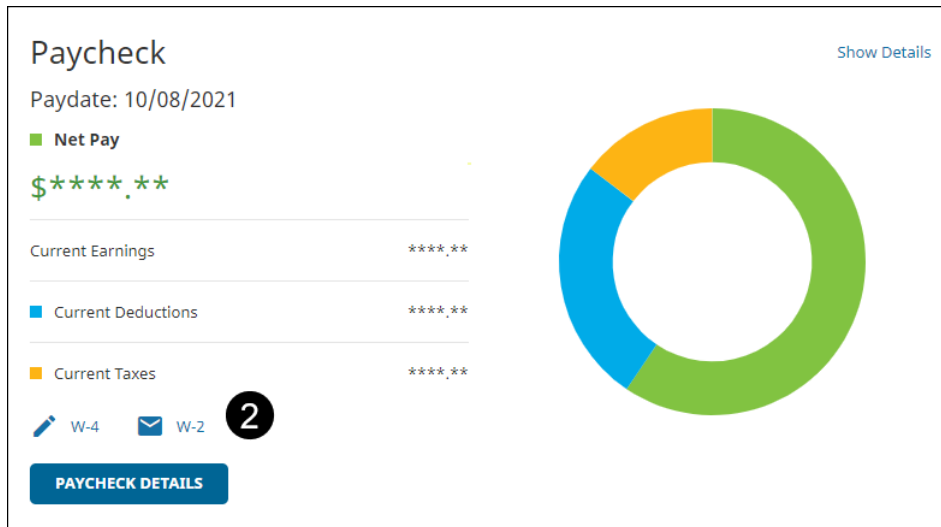


# Access Your Electronic W-2

Your electronic W-2 can be accessed via Insperity Premier™.

1. Visit <https://portal.insperity.com/>.
2. From the **Paycheck** module of your Insperity Premier dashboard, select the **W-2** link.



Paycheck Show Details

Paydate: 10/08/2021

■ Net Pay  
\$\*\*\*\*\*.\*\*\*

Current Earnings \*\*\*\*\*

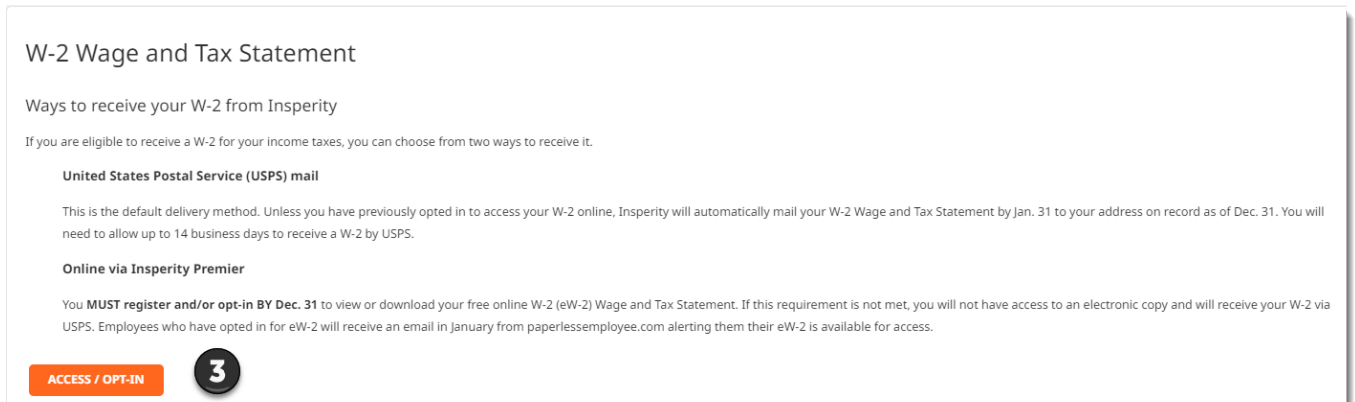
■ Current Deductions \*\*\*\*\*

■ Current Taxes \*\*\*\*\*

W-4 W-2 **2**

**PAYCHECK DETAILS**

3. From the **W-2 Wage and Tax Statement** page, select **ACCESS / OPT-IN**.



## W-2 Wage and Tax Statement

Ways to receive your W-2 from Insperity

If you are eligible to receive a W-2 for your income taxes, you can choose from two ways to receive it.

**United States Postal Service (USPS) mail**

This is the default delivery method. Unless you have previously opted in to access your W-2 online, Insperity will automatically mail your W-2 Wage and Tax Statement by Jan. 31 to your address on record as of Dec. 31. You will need to allow up to 14 business days to receive a W-2 by USPS.


**Online via Insperity Premier**

You **MUST register and/or opt-in BY Dec. 31** to view or download your free online W-2 (eW-2) Wage and Tax Statement. If this requirement is not met, you will not have access to an electronic copy and will receive your W-2 via USPS. Employees who have opted in for eW-2 will receive an email in January from paperlessemployee.com alerting them their eW-2 is available for access.

**ACCESS / OPT-IN** **3**

- From the W-2 app, select **Access Current Year-End Statements**.

**What would you like to do today?**

 **Year-End Tax Statements**

- [Access Current Year-End Statements](#) 4
- [Access Prior Year-End Statements](#)
- [View Activity History](#)
- [Manage Electronic Tax Statement Options](#)

- From the **Get Tax Statements** module, select the box next to the statement you want to access, the delivery method and then select **Review & Complete Order**.

**Get Tax Statements**

**1. Select Tax Statements** [Show All Years](#)

Select	Tax Form	Employer Name	Download	Mail
<input checked="" type="checkbox"/>	2020 W-2 <small><a href="#">View original address</a></small>	INSPERITY SERVICES, L.P. INSPERITY SERVICES, L.P.	<a href="#">DOWNLOAD (PDF)</a>	\$0.00

5

To View PDF documents you need the free [Adobe Reader](#)®

Select a form above before continuing to Step 2.


**2. Select Delivery Method**

DOWNLOAD (PDF)   
  Mail 5

Review & Complete Order
[Reset All](#)


6. Review your order, then select **Submit Order**.

### Summary Of Your Order

 **Selected Form(s):**


Tax Form	Price
2020 W-2 INSPERITY SERVICES, L.P. INSPERITY SERVICES, L.P.	\$0.00
<b>Total:</b>	<b>\$0.00</b>

[Change](#)

 **Delivery:**

Your forms will be delivered online

[Change](#)

 **Payment:**

No payment is required.

Submit Order

Cancel Order

7. The **Order Complete** screen displays. If you selected:

- **DOWNLOAD (PDF)**, you will be able to **View** and **Download** the statement.
- **Mail**, the address where the form will be mailed to displays.

### Order Complete

Thank you for your order. Please retain this information for your records

**Order Confirmation Number: 37351007**

**Selected form(s):**

Tax Form	Price
2020 W-2 INSPERITY SERVICES, L.P. INSPERITY SERVICES, L.P.	\$0.00
<b>Total:</b>	<b>\$0.00</b>

**Delivery:**

Your forms are available to [View](#) or [Download](#). Forms will NOT be emailed to you.

[View](#) [Download](#) 7

These links will only be active for 10 minutes. After that time, you will need to place a new order.

**Payment:**

No payment is required.