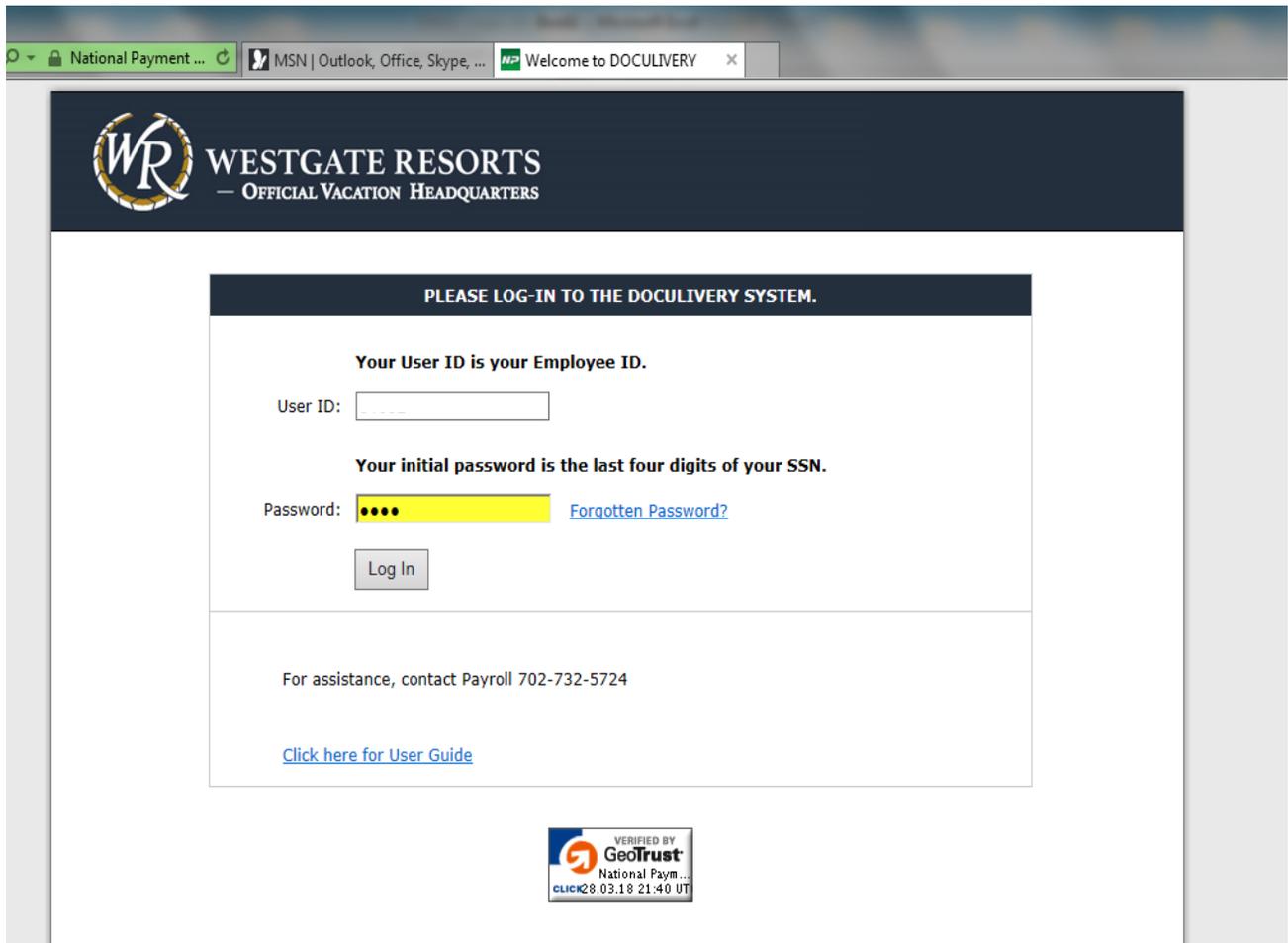


Instructions on setting up your account of Doculivery for Electronic W2 Form Access

Point your Internet Browser to the following URL:

<https://my.doculivery.com/External/WGLV/Login.aspx>

You will come across the screen below. Your User ID will be your Employee Number.
Your initial Password will be the last four digits of your Social Security Number.
You will be prompted to change your password upon initial log in.
CLICK the “Log In” button.



National Payment ... MSN | Outlook, Office, Skype, ... Welcome to DOCULIVERY

 WESTGATE RESORTS
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PLEASE LOG-IN TO THE DOCULIVERY SYSTEM.

Your User ID is your Employee ID.

