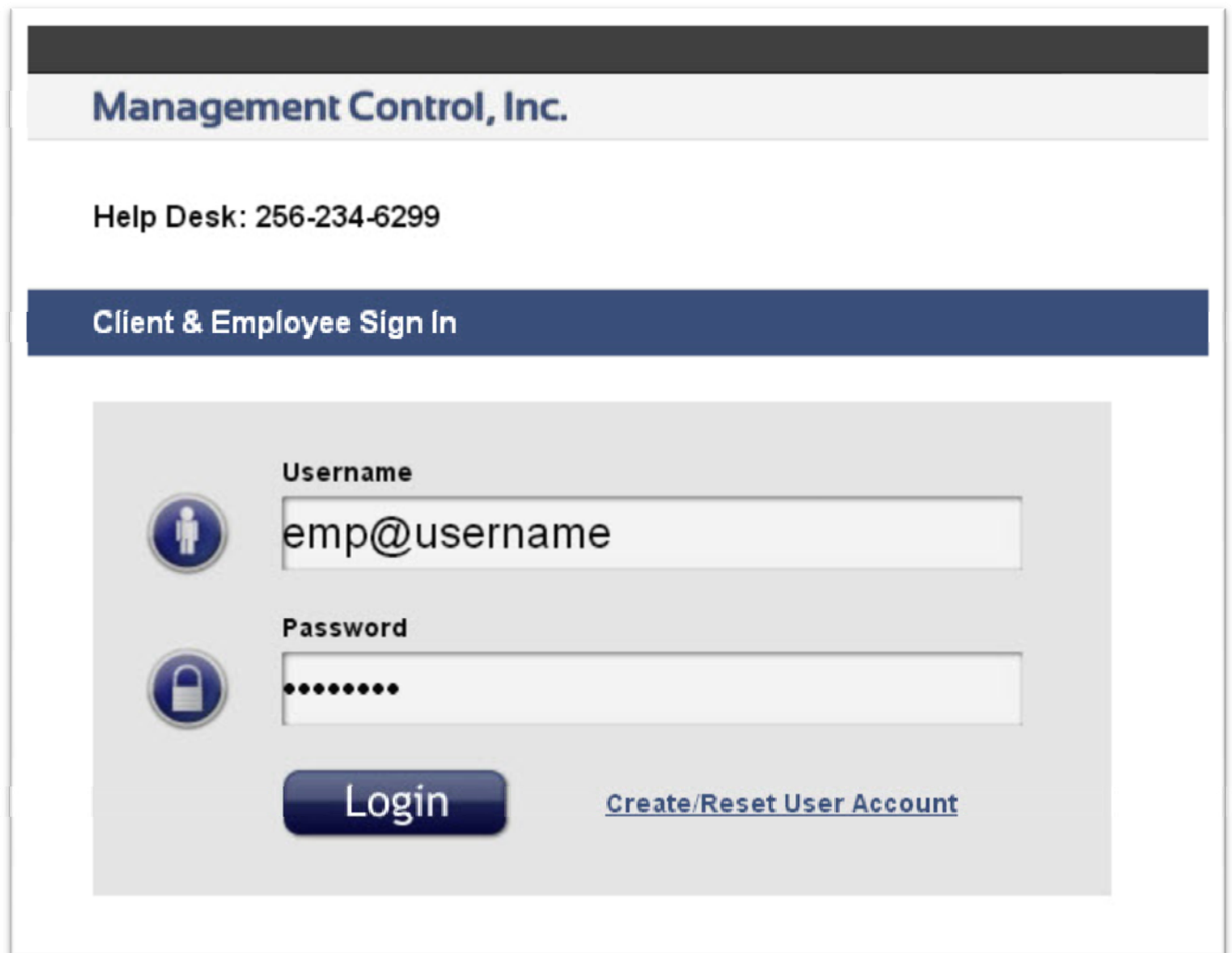


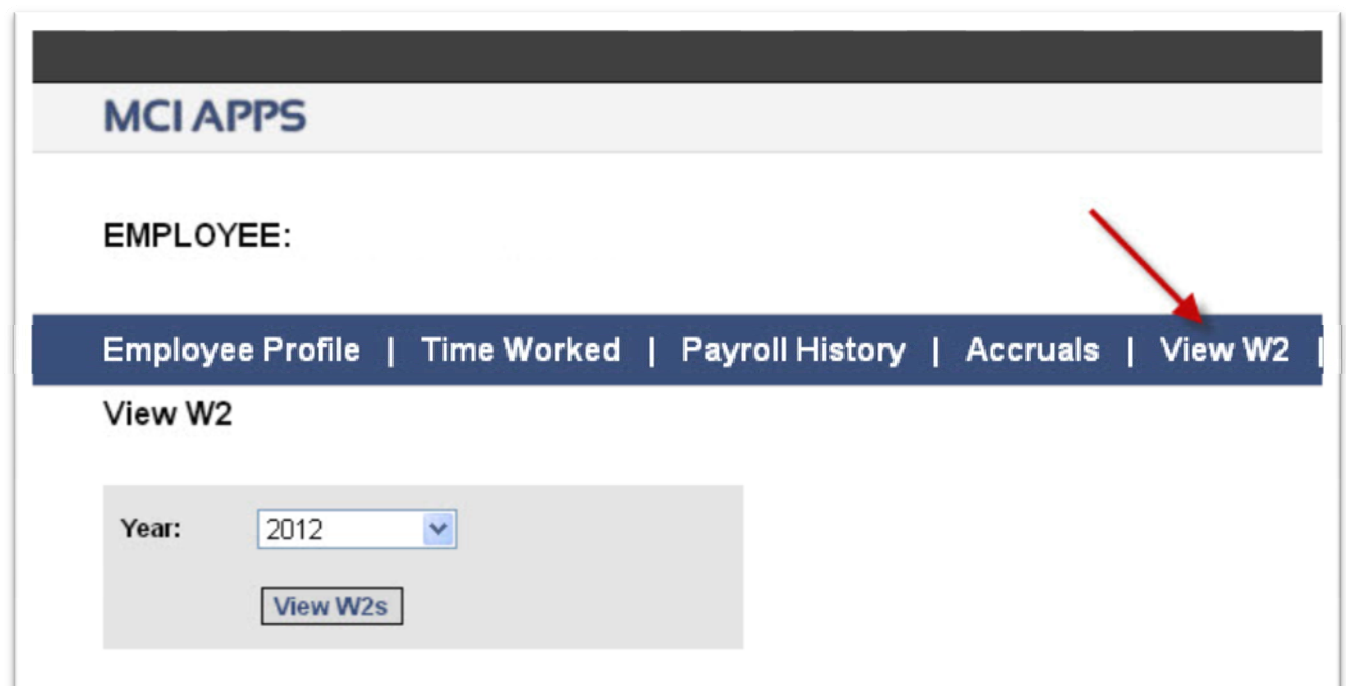
How-To Download W2s – (Employee Profiles)

1. Login to profile at www.mcigo.net



The screenshot shows the login interface for Management Control, Inc. At the top, the company name is displayed in a dark blue header. Below it, the Help Desk number 256-234-6299 is listed. A dark blue bar contains the text "Client & Employee Sign In". The main login area is a light gray box containing a "Username" field with a person icon and a "Password" field with a lock icon. The username field contains the text "emp@username" and the password field contains several dots. Below the fields is a blue "Login" button and a link that says "Create/Reset User Account".

2. Select View W2 from the menu



The screenshot shows the MCI APPS interface. At the top, the text "MCI APPS" is displayed in a dark blue header. Below it, the word "EMPLOYEE:" is shown. A dark blue bar contains a menu with the following items: "Employee Profile", "Time Worked", "Payroll History", "Accruals", and "View W2". A red arrow points to the "View W2" option. Below the menu, the text "View W2" is displayed. At the bottom, there is a "Year:" label next to a dropdown menu showing "2012" and a "View W2s" button.

3. (A) Select the desired W2 year - (B) Click View W2s

MCI APPS

EMPLOYEE:

Employee Profile | Time Worked | Payroll History | Accruals | View W2

View W2

Year: 2012

View W2s

A

B