

Downloading Employee W-2s (and contractor 1099s)

1. Go to easytrackpayroll.com
2. Click the green **ShareFile Login** button

ShareFile Login

Payroll Relief Login

3. **Login** to your ShareFile account
4. Click into the **2022 Taxes** folder
5. For W-2s: Open the PDF called **2022 W2 Employee Copies**
6. For 1099s: Open the PDF called **2022 1099 Recipient Copies**
7. Click **Download** from the menu on the right side of the screen
8. **Save** a copy of this file for your records
9. **Print** and **provide** (*hand deliver or mail*) to each individual employee (or contractor)

EMPLOYEE/CONTRACTOR ONLINE PORTAL

If employees (or contractors) have access to their own online portal, their individual W-2 (or 1099) is available for them to download directly from there.

You can send them [this guide](#) to follow to download a copy of their W-2 (or 1099) directly from their online account.

For assistance granting employees or contractors access to their online portals, contact Easytrack.