

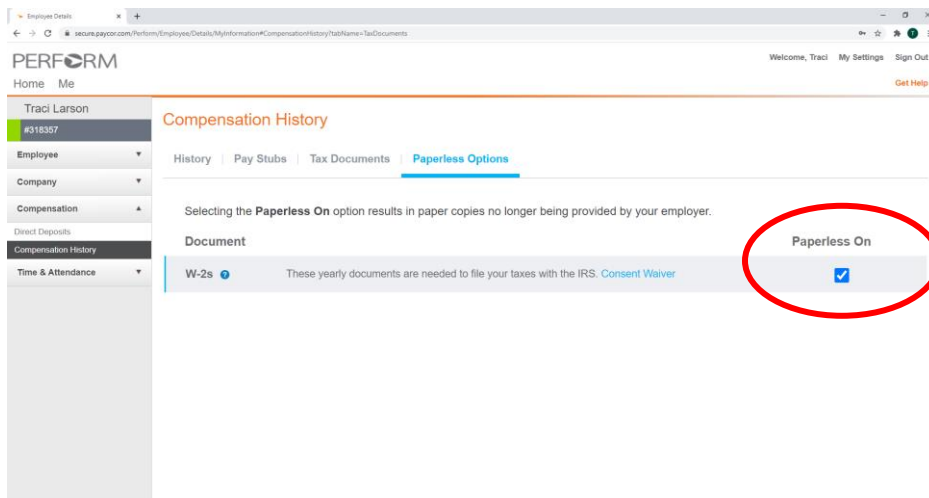
We're going Paperless!

Iron Arch Management is going paperless with our W-2's this year! Going paperless will benefit you in several ways –

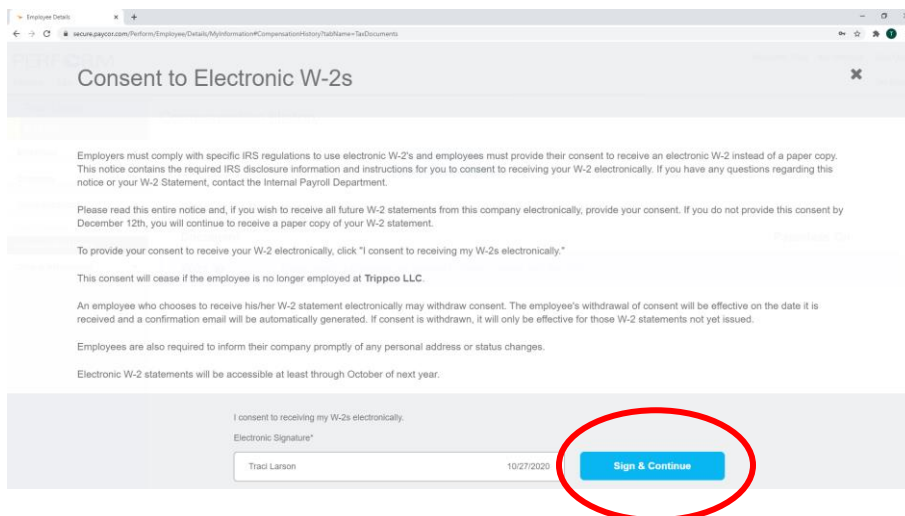
- Your W-2 will be available to you on your Paycor App earlier – possibly as early as mid-January, allowing you to file your taxes and get your refund faster!
- Since it will already be electronic, e-filing your tax return will be much easier.
- It will always be there in case you ever need it again (you won't lose it).
- It won't get lost in the mail!

What do you need to do? Follow these steps to “turn on” the paperless option by December 10th.

1. Using a web browser, go to www.Paycor.com (**Please note – you cannot do this on the App, you must use a web browser**).
2. Sign in to your Paycor account
3. Click on W-2
4. Click on Paperless Option – check box:



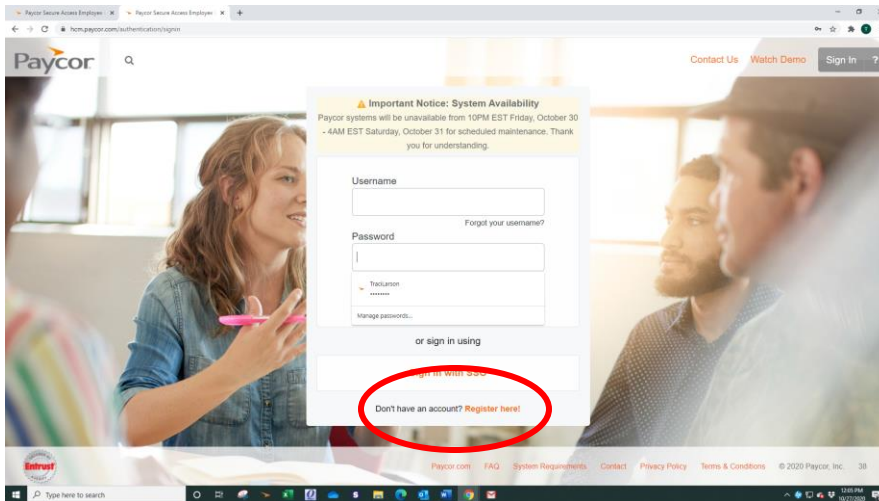
5. Electronically Sign “Consent to Electronic W-2’s”:



6. And you're done! If you need a paper copy of your W-2 you may print it out at your restaurant, simply ask one of your managers for help.

Don't have a Paycor Account?

1. Using a web browser, go to www.Paycor.com
2. Click on "Sign In"
3. Click on "Register here" to set up your account:



4. Use access code: 83206 and the email address you used when you went through the hiring process. Follow the prompts and remember to turn on the paperless option for your W-2!

Having trouble accessing your Paycor account or need a password reset? Just call the office at 815-321-4708 and we can help you!