

Dear Employees,

This is a reminder email that you can now receive your W2s electronically! Login to your employee portal at [www.cohere.ctrhcm.com](http://www.cohere.ctrhcm.com) and 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. Please note you must accept before the last payroll of the year. Once you accept, you will receive an email in January prompting you to login and retrieve your W2.

The screenshot displays an employee portal interface for a user named 'Test Tester'. At the top, the user's name and profile information are shown: Employee#: 3, Status: Active, Hire Date: 7/15/2017, Pay Group: Weekly, Salary: ####, Work Location: RICHMOND, VA, Division: 01, and Department: 100. The main content area is titled 'Welcome back Test' and includes a profile picture placeholder, a 'MY PROFILE' section with details like 'Length of Service: 3 Months' and 'Anniversary: 7/15/2017', and a 'MY PAY' section with links for 'Check Number', 'Gross Pay', 'Net Pay', and 'Direct Deposit'. A 'NOTIFICATIONS' section shows a bell icon and the text 'Documents requiring your review'. A modal popup window is centered on the screen, 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 are two buttons: 'I Accept' and 'I Decline'.