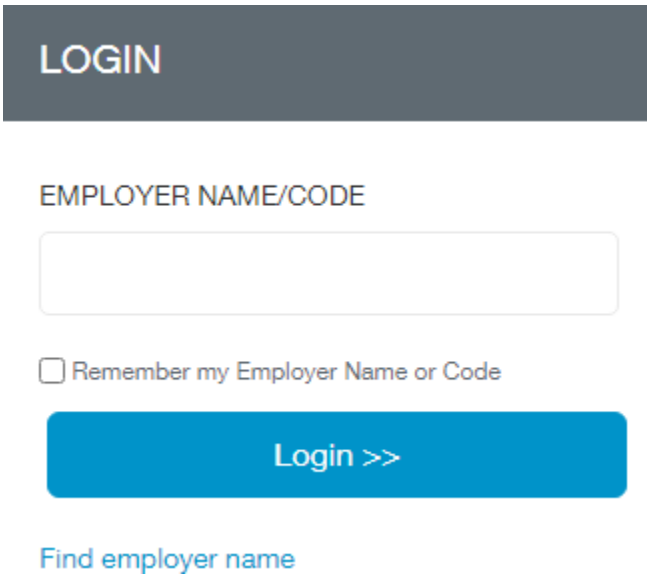
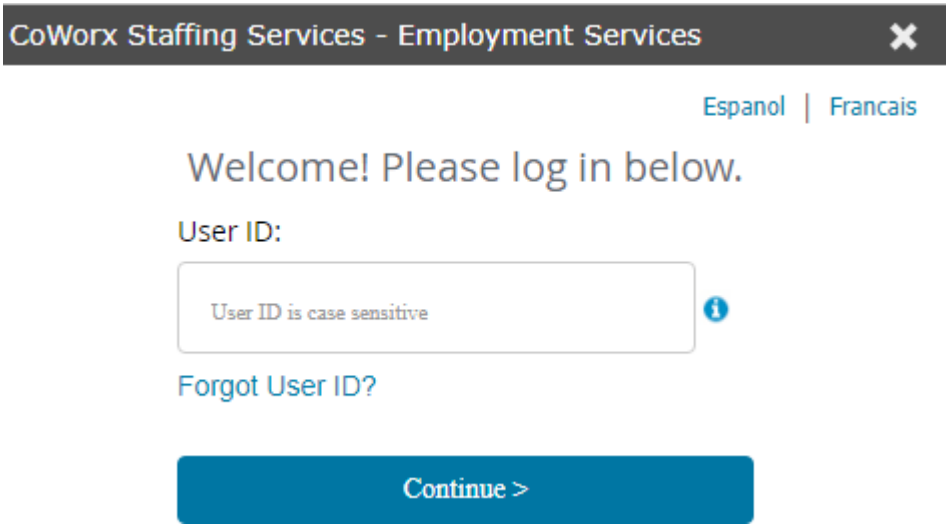
Log into My Tax Form

- Please go to www.mytaxform.com
- Enter the 5-digit Employer Code
- CoWorx code is **10751**

