



**Online Tax Forms
(W2/1099/1095)
Registration and Access**

Account Creation

1. Go to <https://www.paperlessemployee.com/bbsi>
2. Click **Create Account**

The screenshot shows the BBSI (Barrett Business Services Inc) employee portal. At the top is the BBSI logo. Below it, a welcome message reads "Welcome, Barrett Business Services Inc Employees". The page is divided into two main sections: "Login" on the left and "Create an Account" on the right. The "Login" section has fields for "User ID:" and "Password:", a "Login" button, and a "Help" link. Below these is a link for "Forgot User ID or Password". The "Create an Account" section has a message: "If this is your first visit to the site, you must create an account to access your employer's services." Below this is a "Create Account" button, which is highlighted with a red box. Further down, it says "This site is an employee self-service portal." and has a link for "Year-End Tax Statements".

3. Enter your Social Security Number and Date of Birth
4. Check the **I'm not a robot** box
5. Click **Authenticate & Create Account** at the bottom of your screen.

The screenshot shows the "Create a New Account" form. It has a header "Create a New Account" and a sub-header "Account Authentication". Below the sub-header, it says "Your Social Security Number and Date of Birth are required to validate your secure account access." There are two input fields: "Social Security Number" and "Date of Birth". Each field has a "Show" button next to it. Below the "Social Security Number" field, there is a note: "Your 9 digit SSN cannot begin with '000' or '666'". Below the "Date of Birth" field, there is a note: "Your DOB should be in the format of mm-dd-yyyy". Below these fields is a checkbox labeled "I'm not a robot" and a reCAPTCHA logo. At the bottom of the form is a button labeled "Authenticate & Create Account", which is highlighted with a red box.

Unable to Verify

If you receive the error message below then you need to contact your employer to verify your social security, date of birth, email address and phone number are all correct and current.

The screenshot shows the "Create a New Account" form with an error message. The error message is displayed in a red box and reads: "Unable to verify your identity. There is an issue identifying you from the information you provided." Below the error message, the "Account Authentication" section is visible, showing the "Social Security Number" field with a "Show" button. The "Date of Birth" field is also visible. The "I'm not a robot" checkbox and reCAPTCHA logo are also present. The "Authenticate & Create Account" button is at the bottom.

Once your employer has updated your information, try registering again after **2-3 business days**.

Create a New Account

Create a New Account

Account Name

The name entered here is only used as your user name. To make any legal or permanent name changes, please contact your employer.

First Name * Middle Name Last Name *

Create Your User ID

Enter a User ID *

User ID must be 6-15 characters using only letters and/or numbers.

Create a Password

- Is case sensitive
- May not contain your User ID
- Must be 8-100 characters in length

Your password must contain 3 of the 4 items:

- Uppercase characters
- Lowercase characters
- Numbers
- Symbols

Enter a New Password *

Password Strength:

Confirm New Password *

Receive a Verification Code

Select a contact to receive a verification code to continue *

☒ (***)-***-3183

☐ (***)-***-3183

☐ a*****

- Enter your *First Name*, *Middle Name* (optional) and *Last Name*
- Enter the *User ID* you want to use (follow the User ID rules on the screen)
- Enter the *Password* you want to use (follow the Password rules on the screen)
- Enter the password you created again in the Confirm New Password field
- Under the **Receive a Verification Code** section, select which contact method you prefer to receive your **one-time** verification code.
 - For email, click **Verify**
 - For a text, click **Text Me**
 - For a phone call, click **Call Me**

