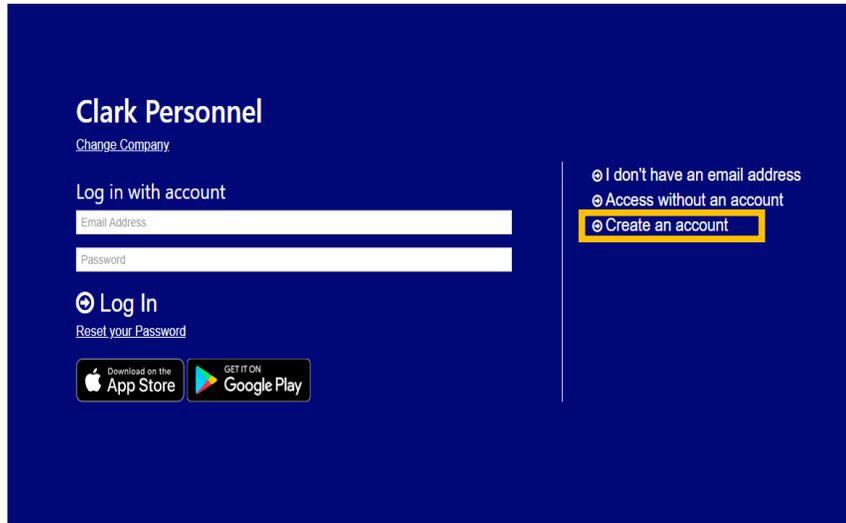


If you have received an email from Clark Personnel stating you can now access your W2 online, below is a step by step instruction guide:

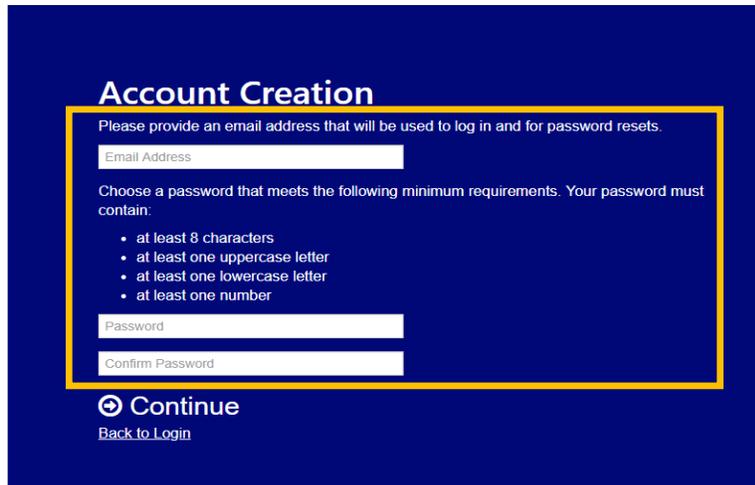
Using the hyperlink in the email from Clark Personnel, you will be brought to the Clark Personnel landing page of [cps.greenemployee.com](https://cps.greenemployee.com). You may also use this hyperlink provided [here](#)

**Please Note: If you accessed your W2 electronically last year, you already have an account and will use your information from last year. If you have forgotten your password, use the Reset your Password link.**



The screenshot shows the Clark Personnel login page. On the left is the logo and tagline. The main heading is "Clark Personnel" with a "Change Company" link below it. There are two input fields for "Email Address" and "Password". Below these is a "Log In" button and a "Reset your Password" link. At the bottom left are "Download on the App Store" and "GET IT ON Google Play" buttons. On the right side, there are three radio button options: "I don't have an email address", "Access without an account", and "Create an account". The "Create an account" option is highlighted with a yellow box.

If this is your first time accessing your W2 electronically, Select “Create an Account” on the right side of the screen.

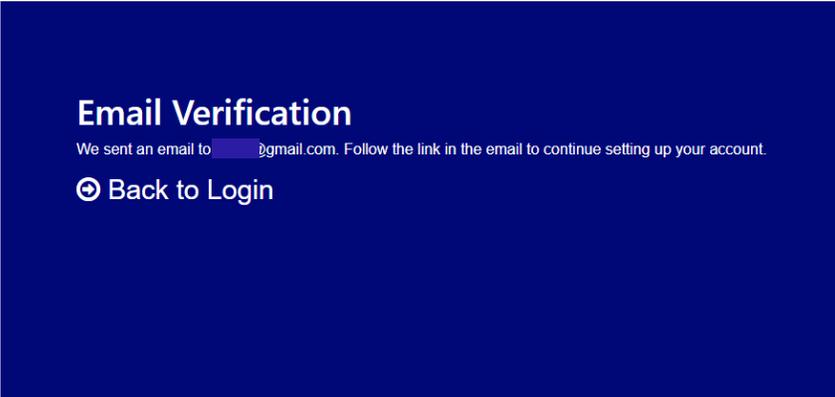


The screenshot shows the "Account Creation" page. The heading is "Account Creation". Below it is a text prompt: "Please provide an email address that will be used to log in and for password resets." There is an "Email Address" input field. Below that is a text prompt: "Choose a password that meets the following minimum requirements. Your password must contain:" followed by a bulleted list: "at least 8 characters", "at least one uppercase letter", "at least one lowercase letter", and "at least one number". There are "Password" and "Confirm Password" input fields. At the bottom, there is a "Continue" button and a "Back to Login" link. A yellow box highlights the "Email Address" field, the password requirements list, and the "Password" and "Confirm Password" fields.