User ID:

Your initial password is the last four digits of your SSN.

Password: [Forgotten Password?](#)

For assistance, contact Payroll 702-732-5724

[Click here for User Guide](#)

VERIFIED BY

National Paym...
CLICK 28.03.18 21:40 UT

Once you have logged in, Follow the on-screen instructions to setup three (3) security questions. When completed CLICK on the “Save Information” button.

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**WESTGATE RESORTS**
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Welcome:

PLEASE ANSWER 3 SECURITY QUESTIONS.

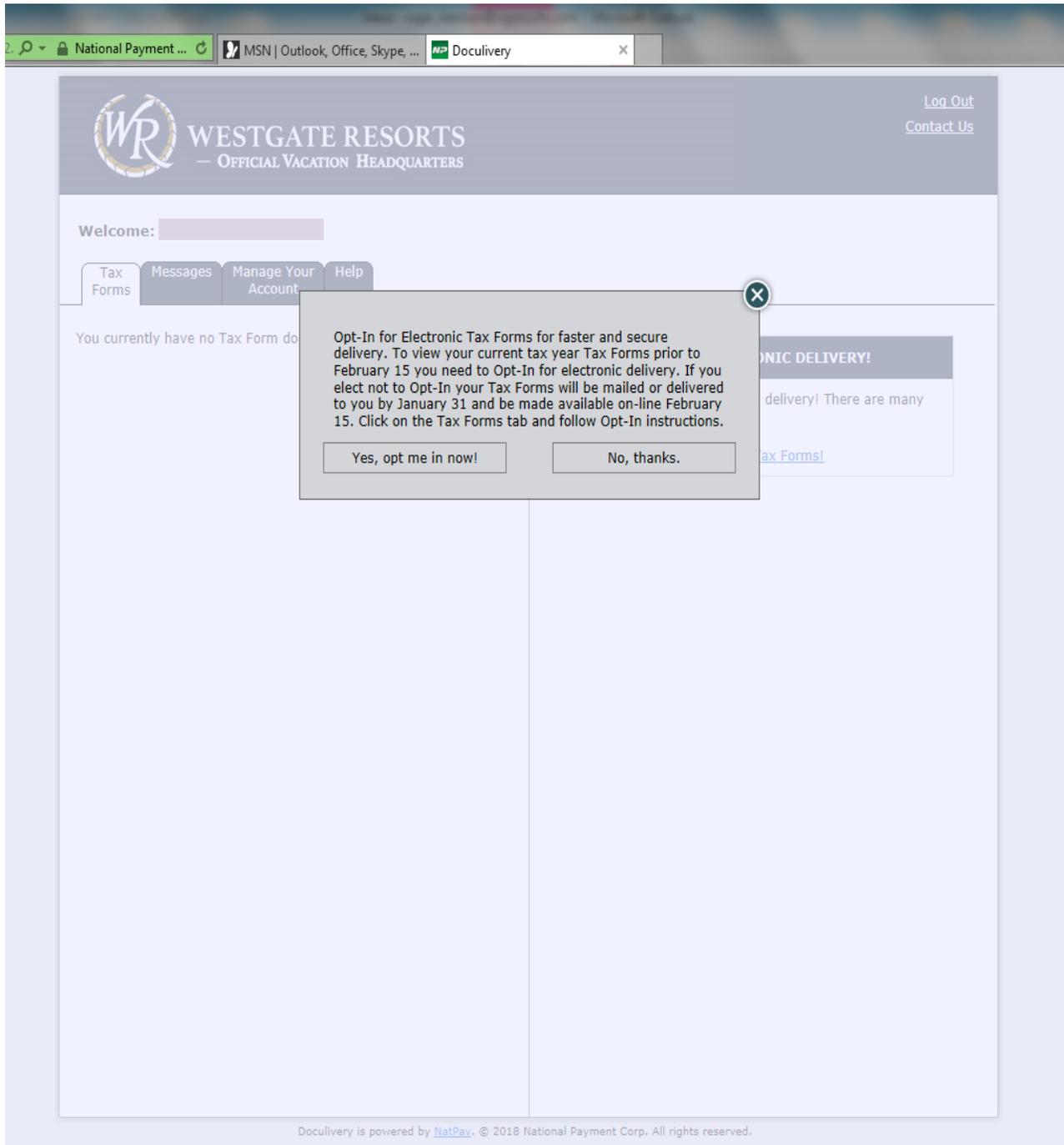
(1)	Where did you grow up? <input type="text"/>	<input type="text"/>	<input type="button" value="Save"/>
(2)	<input type="text"/>		
(3)	<input type="text"/>		

PLEASE CHANGE YOUR PASSWORD.

