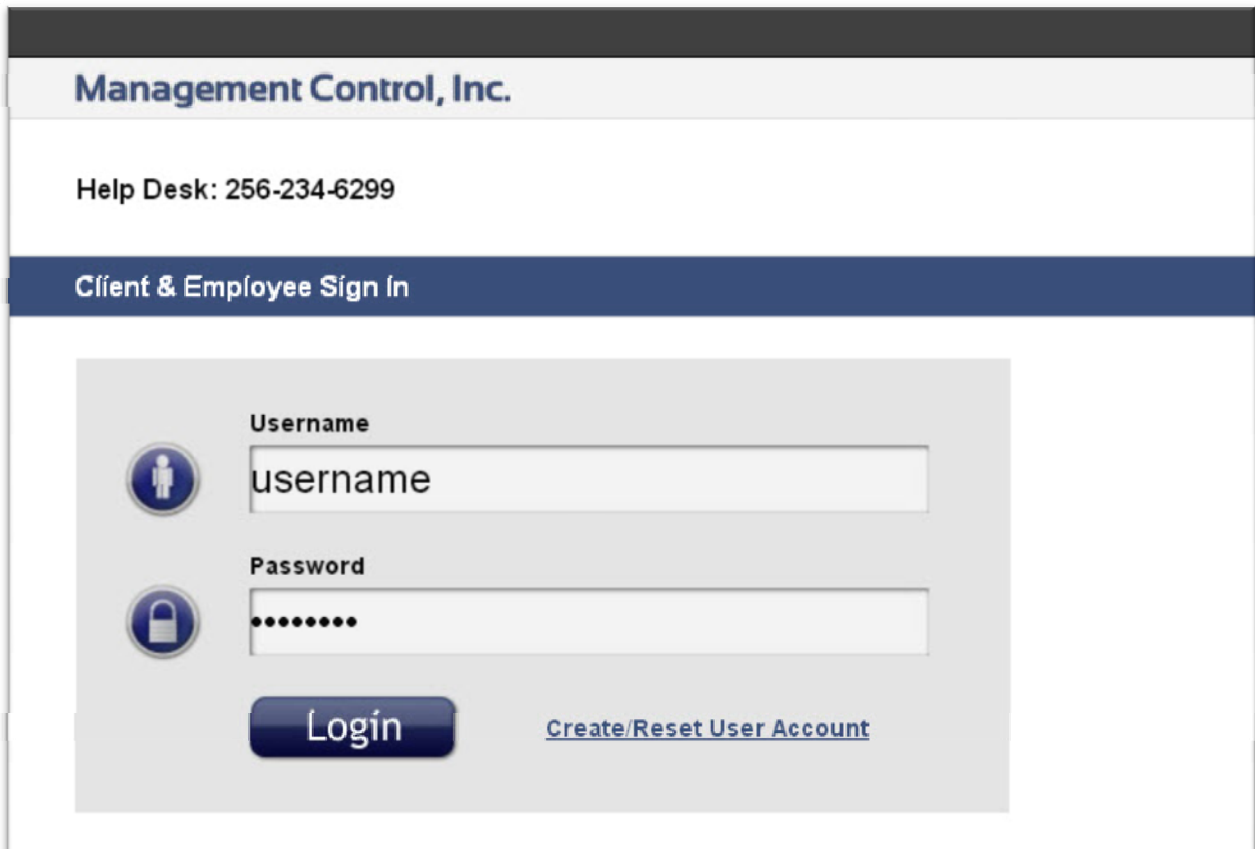


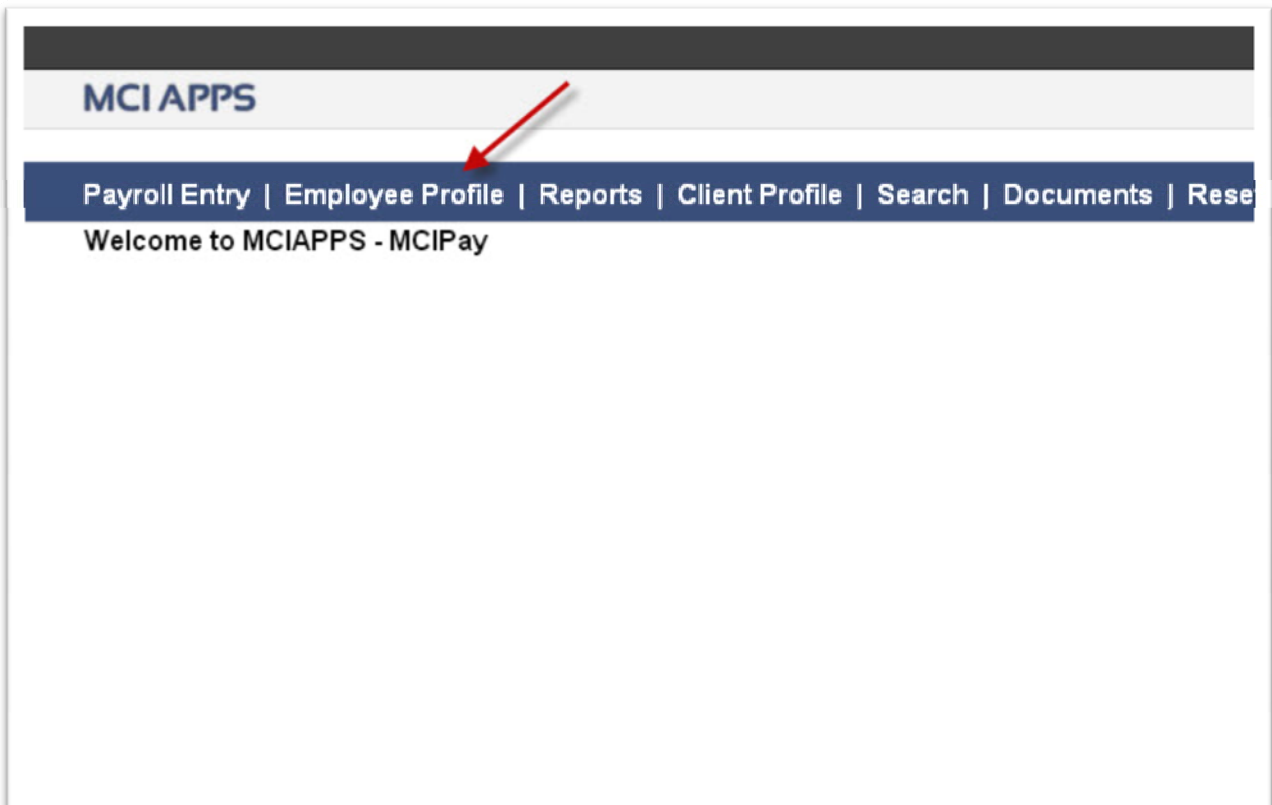
How-To Download W2s – (Manager Profiles)

1. Login to profile at www.mcigo.net



The screenshot shows the login interface for Management Control, Inc. At the top, the company name "Management Control, Inc." is displayed in a blue header. Below it, the "Help Desk: 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 the text "username" and a "Password" field with masked characters ".....". To the left of the fields are icons: a person icon for the username field and a padlock icon for the password field. Below the fields is a blue "Login" button and a link that says "Create/Reset User Account".

2. Select Employee Profile from the menu



The screenshot shows the top navigation bar of the MCI APPS system. The header "MCI APPS" is in a blue bar. Below it, a dark blue menu bar contains the following items: "Payroll Entry | Employee Profile | Reports | Client Profile | Search | Documents | Rese". A red arrow points to the "Employee Profile" link. Below the menu bar, the text "Welcome to MCIAPPS - MCIPay" is displayed.

3. Select an employee from the drop-down menu

