

Want to get your 2023 W-2 online?



Step 1: Sign in to your Doculivery account.

2023 W-2 forms will be available online through Doculivery
<http://www.doculivery.com/unitedfamilypayroll>.

Your User ID is the first letter of your first name + your full last name + the last 4 digits of your social security number.

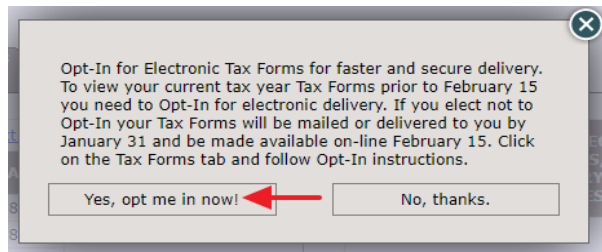
Your initial password is the last 4 digits of your social security number.

Example – Abraham Lincoln’s social security number is 123-45-6789.

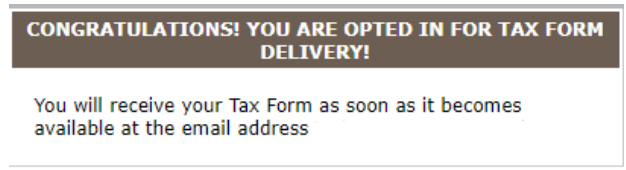
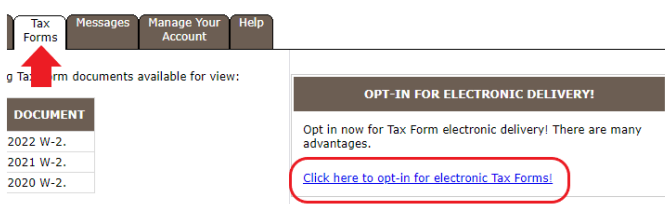
His User ID is ALincoln6789 and his password is 6789.

Note: If you have already set up your account but need to have your password reset, contact Payroll at 806-791-6308.

Step 2: When the box below pops up, click ‘Yes, opt me in now!’



To confirm your election:



Step 3: Watch for an e-mail from United Family Payroll stating your W-2 is ready, then log in to access the form.

**** 2023 W-2s will be available no later than January 31, 2024 ****
Questions? Contact Payroll at 806-791-6308.