

TOURO

I N F I R M A R Y
LEADING HEALTHCARE FOR 150 YEARS

January 25, 2007

To All Touro Employees

We are pleased to announce that in addition to receiving your 2006 W-2 in the mail, **you can also view and print your W-2 on-line from any PC on the internet starting February 1, 2007.** To do so you must log on to the system per the directions below and give your consent to receive the information electronically. Once you give your consent you will be able to access your 2006 W-2 for up to seven years; plus all future Touro W-2s will automatically be available on-line through this system.

How to access your Touro W-2 on-line....

- Go to www.atsprintfreedom.com, a log on screen for [American Technology Solutions](#) will be displayed
- Enter **10137** in the **Access ID** field
- Enter your **5 digit Touro employee number** in the **Username** field
- Enter the **last four digits of your social security number** in the **Password** field (unless you accessed the system last year and changed your password – then use that password)

The first time you access the system you will be asked to change your password, change it to something you will easily remember since the 2006 W-2 will be available on-line for 7 years; plus you will use this password next year to get to your 2007 Touro W-2 and so on (2005 W-2 will also be available). The password must be five or more characters long and must include one number.

After you have changed your password you will be asked for your consent to receive this and all future W-2s electronically. Please read the consent form then click on the **Accept Consent** option and the **Submit** button – you are now ready to use the system.

How to view / print your on-line Touro W-2....

- Select **Print MyW-2** from the menu on the left - *Please know you will need Adobe Reader loaded on your PC to view and print your on-line W-2 – go to www.adobe.com to download the latest version*
- A window will appear asking you to Open or Save the PDF file – click on **Open** to view the W-2 on screen
- After Adobe Reader starts it will ask for a password to open the file – enter the **last four digits of your social security number**
- Once the W-2 file opens, click on the **Print** icon in the upper left of the Adobe window to print the W-2
- When you are done, close Adobe to return to the main menu

Please know you can also save the PDF file to your PC or e-mail it to yourself or your accountant as you desire – just follow the on-screen directions to complete each task. Once you are done, don't forget to click on the **Logout** link in the upper right corner of the screen.

Printing for employees with no / limited access to a computer....

Recognizing not everyone has access to a computer with a dedicated printer; please be aware that there are PCs with printers available for use in the HR lobby.

Questions about your on-line 2006 Touro W-2...

- All questions about **how to access your on-line W-2** should be directed to the Touro **IS Help Desk at 504-897-7911** during normal business hours
- All questions about **the information on your W-2** should be directed to the Touro **Payroll Department at 504-897-8535** during normal business hours

The Payroll, Human Resources and Information Services Departments