Enter Old Password:	<input type="text"/>
Your password must be at least eight characters in length and contain at least one number, one special character, and one letter.	
Enter New Password:	<input type="text"/>
Confirm New Password:	<input type="text"/>

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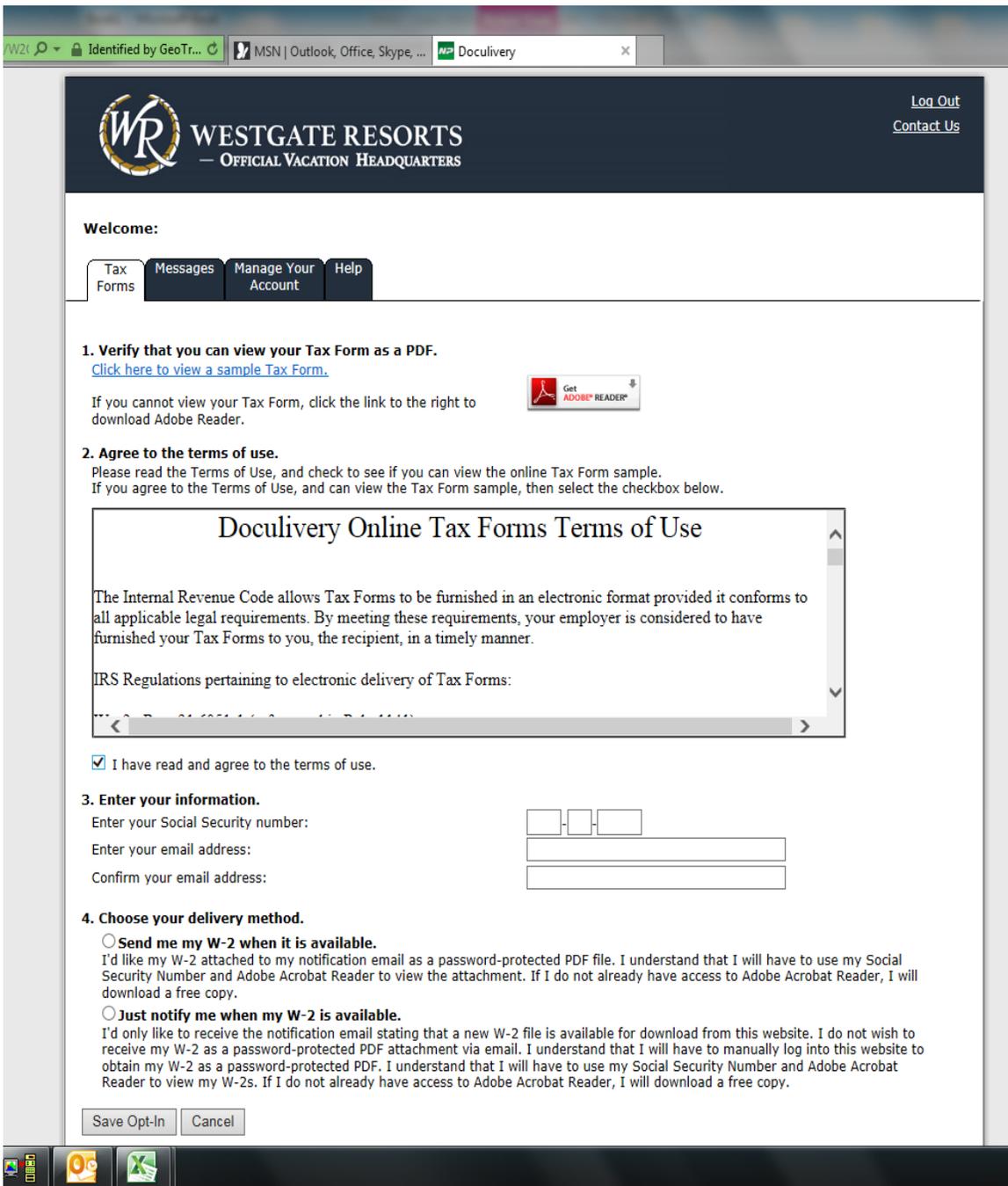
Once you have set up your Security questions, you will be asked whether you would like to be able to receive your W2 forms electronically. In order to do this, you must select the “Yes, Opt me in now” button. All employees will still be mailed their W2 forms each year via US postal service. This online service will also allow employees to retrieve electronic copies after February 15 of each year. If you choose to select “No, thanks” you will only receive your W2 in the mail and there will not be an electronic copy for you to access online.



