

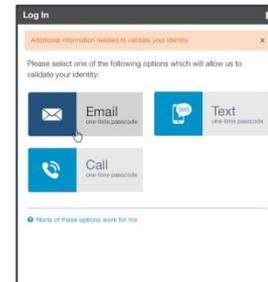
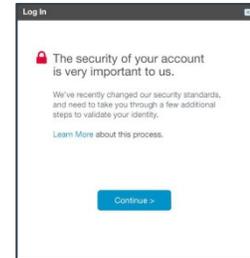


Online W-2s: Additional Security Procedures

Our Tax Form Management system (powered by Equifax) where EP's online W-2s are accessed, has recently increased security to help keep your data safe. If it's been a while since you have logged into the system, are a new user, or simply forgot your login information, you will be presented with additional security prompts.

There are up to three pathways you may be presented with to authenticate your identity. The options will depend on the information available in our systems about you (the user). In some cases, you will have multiple options, while in other instances only one authentication option will be presented.

At login, you will be presented with all pathways available to you. Simply select an option and proceed with the easy step-by-step instructions.

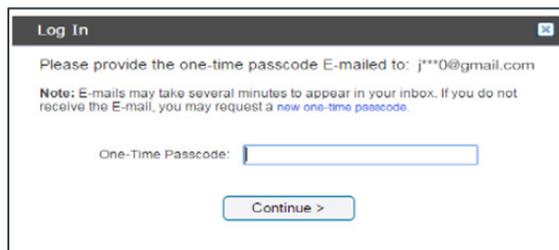


Authentication Options/Pathways

One Time Passcode (OTP)

Available ONLY to users who have entered contact information (email, telephone, mobile phone) in their user profile OR employers who provide that contact information as part of the file feed(s) sent to Equifax.

- When authentication is needed, screen prompts will walk the user through the process to deliver a One- Time Passcode which will be sent via phone, text (SMS) or email. The user may select the delivery method, but must remain in the application (do not log out, do not close browser) while waiting for the One-Time Passcode to be sent.
- That passcode is only valid for a short time and must be entered in the field provided:



Answer Security Questions

In some cases, users have established personal Security Questions within their account settings. If that Q&A is set up, the option to **Answer Security Questions** is presented to the user.

Identity Quiz

This exists for ALL users and is the option made available when there is no contact information available to offer a One-time Passcode or personal Security Questions. In this case, the user will be taken directly to the Identity Quiz, consisting of a series of multiple-choice questions that only the user will be able to answer in order to prove his or her identity.

- When authentication is needed, screen prompts will walk the user through setup for the Identity Quiz.

Log In

Let's get started.

Please provide your personal information below. This information will only be used to help us verify your identity. [Learn More](#)

Canadian Resident?

First Name

Last Name

Date of Birth

SSN

Phone

< Back Continue >

- Setup questions usually include name, address and SSN. The quiz then serves up questions and looks for a matching answer. None of the information you provide as part of the quiz is stored or shared. Your employer has no visibility or access to this information.

Log In

Thanks! Now a bit more information...

What is the last address where you lived at least 2 years?

Street Address

City

State

Zip

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Once authentication is completed, the application will display the screens to allow the user to login and establish or update login credentials. At this point, users are encouraged to also provide contact information that will allow them to use One Time Passcode in the future, instead of having to repeat the Identity Quiz.

If a user fails the Identity Quiz, s/he will be redirected to their manager/employer for authentication:

Log In

Sorry, We are unable to log you in.

We are unable to validate your identity at this time and cannot log you in. Please reach out to your manager who can either assist you or direct you to the proper representative within your company. If your manager is unable to assist or is unavailable, please call: 1-888-123-4567, Monday - Friday, 8:00am CST - 8:00pm CST

Close