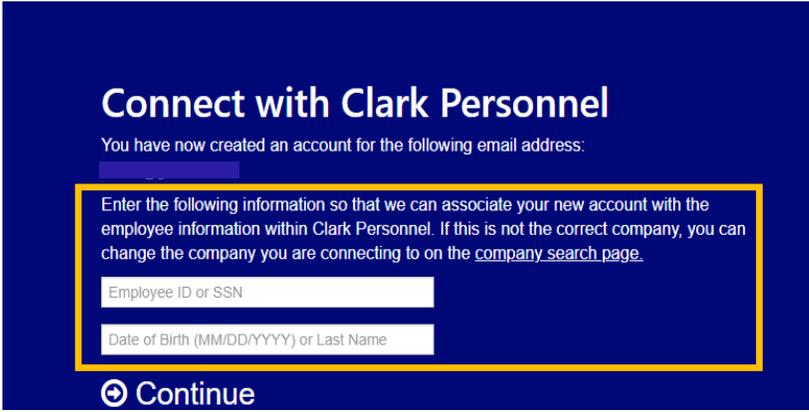
Next, enter in your email address where you received your original email from Clark Personnel.

Next, you will choose a Password. **Please note: your password must be at least 8 characters, have 1 uppercase letter, 1 lowercase letter and 1 number. Also, please note: You will need to use this password again during this process. We recommend you write down the password you have chosen.**

Next, you will re-enter your Password and select “Continue”



The system will now send you an email from Green Employee Messaging System “Verify your email and continue GreenEmployee Set up”



Using the hyperlink in the email from Green Employee Messaging System, you will be brought back to the Clark Personnel landing page again. This time it will say “You have now created an account for the following email address: \*\*\*@\*email.com. Enter the following information so that we can associate your new account with the employee information within Clark Personnel.”

Next, enter in your full social security number (without any dashes)

Next, enter in your Last Name or Date of Birth using the following example: 01/01/1974

Select “Continue”.

You will be prompted to select how you want to receive your Verification Code, by email, text, or telephone call. Select your choice.

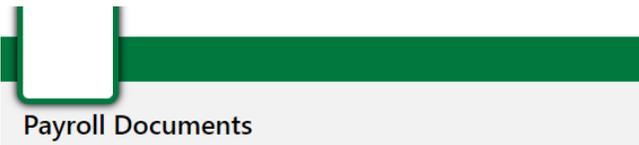
Once you have received your verification code, enter your verification code into the box.



You will now be redirected to Log In.

Enter email address and Password you just set up and select “Log In”

Once into your account, you will see a drop down menu on the top left of the screen. Select the year you would like to print.

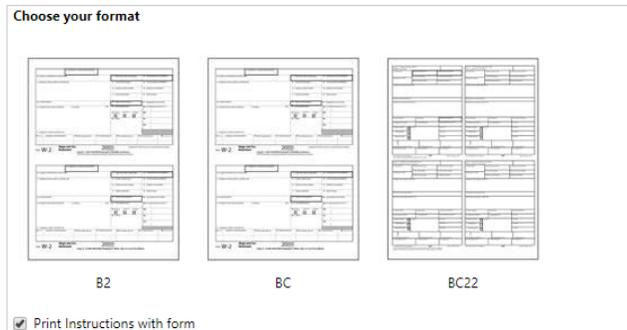


Next, select the format you would like to print (B2, BC, BC22).

A PDF of the W2 document will be available to view, download or print from here.

If you have provided an electronic consent to view your tax forms:  
Your tax forms will be available to view through the end of the calendar year and may be required to be printed and attached to your tax return.  
Your consent applies unless otherwise withdrawn. To withdraw consent, change your preference electronically or contact your supervisor. A paper copy will be treated as a withdrawal of electronic consent. To update your contact information to receive a paper copy, contact your supervisor.  
Terminated employees will continue to have access to past W-2 and 1095-C forms through the end of the calendar year in which they were terminated.  
Software Requirements: Adobe® Reader®  
Hardware Requirements: Accessible printer connection (for printing purposes)

**Final Note: Please remember to “Sign Out” of the system if you are using a public or shared computer.**



Click [Here](https://cps.greenemployee.com) to Access Clark Personnel landing page of [cps.greenemployee.com](https://cps.greenemployee.com) and begin.