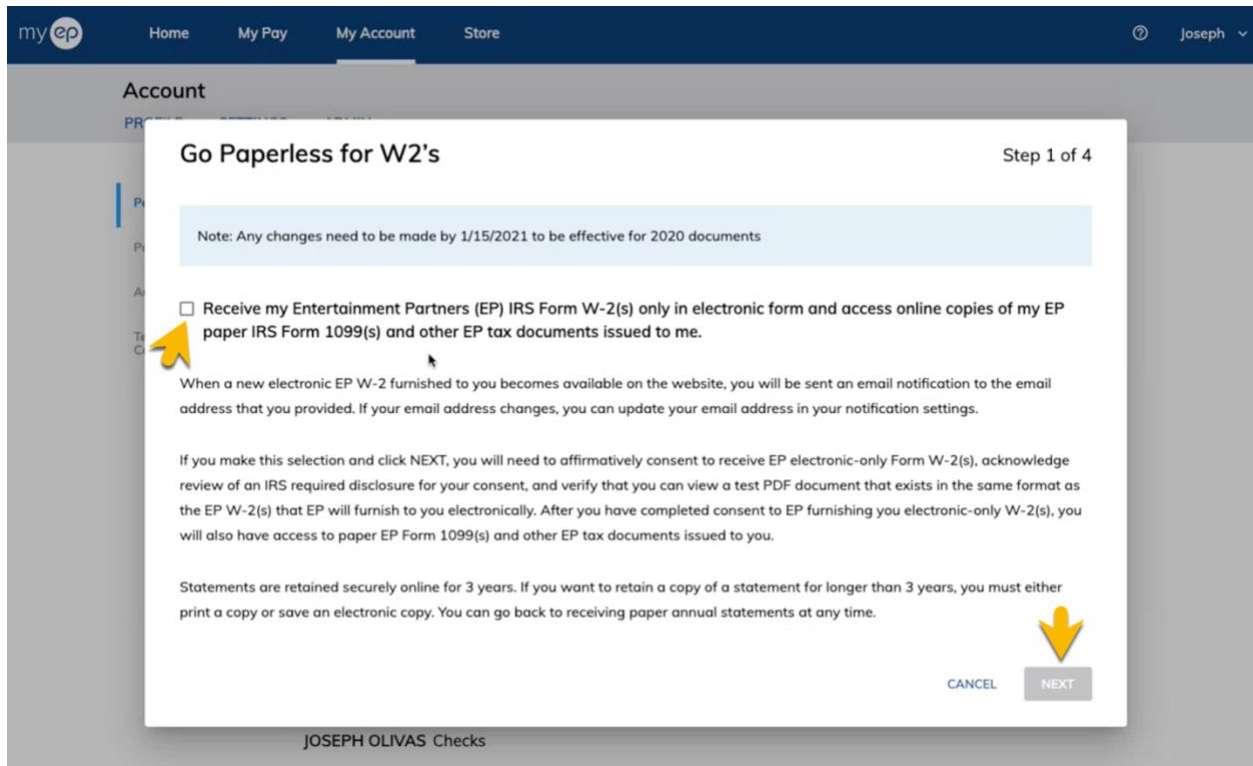


## Step 4: Finish example

Follow the step-by-step wizard to complete the process. On the final step, click “Finished” and that’s it!



The screenshot shows a web interface for 'my ep' with a navigation bar containing 'Home', 'My Pay', 'My Account', and 'Store'. The user is identified as 'Joseph'. The main content area is titled 'Account' and displays a modal window titled 'Go Paperless for W2's' (Step 1 of 4). A note states: 'Note: Any changes need to be made by 1/15/2021 to be effective for 2020 documents'. A checkbox is present with the text: 'Receive my Entertainment Partners (EP) IRS Form W-2(s) only in electronic form and access online copies of my EP paper IRS Form 1099(s) and other EP tax documents issued to me.' A yellow arrow points to this checkbox. Below the checkbox, explanatory text reads: 'When a new electronic EP W-2 furnished to you becomes available on the website, you will be sent an email notification to the email address that you provided. If your email address changes, you can update your email address in your notification settings.' Further text states: 'If you make this selection and click NEXT, you will need to affirmatively consent to receive EP electronic-only Form W-2(s), acknowledge review of an IRS required disclosure for your consent, and verify that you can view a test PDF document that exists in the same format as the EP W-2(s) that EP will furnish to you electronically. After you have completed consent to EP furnishing you electronic-only W-2(s), you will also have access to paper EP Form 1099(s) and other EP tax documents issued to you.' A final note says: 'Statements are retained securely online for 3 years. If you want to retain a copy of a statement for longer than 3 years, you must either print a copy or save an electronic copy. You can go back to receiving paper annual statements at any time.' At the bottom right of the modal are 'CANCEL' and 'NEXT' buttons, with a yellow arrow pointing to the 'NEXT' button. The user's name 'JOSEPH OLIVAS Checks' is visible at the bottom of the page.

my ep Home My Pay My Account Store Joseph

### Account

## Go Paperless for W2's Step 2 of 4

#### Consent & Disclosure to Stop Receiving Paper W-2's

- By accepting to go paperless, you consent to stop receiving paper annual IRS Form W-2's from Entertainment Partners (EP) and to access your Form W-2 only on this secure website. Consenting to receive electronic-only EP Form W-2's will also enable you to access electronic versions of IRS Form 1099's and other EP tax documents issued to you in paper.
- If you do not consent to electronic-only Form W-2's from EP, you will receive paper Form W-2's.
- Your consent for electronic-only Form W-2's from EP will apply every year until you withdraw your consent as specified below.
- To withdraw your consent and receive a paper Form W-2 prospectively, you may change your election on this secure website from paperless to paper. If you withdraw your consent in this manner, you will receive a confirmation message to your email address used

Click "I Consent" and Next to stop receiving paper Form W-2's and receive them only electronically. If you do not wish to consent to receive electronic-only W-2's, click Cancel. In order to complete your consent for electronic-only W-2's, after you click "I Consent" and "Next," you will need to confirm your ability to view a PDF test document on the next page that will be the same format as used for your electronic W-2's made available on this secure website.

I Consent

CANCEL BACK NEXT

JOSEPH OLIVAS Checks

my ep Home My Pay My Account Store Joseph

### Account

## Go Paperless for W2's Step 3 of 4

#### Verify That You Can View W2's Online

W2's are viewable as a PDF using Adobe® Reader

Enter the displayed confirmation number from the test PDF at right.

If you're having trouble viewing, you may need to make sure you have the latest version of Adobe Reader installed and try again.

Enter confirmation code here: \_\_\_\_\_

Please enter the confirmation number below into the designated area

**blubbering panegyriized sibylline**

CANCEL BACK NEXT

JOSEPH OLIVAS Checks

my ep Home My Pay My Account Store Joseph

Account


### Go Paperless for W2's Step 4 of 4

Delivery:	Notify via:
Online only	jolivas@ep.com

- You will be notified when your form or forms are available.
- You will need to download a PDF and print your form, it will not be emailed to you.
- You will NOT receive a paper/postal copy of your IRS Form W-2(s)
- The registration will be carried over year to year unless you choose to withdraw your consent
- Your annual filing form will remain on the website for 3 years.
- You may change back to receive paper copies at any time.

Click "Finish" to save your settings.

Click "Back" if you wish to further review the electronic-only W-2 consent & disclosure information in Step 2 before finalizing your consent.

CANCEL BACK  FINISH

JOSEPH OLIVAS Checks