

Figure 2 Sample Email with an attached form

The email will be sent to the email address on the employee record, with the form included as a password-protected attachment with instructions on how to open the attachment, as shown in **Figure 2**.

The instructions are intentionally obscured here.

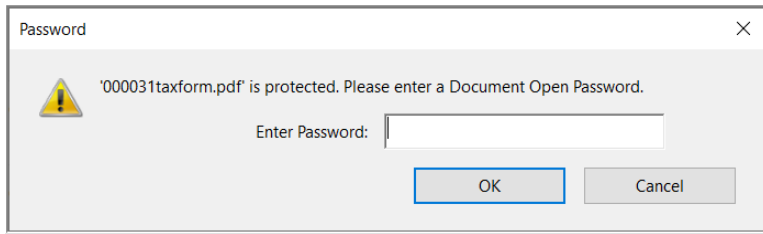


Figure 3 Password prompt to open the encrypted, password protected document

When the recipient receives the email and clicks on the attachment, the prompt for the password will appear as shown in **Figure 3**.

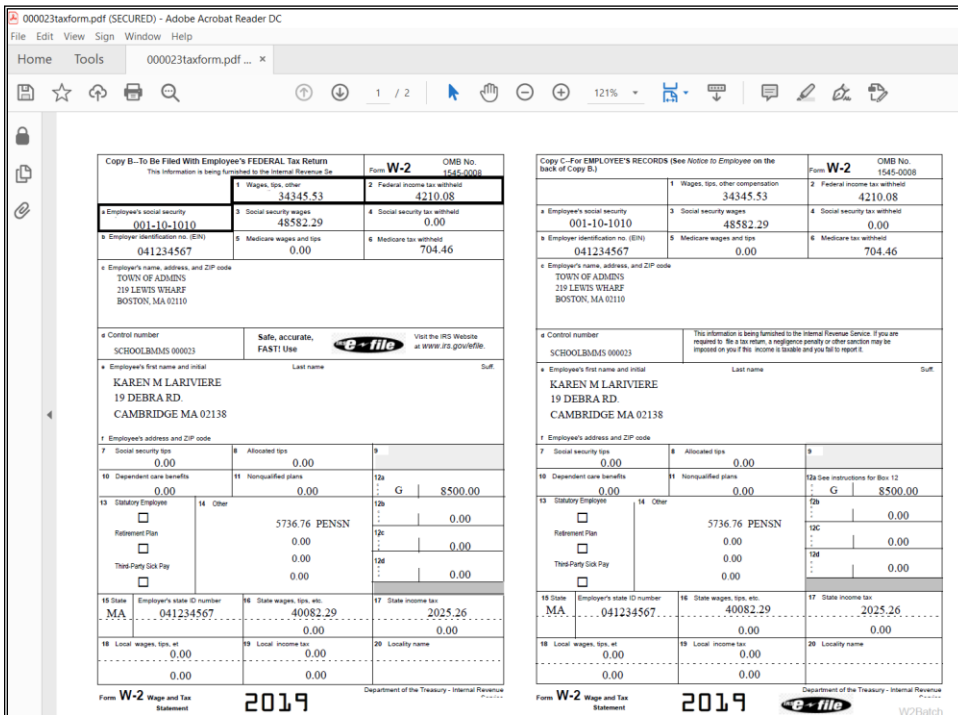


Figure 4 The requested document will be displayed for the email recipient to view, save, or print

The form will be displayed as shown in **Figure 4**.

This example is for a **W2**; comparable results will be achieved for forms **1095C** and **1099R** when selected for emailing.