

# 2018 W-2 Online Access (Former Employees)

All W-2s were mailed to the address on file for all employees, current and former by January 28<sup>th</sup>, 2019. If you have not received your W-2 in the mail or would like to download a copy online please follow the steps below to register and enroll.

Fill in the required fields below.

Company ID = AZ1757

You will create your own user name and password.

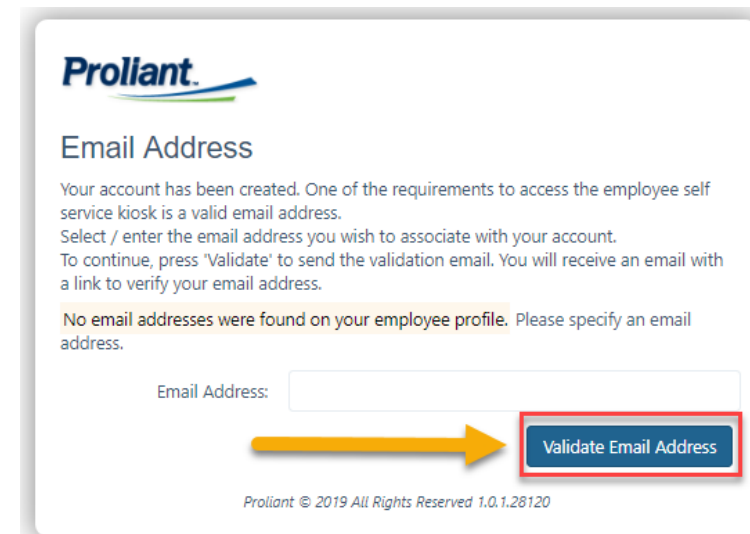
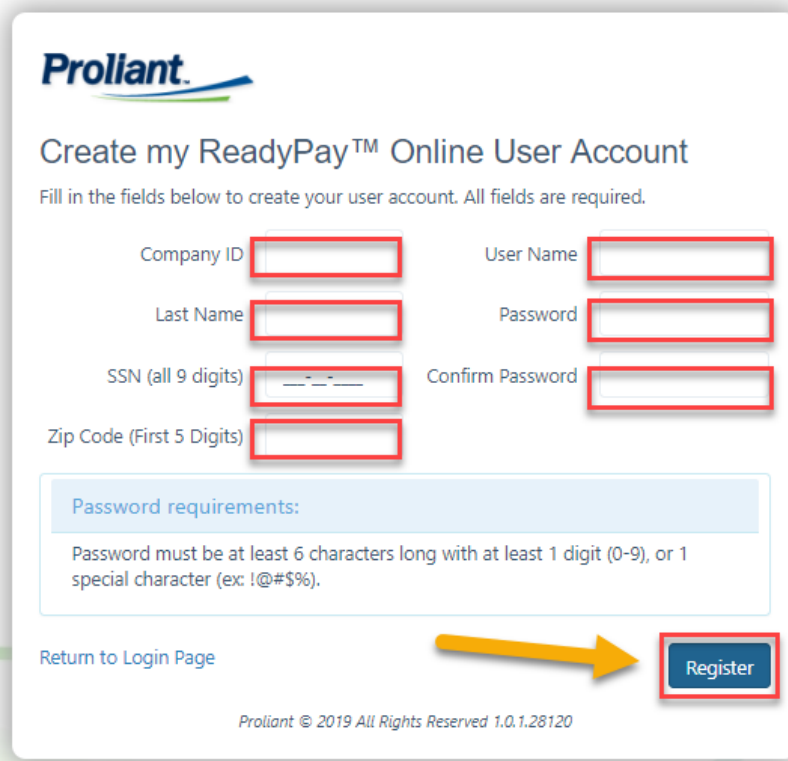
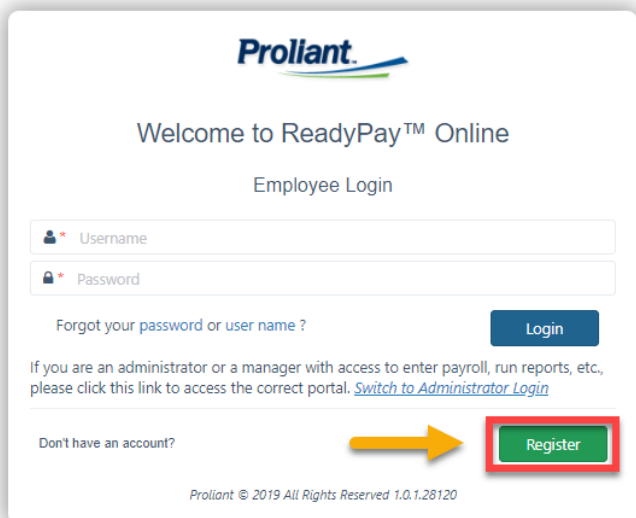
Click on Register