Receive a Verification Code

Select a contact to receive a verification code to continue *

☒ j*****@gmail.com ←

☐ (***)-***-3150

←

Receive a Verification Code

Select a contact to receive a verification code to continue *

☐ j*****@gmail.com

☒ (***)-***-3150 ←

←

11. When you receive the verification code, enter it in the *Verification Code* field and click **Submit**

12. Click **Save and Continue** at the bottom of your screen to activate your account.

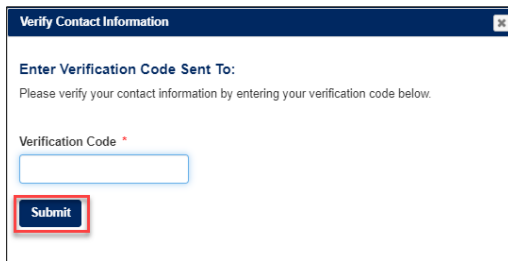
Security Questions

13. Using the arrows next to **(Select a question)**, click to choose the question you wish to answer.
14. Type your answer to the question under **Answer Question 1**.
15. Continue until you have completed all three questions.
16. Once complete, click **Save Security Questions** at the bottom of the screen.

Additional Contact Information

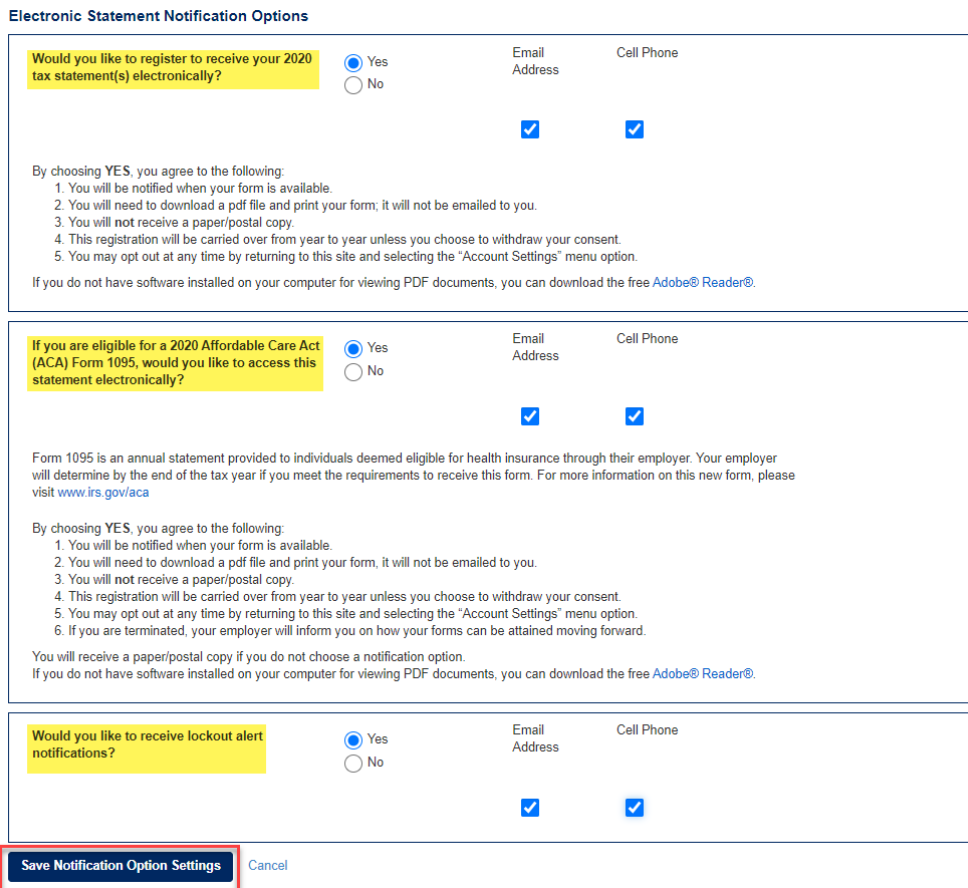
17. Enter your email address and click **Verify Email**, a code will be sent to your email address.
18. Enter your phone number (optional) and click **Text Me** or **Call Me** button, a code will be sent to your phone or you will receive a phone call.

19. Enter the code in the field provided and click **Submit**.

A screenshot of a web form titled "Verify Contact Information". It has a dark blue header bar with the title and a close button. Below the header, it says "Enter Verification Code Sent To:" and "Please verify your contact information by entering your verification code below." There is a text input field labeled "Verification Code" with a red asterisk. Below the input field is a blue "Submit" button with a red border.

