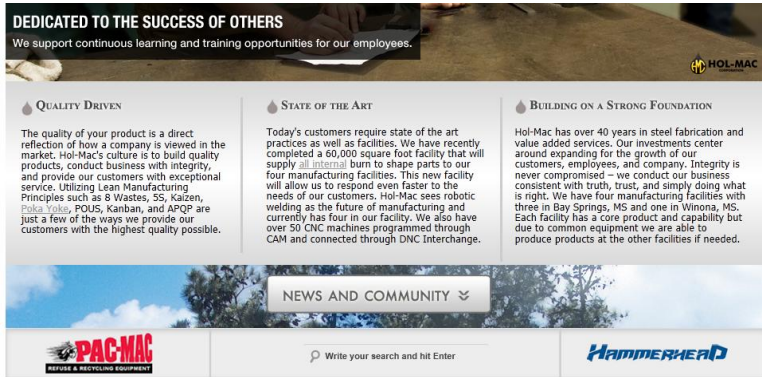


How To Print W2 for Hol-Mac Corporation Employees

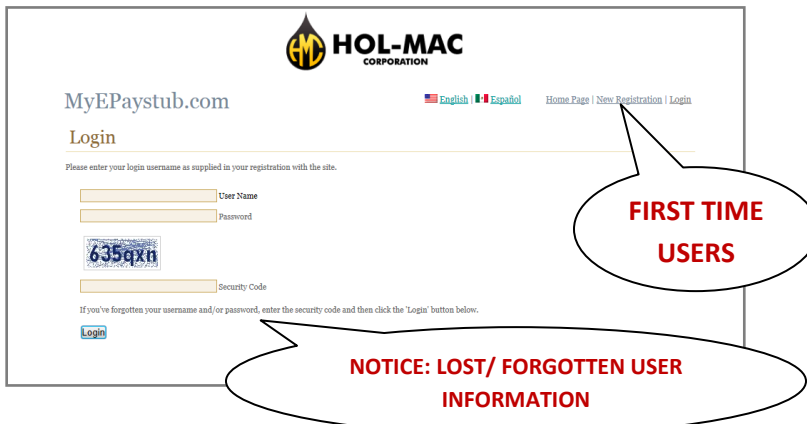
It is understood that you are on a computer connected to the internet before proceeding.

1. Go to this website: www.hol-mac.com
2. Scroll to bottom of the page and click EMPLOYEE LOGIN

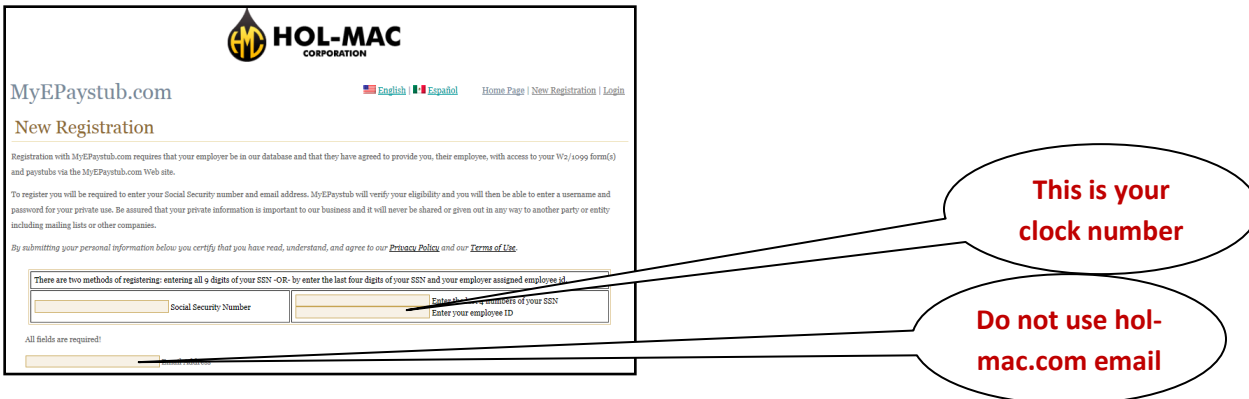


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[Employee Login](#)

