



*Barrett Business Services Inc.*

# *Employee W2 Registration and Access*

## Account Creation

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

The screenshot shows the BBSI logo at the top left. 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 contains a message: "If this is your first visit to the site, you must create an account to access your employer's services." A "Create Account" button is highlighted with a red box. Below this is a note: "This site is an employee self-service portal." and 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" page. Under the heading "Account Authentication", there is a message: "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 with a "Show" button. Below the "Date of Birth" field is a note: "Your DOB should be in the format of mm-dd-yyyy". There is a checkbox labeled "I'm not a robot" and a reCAPTCHA logo. At the bottom, the "Authenticate & Create Account" button 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" page with an error message in a pink box: "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.

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 8-15 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\*\*\*\*\*

Text Me Call Me

Save and Continue

- 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

Verify

Save and Continue

**Receive a Verification Code**  
Select a contact to receive a verification code to continue \*

j\*\*\*\*\*@gmail.com  
 (\*) (\*) (\*)-3150

Text Me Call Me

Save and Continue

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

**Verify Contact Information**

**Enter Verification Code**  
Please verify your contact information by entering your verification code below.

Verification Code \*

Submit

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

## Security Questions

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

The screenshot shows the 'Create a New Account' page with the 'Security Questions' section. It includes three questions, each with a dropdown menu for the question and a text input field for the answer. At the bottom, there is a 'Save Security Questions' button and a 'Reset Questions' link.

## Additional Contact Information

- Enter your email address and click **Verify Email**, a code will be sent to your email address.
- 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.

The screenshot shows the 'Create a New Account' page with the 'Contact Information' section. It includes fields for 'Email Address', 'Retype Email Address', and 'Cell Phone'. There is a 'Verify Email' button and 'Text Me' and 'Call Me' buttons. A 'Test Messaging' section is also visible.

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

The screenshot shows the 'Verify Contact Information' page. It includes a 'Verification Code' input field and a 'Submit' button.

## Electronic Statement Notification Options

### Electronic Statement Notification Options

<p><b>Would you like to register to receive your 2020 tax statement(s) electronically?</b></p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>	<p>Email Address</p> <p><input checked="" type="checkbox"/></p>	<p>Cell Phone</p> <p><input checked="" type="checkbox"/></p>
<p>By choosing YES, you agree to the following:</p> <ol style="list-style-type: none"><li>1. You will be notified when your form is available.</li><li>2. You will need to download a pdf file and print your form; it will not be emailed to you.</li><li>3. You will not receive a paper/postal copy.</li><li>4. This registration will be carried over from year to year unless you choose to withdraw your consent.</li><li>5. You may opt out at any time by returning to this site and selecting the "Account Settings" menu option.</li></ol> <p>If you do not have software installed on your computer for viewing PDF documents, you can download the free <a href="#">Adobe® Reader®</a>.</p>		
<p><b>If you are eligible for a 2020 Affordable Care Act (ACA) Form 1095, would you like to access this statement electronically?</b></p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>	<p>Email Address</p> <p><input checked="" type="checkbox"/></p>	<p>Cell Phone</p> <p><input checked="" type="checkbox"/></p>
<p>Form 1095 is an annual statement provided to individuals deemed eligible for health insurance through their employer. Your employer will determine by the end of the tax year if you meet the requirements to receive this form. For more information on this new form, please visit <a href="http://www.irs.gov/aca">www.irs.gov/aca</a></p> <p>By choosing YES, you agree to the following:</p> <ol style="list-style-type: none"><li>1. You will be notified when your form is available.</li><li>2. You will need to download a pdf file and print your form, it will not be emailed to you.</li><li>3. You will not receive a paper/postal copy.</li><li>4. This registration will be carried over from year to year unless you choose to withdraw your consent.</li><li>5. You may opt out at any time by returning to this site and selecting the "Account Settings" menu option.</li><li>6. If you are terminated, your employer will inform you on how your forms can be attained moving forward.</li></ol> <p>You will receive a paper/postal copy if you do not choose a notification option.</p> <p>If you do not have software installed on your computer for viewing PDF documents, you can download the free <a href="#">Adobe® Reader®</a>.</p>		
<p><b>Would you like to receive lockout alert notifications?</b></p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>	<p>Email Address</p> <p><input checked="" type="checkbox"/></p>	<p>Cell Phone</p> <p><input checked="" type="checkbox"/></p>

**Save Notification Option Settings**

Cancel

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

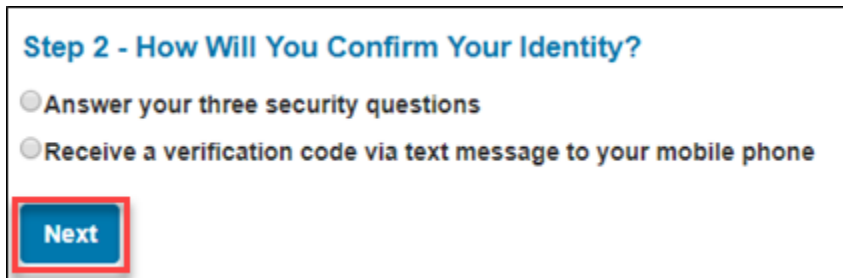
If you have forgotten your password, you will need to enter your user ID that was set-up during initial account creation.