Electronic Statement Notification Options

You must choose to receive your tax forms electronically by December 31st in order to receive that year's forms electronically.

A screenshot of a web form titled "Electronic Statement Notification Options". It contains three sections, each with a yellow header, radio buttons for "Yes" or "No", and checkboxes for "Email Address" and "Cell Phone".
Section 1: "Would you like to register to receive your 2020 tax statement(s) electronically?"
Section 2: "If you are eligible for a 2020 Affordable Care Act (ACA) Form 1095, would you like to access this statement electronically?"
Section 3: "Would you like to receive lockout alert notifications?"
Each section includes a list of terms and conditions and a link to Adobe Reader. At the bottom, there is a blue "Save Notification Option Settings" button with a red border and a "Cancel" link.

20. Select the **Yes** to receive your tax statements (W2 and/or 1095) electronically or **No** if you prefer to have them mailed.
21. Check the box(es) to select how you want to be notified that your tax statement(s) are ready (email and/or text).
22. Select the **Yes** or **No** to receive alerts if your account has been locked out.
23. Check the box(es) to select how you want to receive alerts (email and/or text).
24. Click **Save Notification Option Settings**

Account Access & Login Issues

Once you have registered you will be able to login to <https://www.paperlessemployee.com/bbsi> using the User ID and Password you created.

Welcome, Barrett Business Services Inc Employees

Login

User ID:

Password:

Login [Help](#)

[Forgot User ID or Password](#)

Create an Account

If this is your first visit to the site, you must create an account to access your employer's services.

Create Account

This site is an employee self-service portal.

[Year-End Tax Statements](#)

Forgotten User ID or Password

If you cannot remember either your user ID or password that was initially created to access your Paperless Employee account, click the blue link for either **User ID** or **Password**, depending on what information you need.

Login

User ID:

Password:

Login [Help](#)

[Forgot User ID or Password](#)

Forgotten User ID

If you have forgotten your User ID, you will need to enter the information you used to create your account.

1. Enter your information in the fields provided.
2. Click the **Authenticate** button at the bottom of the screen.
3. Your user ID will be displayed. Make sure to remember this information.
4. Click the blue **Return to Login** link and enter your user ID and password in the fields provided to login.

To retrieve your forgotten User ID, please provide the following information:

Your Social Security Number and Date of Birth are required to ensure that you are retrieving your own User ID.

Social Security Number

[Show](#)

Your 9 digit SSN cannot begin with '000' or '666'

Date of Birth

[Show](#)

Your DOB should be in the format of mm-dd-yyyy

Authenticate

[Return to Login](#)

Forgotten Password

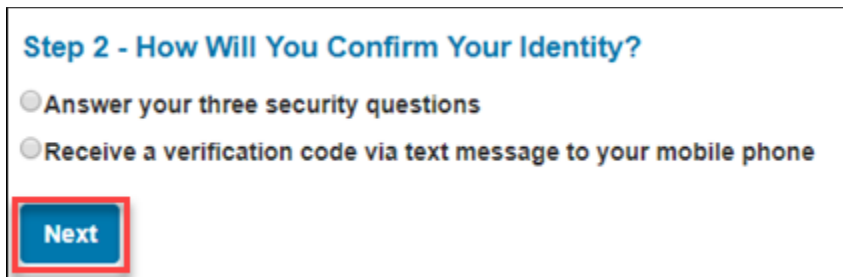
If you have forgotten your password, you will need to enter your user ID that was set-up during initial account creation.

1. Enter your **User ID**.
2. Select the checkbox next to **I'm not a robot**.
3. Click **Verify User Id**.



The screenshot shows a web form titled "Step 1 - Enter Your User ID". Below the title is the instruction "To reset your password, please provide the following information:". The form has a label "User ID: *" followed by a text input field. Below the input field is a checkbox labeled "I'm not a robot" and a reCAPTCHA logo with links for "Privacy" and "Terms". At the bottom of the form is a blue button labeled "Verify User Id" which is highlighted with a red rectangular border.

