



GO PAPERLESS & ENROLL TODAY!

ENROLL NOW to receive your pay stub and annual tax forms (W-2 & 1095-C) online. Enrollment is quick and delivery is secure!

1. Please visit: <https://www.paperlessemployee.com/WinCoFoods>
2. Create your own personal **User ID** and **Password** by using the secure website. You will need your 6-digit employee number, Social Security Number, date of birth, and a valid e-mail address to create the account.
 - a) **Note:** do not use a generic WinCo email address such as deli**@wincofoods.com or manager**@wincofoods.com. Use an email address that is *exclusively* yours.
3. Follow the steps on the screen to sign up for online delivery of your pay stubs.
4. Choose how you would like to be notified (text, email, or both) when your pay stub is available.
5. Setup your year-end tax forms by going to “Manage Electronic Tax Statement Options.”
6. Choose how you would like to be notified (text, email, or both) when your W-2 and 1095-C are available. Each tax form will be electronically available or mailed by January 31.
 - b) **Note:** the two forms may not be made available on the same date.
7. If you sign up to receive your pay stub and/or year-end forms electronically, you will **not** receive any copies in the mail.

Here are the **advantages** of going paperless:

- Immediate access to your information via a secure site.
- View data via your mobile device.
- Alerts by email or by text when your documents are ready.
- Current and previous pay stubs and forms at your fingertips.
- View/print the forms at your store using the employee self-service kiosk.
- No paper forms lost or stolen out of the mailbox.
- No waiting for the mail as the documents are ready when the files are sent to Paperless Employee.
- Access to unlimited copies from the system.
- It saves WinCo money for postage and the processing of paper documents.
- Helps the environment by reducing paper waste.

For additional assistance, please contact your corporate office Personnel Clerk:

Location #	Personnel Clerk	Email	Phone
000 - 034	Kimberly Stark	kimberly.stark@wincofoods.com	(208) 672-3308
035 - 065	Jennifer Lee	jennifer.lee@wincofoods.com	(208) 672-2443
066 - 110	Kali Thomas	kali.thomas@wincofoods.com	(208) 672-2063
111 - 143	Kimberly Moore	kimberly.moore@wincofoods.com	(208) 672-2115
144 - 979	Robert Tuck	robert.tuck@wincofoods.com	(208) 672-2441