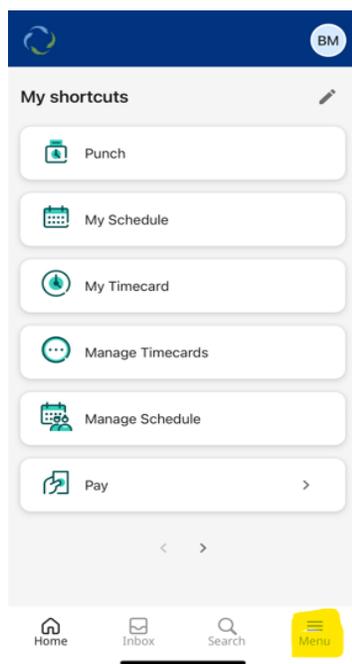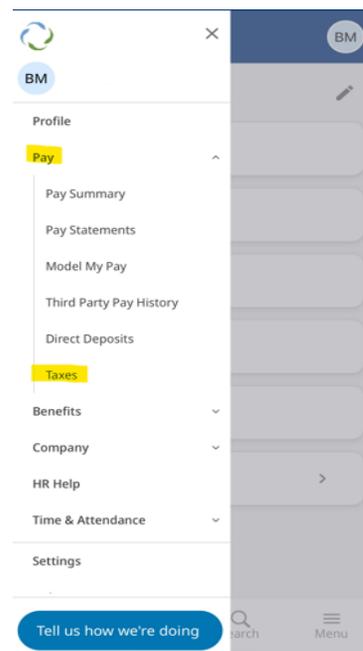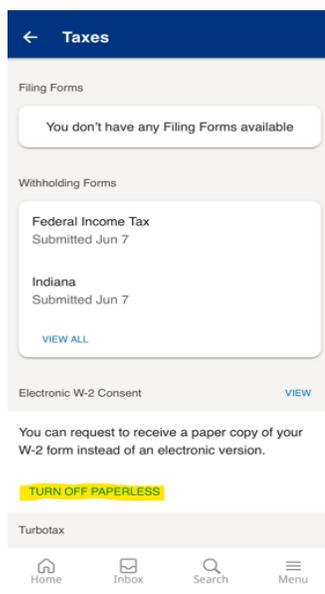# How to Enroll in Paperless W-2's-UKG App

Step 1: Select 'Menu' at the bottom of your home screen.

Step 2: Select Pay to show options, then select Taxes.

Step 3: Select 'Turn On Paperless' to opt in to paperless documents. Then submit selection.

*If you desire to change from Paperless to paper copies of your tax documents follow the same steps but the option will be 'Turn Off Paperless'.