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, it says "To reset your password, please provide the following information:". There is a label "User ID:" followed by a red asterisk. Below this is a text input field with a cursor. Underneath the input field is a checkbox labeled "I'm not a robot" next to a reCAPTCHA logo. At the bottom of the form is a blue button with the text "Verify User Id" highlighted by a red border.

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



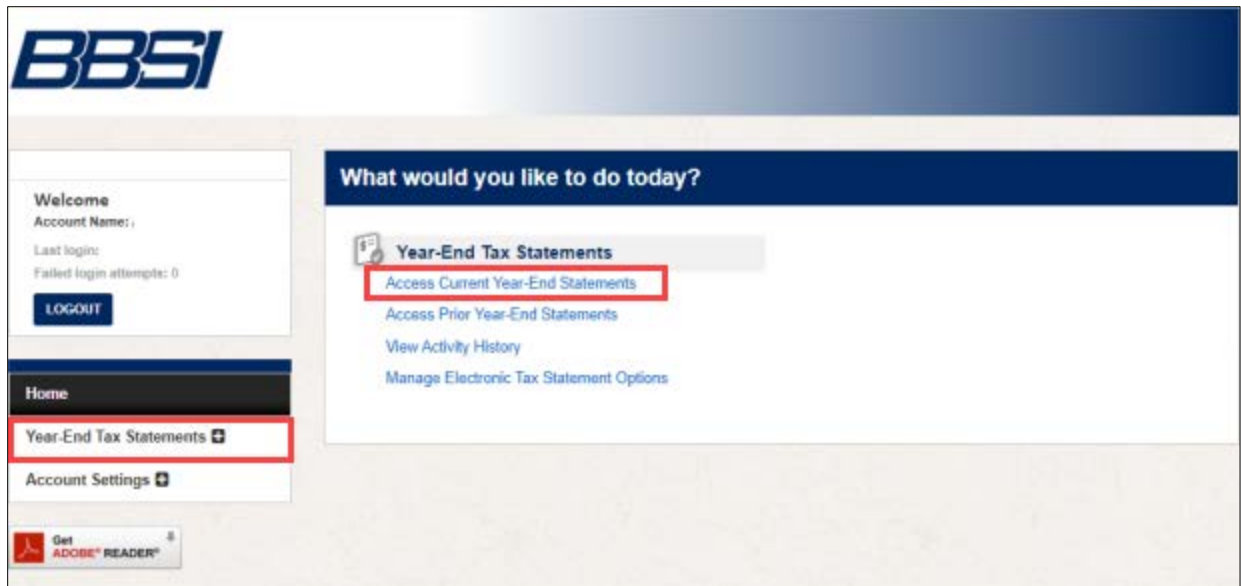
The screenshot shows a web form titled "Step 2 - How Will You Confirm Your Identity?". There are two radio button options: "Answer your three security questions" and "Receive a verification code via text message to your mobile phone". At the bottom of the form is a blue button with the text "Next" highlighted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

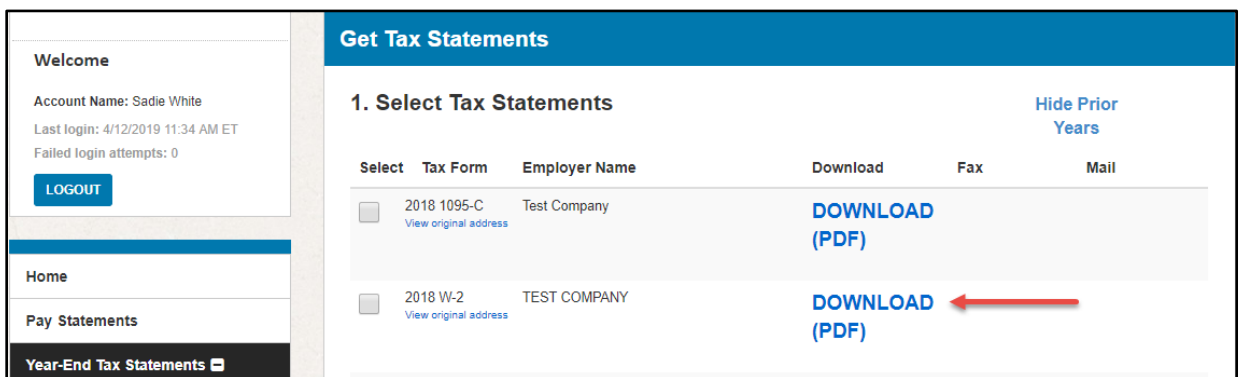
Once you receive notification that your tax statement(s) are available you can retrieve them using the following instructions.

