

Dear Employees,

You will now be able to choose to only receive your W2s electronically! After August 1<sup>st</sup> 2018, when you login to your employee portal at [www.cohere.ctrhcm.com](http://www.cohere.ctrhcm.com) you will receive a popup with the message below. Simply click "I Accept" and you will no longer receive a paper W2. Instead, the system will populate your W2 within your employee portal as soon as the company approves them in January.

Why should I elect to opt of our Paper W2?

- (1) Your W2 will populate in your employee portal in January and will ready to print immediately
- (2) Your W2 will stay in your employee portal indefinitely and will be available to reprint or view again
- (3) You will receive your W2 earlier! Normally, you will have to wait for the payroll company to print your W2s, ship your W2s, and for the organization to distribute them. With electronic W2 you will see your W2 immediately within your portal as soon as they are approved by your organization cutting days of time for shipping and distribution

The screenshot displays an employee portal interface. At the top, user information for 'Test Tester' is shown, including 'Employee#: 3', 'Status: Active', 'Hire Date: 7/15/2017', 'Pay Group: Weekly', 'Salary: #####', 'Work Location: RICHMOND, VA', 'Division: 01', and 'Department: 100'. A 'Welcome back Test' message is visible. The main content area is partially obscured by a modal popup titled 'Terms of Use and Consent to Electronic Delivery of Tax Forms'. The popup contains the following text:

**1. Electronic Delivery of Tax Forms**

By selecting the "I Accept" button, you are signifying your intent to sign this Agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement and any associated documents. By selecting "I Accept" you consent to be legally bound by this Agreement's terms and conditions. You further agree that your use of a key pad, mouse or other device to select an item, button, icon or similar act/action, or in accessing or making any transaction regarding any agreement, acknowledgement, consent terms, disclosures or conditions constitutes your signature (hereafter referred to as "E-Signature"), acceptance and agreement as if actually signed by you in writing. You also agree that no certification authority or other third party verification is necessary to validate your E-Signature and that the lack of

At the bottom of the popup, there are two buttons: 'I Accept' and 'I Decline'.