You will be required to add your email address so that the account can be validated.

You must be able to access this email address to click on the link that will be sent once you click 'Validate Email Address'

Go to:

<https://new.readypayonline.com/proliant/Login/login.aspx>





Once you validate your email address and log on, you will be brought to the page below.

Scroll to the bottom of the screen and click on 'Click to Enroll'  
A pop up will appear asking if you are sure you want to enroll, click OK.

Paychecks/W-2 [Last Check](#) [Check History](#) [W-2 / 1099](#) [W-2 Instructions](#) [Statements / Notifications](#)

### Online Tax Form Enrollment

**IMPORTANT DISCLOSURES**  
PLEASE MAKE SURE YOU READ AND UNDERSTAND THESE DISCLOSURES PRIOR TO COMPLETING THE OPT IN PROCESS.

**Paper Statement**  
You are under no obligation to receive your tax form electronically. If you decide not to opt in to this program you will still receive your paper copies. Participation in electronic delivery is not mandatory.

**Requesting a Paper Copy**  
Once you opt into receiving your tax forms electronically, you will need to do the following if you need to obtain a paper copy. Email Sarah Chasney at schasney@pacificbells.com. Requesting a paper copy in the manner described above will not be treated as a withdrawal of consent, you will continue to receive your forms electronically until you withdraw from the program or a termination event occurs.

**Scope and Duration of Consent**  
By opting in, you will receive your tax forms electronically for any year(s) that have been published online for your company. You will continue to receive your tax forms electronically until you withdraw from the program or an event outlined in the notice of termination.

**Notice of Termination**  
You will no longer receive your tax forms electronically if Pacific Bells LLC terminates its relationship with Proliant or cancels its subscription to myReadyPay, your employee portal.


**Updating Information**  
You are responsible for keeping your employer informed of any changes in your contact information. You can update your employer using the procedures outlined below. If your company allows you to request changes to your profile via myReadyPay then you will need to request updates via the website, otherwise we recommend following your outlined company policies to update your employee demographic data.

**Hardware and Software Requirements**  
In order to access and print your tax forms you will need access to the internet and ability to view PDF files. We recommend using Adobe Acrobat Reader (version 5.0 or higher). You can download the software for free by going to [www.adobe.com/products/acrobat/readstep.html](http://www.adobe.com/products/acrobat/readstep.html).

**Note**  
If you are not enrolled in this program you will continue to receive a paper copy of your tax form.  
If you elect to make any changes to your enrollment status, we will send confirmation via email. If you do not receive the email, you can verify that the box is checked above.

**Online Tax Form** NOT ENROLLED

If you would like to receive your W2/1099 electronically instead of a paper copy, click the **CLICK TO ENROLL** button below.

Click to Enroll 

The button 'View Tax Forms' will become available and clickable.

Paychecks/W-2 [Last Check](#) [Check History](#) [W-2 / 1099](#) [W-2 Instructions](#) [Statements / Notifications](#)

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**Hardware and Software Requirements**  
In order to access and print your tax forms you will need access to the internet and ability to view PDF files. We recommend using Adobe Acrobat Reader (version 5.0 or higher). You can download the software for free by going to [www.adobe.com/products/acrobat/readstep.html](http://www.adobe.com/products/acrobat/readstep.html).

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**Online Tax Form** ENROLLED

If you would like to receive your W2/1099 electronically instead of a paper copy, click the **CLICK TO ENROLL** button below.

Click to Withdraw Consent

View Tax Forms 

Questions? Can't log on?

Email Payroll at [Payroll@pacificbells.com](mailto:Payroll@pacificbells.com)