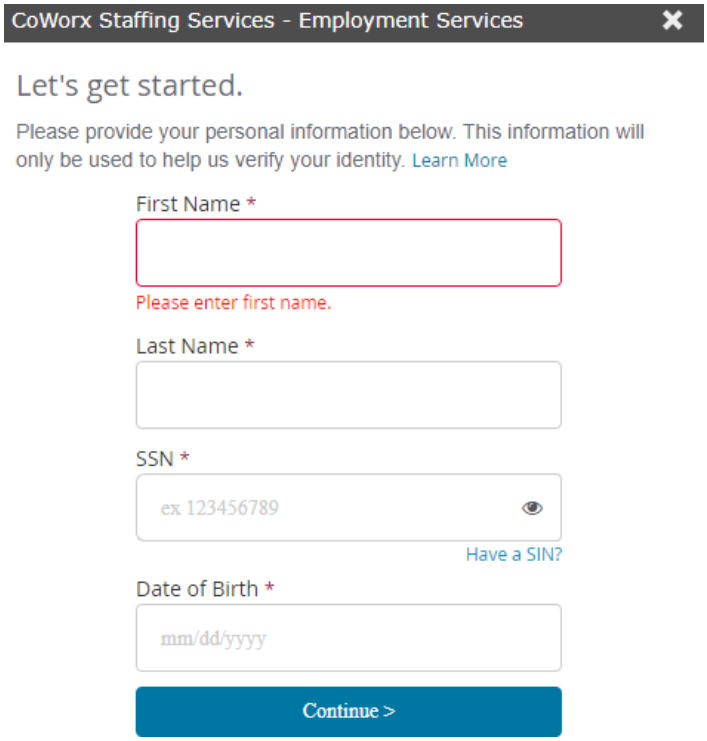


- Enter your User ID

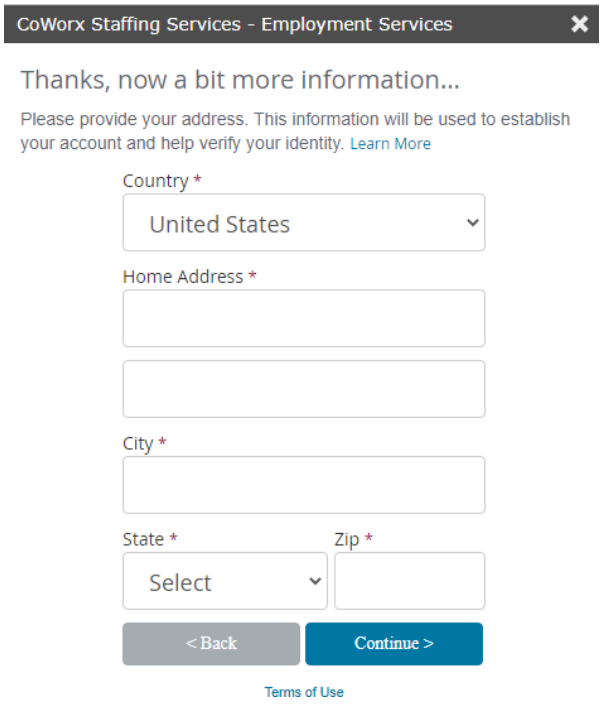


  - **If you have NEVER logged into the system before** select "Register Now."
  - Enter your PIN:
  - Your Default PIN is your 5-digit zip code that you provided to CoWorx prior to **January 14, 2023**.
  - You will then be prompted to enroll in the Authentication process. This step is designed to ensure secure access to your W-2 information.
- **Please note**:
  - Any first or last names with spaces, hyphens and/or apostrophes should be entered as **is**.
  - Example: If you have Mary Ann O'Brien in your system then this is how the name will come across on your file and it will be the same in our system. If you have her in your system as MaryAnn Obrien, then that is what we will show also. If she is unsuccessful using Mary Ann, then trying MaryAnn is another option. It is important to note that our system is case sensitive.

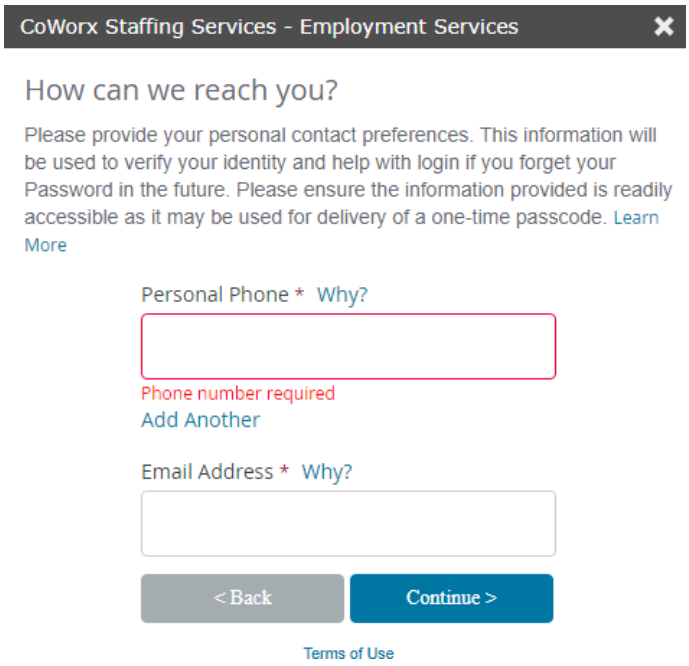
- **If you HAVE logged into the system before** – you will use the Personal User ID that you created.
- If you have forgotten your User ID, please click on the "**Forgot User ID**" link and follow the prompts to verify your personal information.



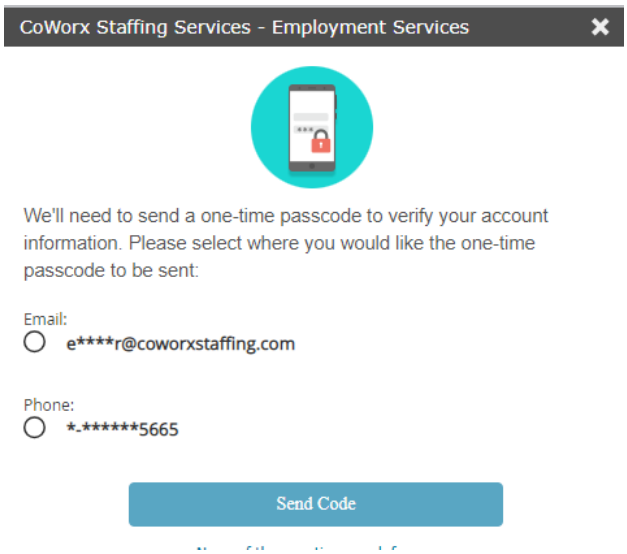
- **First Name**
- **Last Name**
- **Social Security number (no dashes)**
- **Date of Birth xx/xx/xxxx**
- **Click on continue**