The screenshot shows the 'MCI APPS' interface. At the top is a navigation bar with links: Payroll Entry | Employee Profile | Reports | Client Profile | Search | Documents | Reset. Below this is a filter bar with a dropdown menu set to '<Select Employee>', a 'Sort by Name' dropdown, a year dropdown set to '2013', and a location dropdown set to '<All Locations>'. The main section is titled 'Profile' and contains a 'Cancel Add' button. Below the button are various input fields for employee information: First Name, Mid. Init., Last Name, Gender (M), Race (M), Birthdate, Address 1, Address 2, City, State (Alaska), ZIP Code, SSN, Driver's Licence #, Phone, Emergency Phone, and Email. A red arrow points to the '<Select Employee>' dropdown menu.

4. (A) Click the History tab - (B) Select the desired W2 year - (C) Click View W2s

The screenshot shows the 'MCI APPS' interface with the 'History' tab selected. The navigation bar is the same. The filter bar is also the same. Below the filter bar are four tabs: Profile, Default Rates, Documents, Notes, and History. The History tab is active. Below the tabs are three buttons: 'View History Year-to-Date', 'View Check History', and 'View W2s'. Below these buttons is a 'Select W2 Year' label and a dropdown menu set to '2012'. Red arrows labeled A, B, and C point to the History tab, the '2012' dropdown, and the 'View W2s' button respectively.