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.

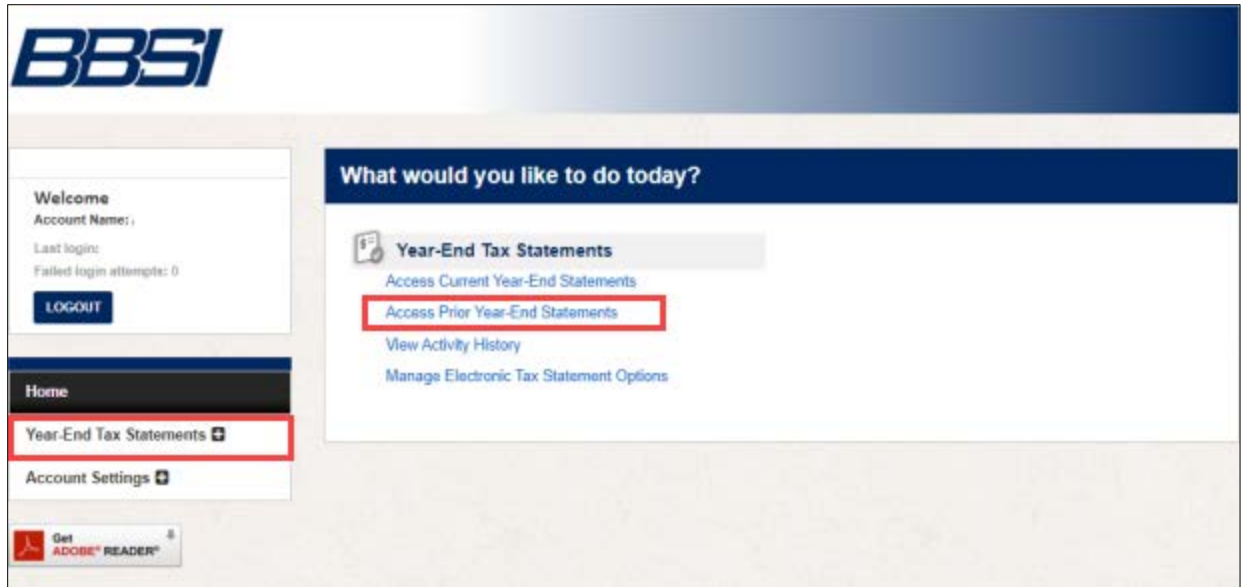
The document(s) will be available until **October 15<sup>th</sup>** of the current tax year and can be downloaded as many times as needed. After October 15<sup>th</sup> you will need to follow the Requesting a Reissued Copy of Tax Statement(s) instructions below.



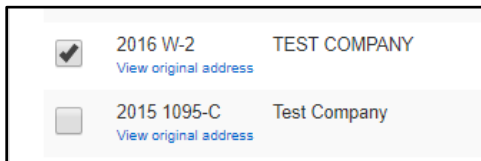
## Requesting a Reissued Copy of Tax Statement(s)

You can request a reissue of the statement(s) from the current year, after October 15<sup>th</sup> or previous year(s) **once available – tax statements prior to 2020 will not be available until after 4/1/2021.**

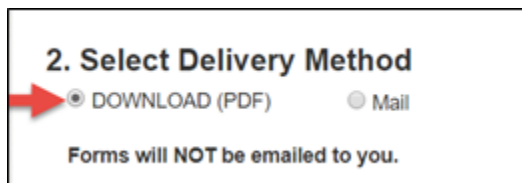
1. From the home page, click **Year-End Tax Statements** in the left-hand navigation OR click on **Access Current Year-End Statements** or **Access Prior Year-End Statements** from the home page.



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 <a href="#">View original address</a>	TEST COMPANY	\$10
<b>1</b> <input type="checkbox"/>	2015 1095-C <a href="#">View original address</a>	Test Company	
<input type="checkbox"/>	2015 1099-R <a href="#">View original address</a>	TEST COMPANY	No con
<input type="checkbox"/>	2015 T-4 <a href="#">View original address</a>	TEST COMPANY	No con
<input type="checkbox"/>	2015 W-2 <a href="#">View original address</a>	TEST COMPANY	
<input type="checkbox"/>	2014 1099-R <a href="#">View original address</a>	TEST COMPANY	No con
<input type="checkbox"/>	2014 T-4 <a href="#">View original address</a>	TEST COMPANY	No con
<input type="checkbox"/>	2014 W-2 <a href="#">View original address</a>	TEST COMPANY	No con

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

## 2. Select Delivery Method

DOWNLOAD (PDF)
  Fax **2**
 Mail

**3**

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 +

Get ADOBE® READER®

### 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 +

Get ADOBE® READER®

### 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.