4. Select the radio button based on how you want to confirm your identity.
5. Click **Next**.



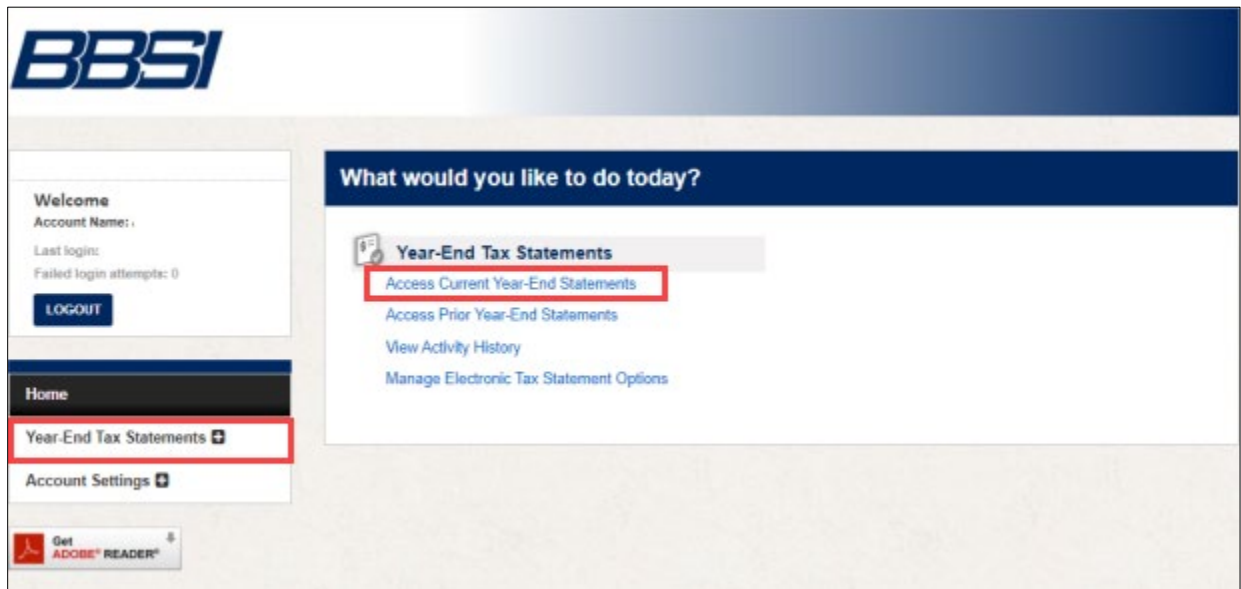
The screenshot shows a web form titled "Step 2 - How Will You Confirm Your Identity?". It contains two radio button options: "Answer your three security questions" and "Receive a verification code via text message to your mobile phone". At the bottom of the form is a blue button labeled "Next" which is highlighted with a red rectangular border.

6. Either answer your security questions **OR** enter the verification code you received.
7. You will be prompted to set up a new password and be given a link to return to the login screen.

Retrieving Original W2/1095(s)