The screenshot shows a web browser window with the following elements:

- Browser Tabs:** National Payment ... | MSN | Outlook, Office, Skype, ... | W2 Doculivery
- Page Header:** WESTGATE RESORTS — OFFICIAL VACATION HEADQUARTERS. Links for Log Out and Contact Us are visible in the top right.
- User Greeting:** Welcome: [Redacted]
- Navigation Menu:** Tax Forms, Messages, Manage Your Account, Help.
- Main Content:** A notification box titled "Opt-In for Electronic Tax Forms for faster and secure delivery." The text reads: "Opt-In for Electronic Tax Forms for faster and secure delivery. To view your current tax year Tax Forms prior to February 15 you need to Opt-In for electronic delivery. If you elect not to Opt-In your Tax Forms will be mailed or delivered to you by January 31 and be made available on-line February 15. Click on the Tax Forms tab and follow Opt-In instructions." Below the text are two buttons: "Yes, opt me in now!" and "No, thanks." To the right of the notification, a partial view of another box titled "ONIC DELIVERY!" is visible, with text including "delivery! There are many" and a link "ax Forms!".
- Footer:** Doculivery is powered by NatPay. © 2018 National Payment Corp. All rights reserved.

You will then be directed to the Terms of Use page. You will have to agree to the terms of use by putting a check mark in the field labeled "I have read and agree to the terms of use" in Section 2. In section 3, please complete additional information for document delivery. In Section 4, please choose your delivery method.



The screenshot shows a web browser window with the following elements:

- Browser Tabs:** W2, Identified by GeoTr..., MSN | Outlook, Office, Skype, ..., Doculivery
- Page Header:** WESTGATE RESORTS — OFFICIAL VACATION HEADQUARTERS. Links for Log Out and Contact Us.
- Welcome:** Navigation buttons for Tax Forms, Messages, Manage Your Account, and Help.
- Section 1:** "Verify that you can view your Tax Form as a PDF." Includes a link to a sample tax form and a download for Adobe Reader.
- Section 2:** "Agree to the terms of use." Includes a scrollable text area with the following text:

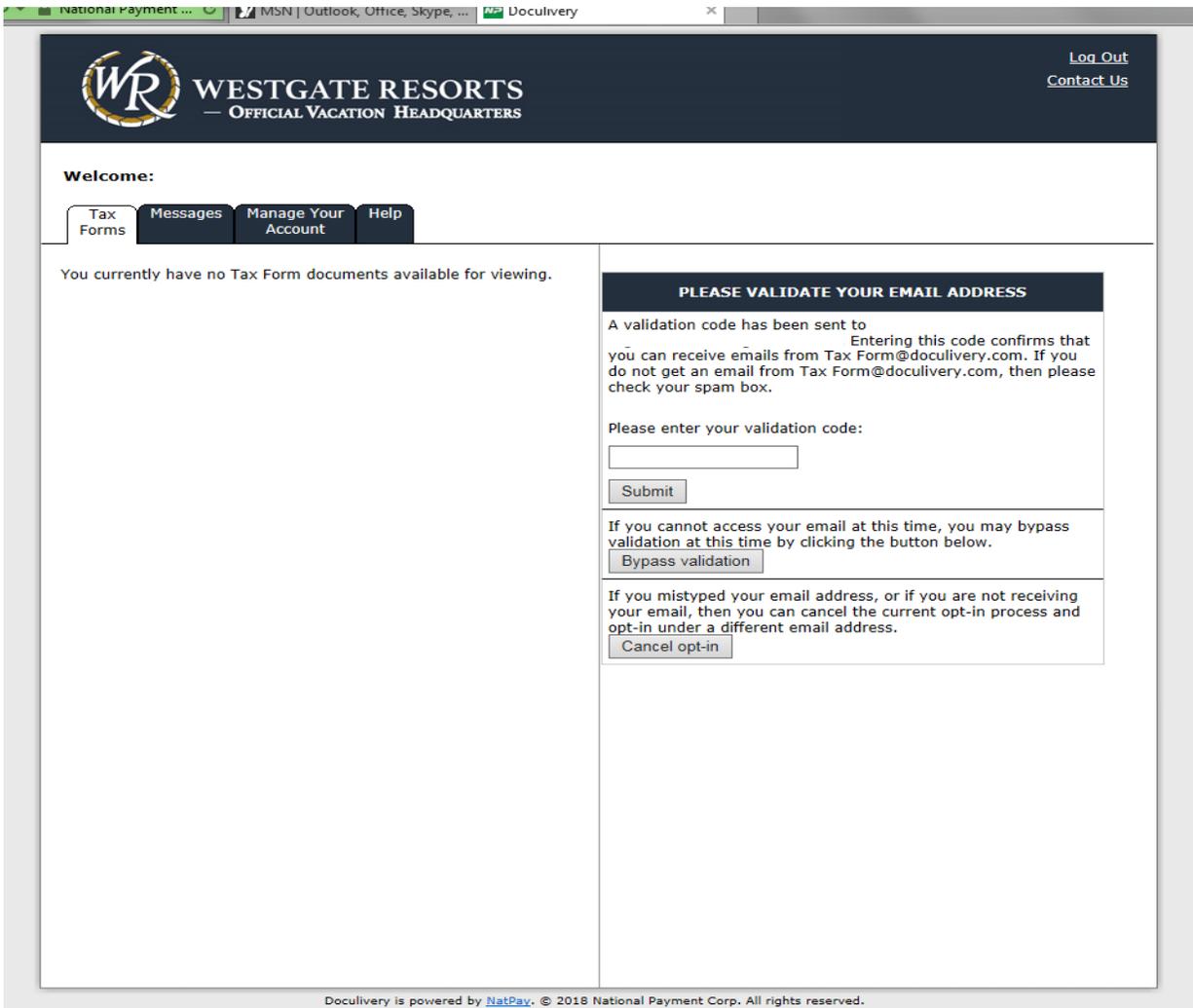
Doculivery Online Tax Forms Terms of Use