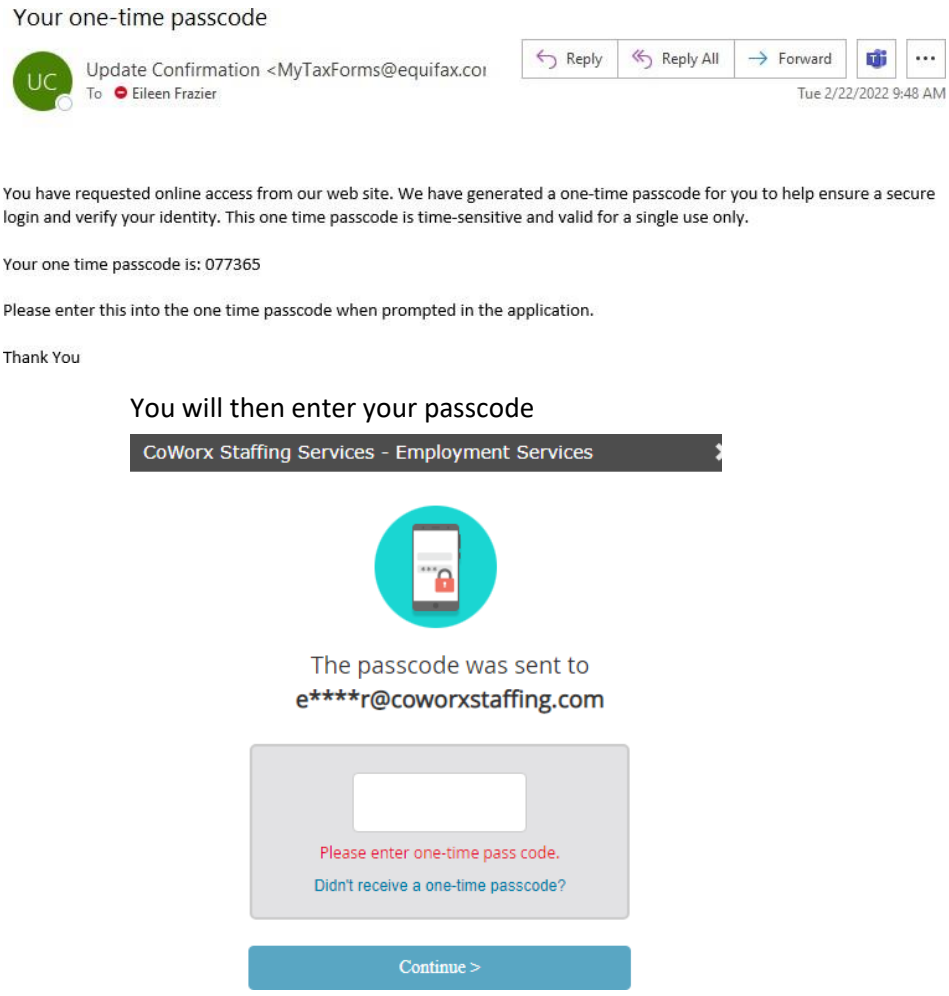
- **Enter your street address**
- **Apartment number (if applicable)**
- **City**
- **State**
- **Zip code**
- **Click continue**



- **Personal phone number**
  - **This can be your cell or home phone but cell phone is best**
- **Personal Email address**
- **Click on continue**

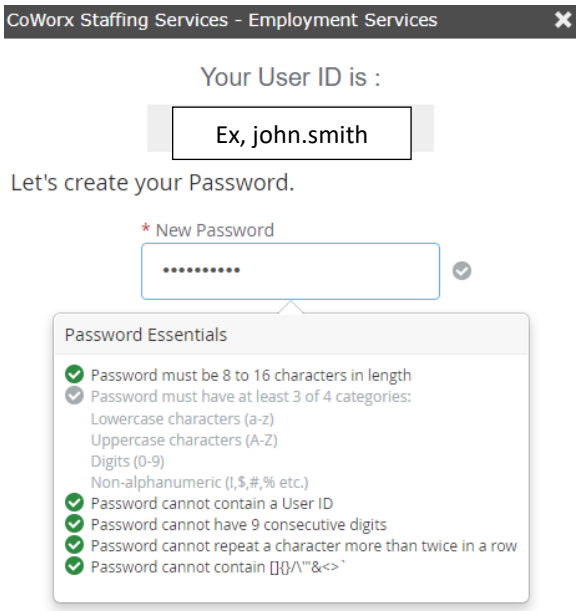


- You will have to choose your preferred method of delivery
- The system will then send you a temporary passcode by the method you chose



You will then enter your passcode

- **From there the system will immediately prompt you to reset your password**



  - You must satisfy the password essentials to reset your password

If you have followed these instructions and are still unable to login, contact Equifax Tax Form Management 1-877-325-9239 for assistance as they are better equipped to answer your questions and provide assistance.