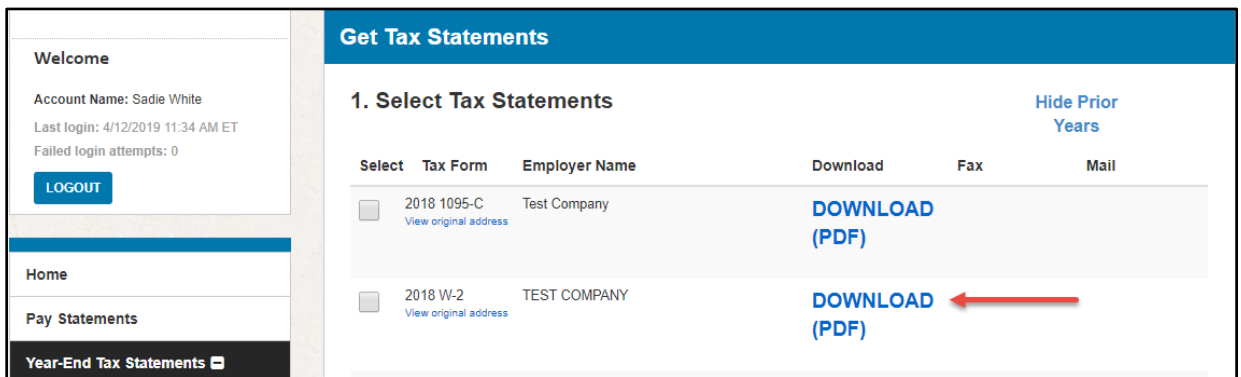
Once you receive notification that your tax statement(s) are available you can retrieve them using the following instructions.

1. From the home page, click **Year-End Tax Statements** in the left-hand navigation OR click on the **Access Current Year-End Statements**.



2. Click the **Download PDF** link to access the statement.

You will need a PDF reader on your computer to view the documents. If you don't have a PDF reader on your computer, click the **Get Adobe Reader** icon on the left side of the page to download a free version.



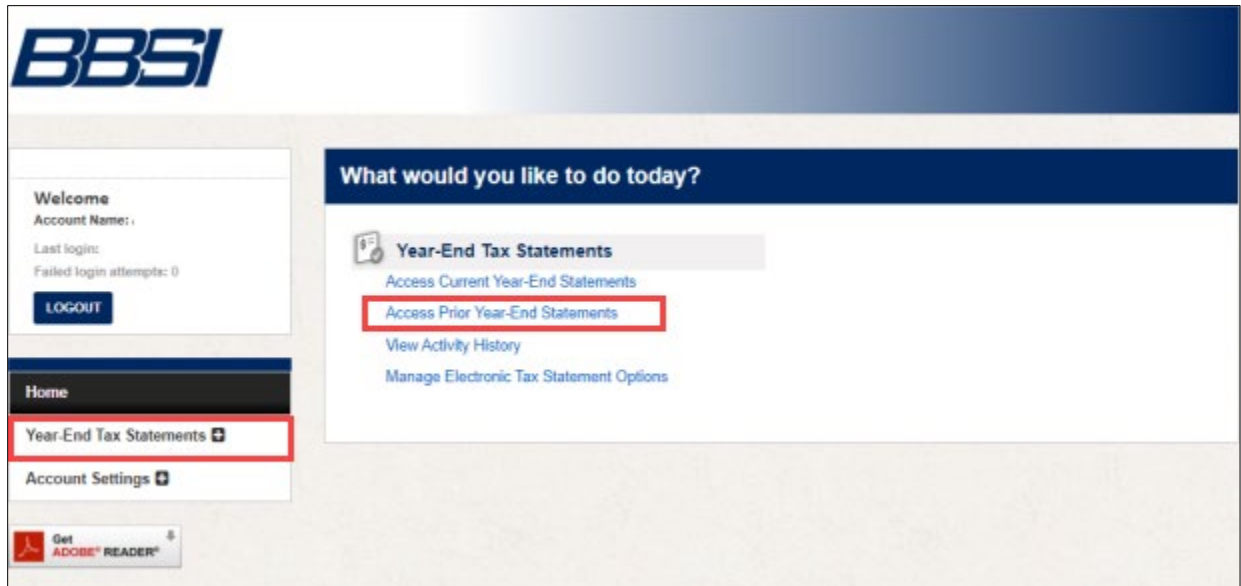
The document will appear in a new tab in your browser. You can view, print, and/or save the PDF document based on your needs.

The document(s) will be available until **October 15th** of the current tax year and can be downloaded as many times as needed. After October 15th you will need to follow the Requesting a Reissued Copy of Tax Statement(s) instructions below.