3. You will see this screen. Click on NEW REGISTRATION, if you have never been to this site and registered before.

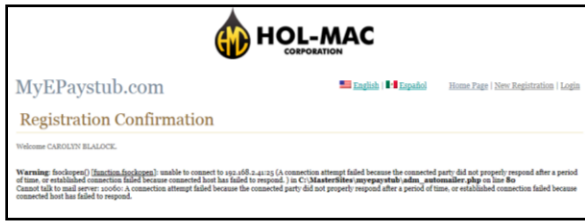


4. You will see the screen below. Fill out the screen with the proper information. Remember the Desired User Name and Password you choose, you will need them in a few minutes.



This may take several minutes to complete. DO NOT CLICK THE ENTER BUTTON but ONE TIME.

5. If you have entered information in the screen correctly, then you will see a screen similar to the one below.



6. Click on the HOME PAGE.

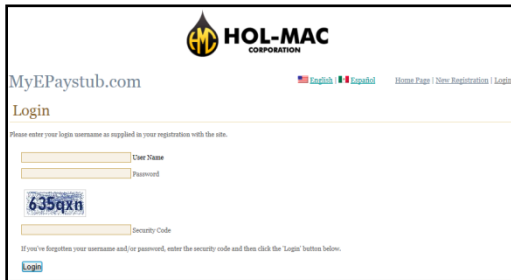


7. Enter your USER NAME from step 3 into the USER NAME box.

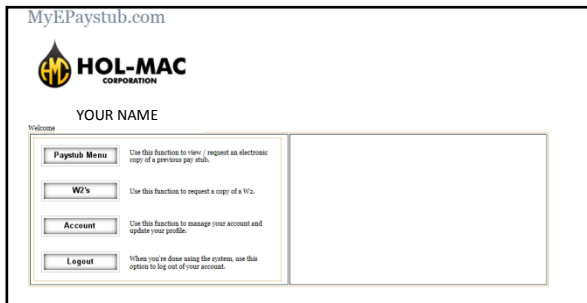
8. Enter the Password from step 3 into the Password box.

9. Enter the Security Code exactly as it is on your screen. The security code will be different each time you visit the website.

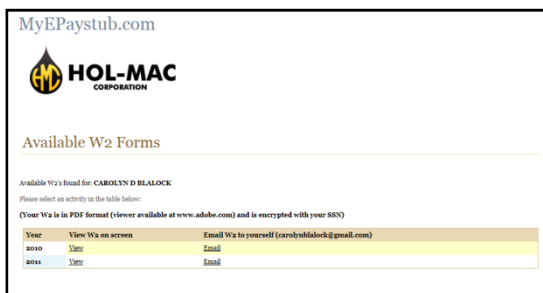
10. Click LOGIN.



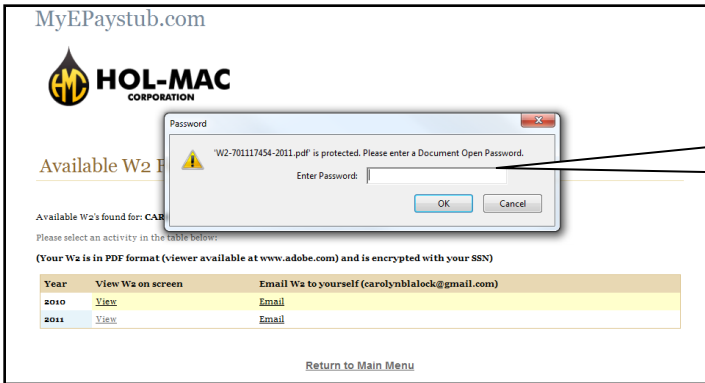
11. Click on W2's Button



12. Click the Year that you wish to see the W2 and click View



13. Your password for this screen will be your Social Security Number WITH DASHES (for example: 123-45-6789). After entering your social security number, click OK.



123-45-6789 Example of how to enter Social Security Number for password

14. This will open up an adobe acrobat file in your browser with your W2. You can print this file for use.