Forgotten User ID

This function is to be used if you cannot remember your user ID initially set up to access the W-2 website.

Begin by accessing the site at: https://www.PaperlessEmployee.com/eptaxforms.

Select the **Forgot User ID** button to follow the prompts to retrieve your User ID.

After you select the “User ID” link, you will be asked to provide your SSN and Date of Birth. Once you have completed this screen, select the **Authenticate** button at the bottom of the screen.

**Authenticating Account Information**

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

*If the information you provide does not allow you to create an account, please contact EP: call 1-800-417-0037, or send an email to epW2registration@ep.com containing your full name, the last 4 digits of your social security number, your full birthdate and a brief description of the issue.*

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

**Social Security Number**

![Image of social security number field]

*Your 9 digit SSN cannot begin with '009' or '019'*

**Date of Birth**

![Image of date of birth field]

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

**Authenticate**

Return to Login
Once you select the **Authenticate** button, the screen will display your User ID.

You can now return to the **Login** page to access your account.