The Internal Revenue Code allows Tax Forms to be furnished in an electronic format provided it conforms to all applicable legal requirements. By meeting these requirements, your employer is considered to have furnished your Tax Forms to you, the recipient, in a timely manner.

IRS Regulations pertaining to electronic delivery of Tax Forms:

...
- Section 3:** "Enter your information." Includes input fields for Social Security number, email address, and a confirmation of the email address.
- Section 4:** "Choose your delivery method." Includes two radio button options:
 - Send me my W-2 when it is available.** I'd like my W-2 attached to my notification email as a password-protected PDF file. I understand that I will have to use my Social Security Number and Adobe Acrobat Reader to view the attachment. If I do not already have access to Adobe Acrobat Reader, I will download a free copy.
 - Just notify me when my W-2 is available.** I'd only like to receive the notification email stating that a new W-2 file is available for download from this website. I do not wish to receive my W-2 as a password-protected PDF attachment via email. I understand that I will have to manually log into this website to obtain my W-2 as a password-protected PDF. I understand that I will have to use my Social Security Number and Adobe Acrobat Reader to view my W-2s. If I do not already have access to Adobe Acrobat Reader, I will download a free copy.
- Buttons:** Save Opt-In and Cancel.

Once the Consent Form is completed you will be taken to a page which explains that a validation code has been sent to the email you provided. You must enter the Validation code in the field labeled "Please Enter Your Validation Code" so that you can receive emails from W-2@doculivery.com. If you do not get an email from W-2@doculivery.com containing your Validation Code, then please check your spam or junk mailbox. You may also Bypass Validation or Cancel your Enrollment in receiving your tax forms electronically from this page.



The screenshot shows a web browser window with the following content:

- Browser Tabs:** National Payment..., MSN | Outlook, Office, Skype, ..., Doculivery
- Header:** WESTGATE RESORTS — OFFICIAL VACATION HEADQUARTERS. Log Out, Contact Us
- Welcome:** Tax Forms, Messages, Manage Your Account, Help
- Main Content:**
 - Left column: "You currently have no Tax Form documents available for viewing."
 - Right column: **PLEASE VALIDATE YOUR EMAIL ADDRESS**
 - A validation code has been sent to [redacted]. Entering this code confirms that you can receive emails from Tax Form@doculivery.com. If you do not get an email from Tax Form@doculivery.com, then please check your spam box.
 - Please enter your validation code:
 - Submit
 - If you cannot access your email at this time, you may bypass validation at this time by clicking the button below.
Bypass validation
 - If you mistyped your email address, or if you are not receiving your email, then you can cancel the current opt-in process and opt-in under a different email address.
Cancel opt-in

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Welcome:

Tax
Forms

Messages

Manage Your
Account

Help

You currently have no Tax Form documents available for viewing.

CONGRATULATIONS! YOU ARE OPTED IN FOR TAX FORM DELIVERY!

You will receive a notification as soon as your Tax Form is available at the email address

CHANGE TAX FORM DELIVERY METHOD

CHANGE TAX FORM DELIVERY EMAIL

OPT OUT OF TAX FORM DELIVERY