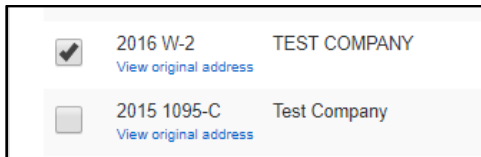
Requesting a Reissued Copy of Tax Statement(s)

You can request a reissue of the statement(s) from the current year, after October 15th or previous year(s).

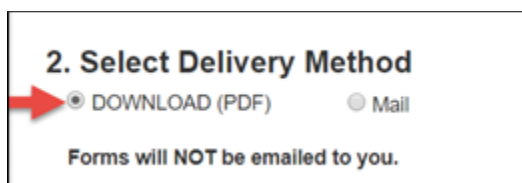
1. From the home page, click **Year-End Tax Statements** in the left-hand navigation OR click on **Access Current Year-End Statements** or **Access Prior Year-End Statements** from the home page.



2. In the **Select** column, select the checkbox for the tax statement(s) you need reissued.



3. Select the desired delivery method for the reissued form. Employers have the option to determine the delivery methods; therefore, depending on the employer, the delivery options may vary from what's shown below.
 - **Download (PDF)** – allows you to immediately view, download or print the document. Electronic reissues are free for 30 days.



- **Mail** - Enter the mailing address where you would like the document(s) sent. This will not change the address on your tax statement, only the postal address where the statement is being mailed. Please allow up to 10 business days for the requested reissued statements to be delivered. You may place another request after a 7-day delivery hold has expired.

2. Select Delivery Method

☐ DOWNLOAD (PDF)
 ☒ Mail

Order Total

Enter the mailing address where you would like your forms delivered:

A custom message can be placed here.

Address (line 1)

Address (line 2)

City

State/Province/Region

Zip/Postal Code

Country

4. Click on the **Review & Complete Order** button.

<input checked="" type="checkbox"/>	2016 W-2 View original address	TEST COMPANY	\$10
<input type="checkbox"/>	2015 1095-C View original address	Test Company	
<input type="checkbox"/>	2015 1099-R View original address	TEST COMPANY	No con
<input type="checkbox"/>	2015 T-4 View original address	TEST COMPANY	No con
<input type="checkbox"/>	2015 W-2 View original address	TEST COMPANY	
<input type="checkbox"/>	2014 1099-R View original address	TEST COMPANY	No con
<input type="checkbox"/>	2014 T-4 View original address	TEST COMPANY	No con
<input type="checkbox"/>	2014 W-2 View original address	TEST COMPANY	No con

To View PDF documents you need the free [Adobe Reader®](#)

2. Select Delivery Method

☐ DOWNLOAD (PDF)
 ☐ Fax
 ☐ Mail

5. To complete the order, click **Submit Order**.

Welcome

Account Name: Audrey Coleman
Last login: 7/5/2018 3:11 PM ET
Failed login attempts: 1

[LOGOUT](#)

Home

Pay Statements

Year-End Tax Statements +

EForms Center +

Account Settings +

Summary Of Your Order

Selected Form(s):
[Change](#)

Tax Form

2015 W-2 TEST COMPANY

Delivery:
[Change](#)

Your forms will be delivered online

[Submit Order](#) [Cancel Order](#)

6. Once the order has been submitted, the **Order Complete** page will appear with a confirmation that your order was processed and complete.
7. If you selected online delivery, your documents will be available to **View** or **Download** for 10 minutes. After 10 minutes, you will need to submit a new order.

Welcome

Account Name: Audrey Coleman
Last login: 7/5/2018 3:11 PM ET
Failed login attempts: 1

[LOGOUT](#)

Home

Pay Statements

Year-End Tax Statements +

EForms Center +

Account Settings +

Order Complete

Thank you for your order. Please retain this information for your records

Order Confirmation Number: 24192569

Selected form(s):

Tax Form

2015 W-2 TEST COMPANY

Delivery:

Your forms are available to [view](#) or [download](#). Forms will NOT be emailed to you.

[View](#)
[Download](#)

These links will only be active for 10 minutes. After that time, you will need to place a new order.