

## Log into My Tax Form

- Please go to [www.mytaxform.com](http://www.mytaxform.com)
- Enter the 5-digit Employer Code
- CoWorx code is **10751**

LOGIN

EMPLOYER NAME/CODE

☐ Remember my Employer Name or Code

Login >>

[Find employer name](#)

- Enter your User ID

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[Espanol](#) | [Francais](#)

Welcome! Please log in below.

User ID:

User ID is case sensitive




[Forgot User ID?](#)

Continue >

- **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.

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Let's get started.

Please provide your personal information below. This information will only be used to help us verify your identity. [Learn More](#)

First Name \*

Please enter first name.

Last Name \*


SSN \*

[Have a SIN?](#)

Date of Birth \*

[Continue >](#)

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

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Thanks, now a bit more information...

Please provide your address. This information will be used to establish your account and help verify your identity. [Learn More](#)

Country \*

Home Address \*

City \*

State \*

Zip \*

[< Back](#)

[Continue >](#)

[Terms of Use](#)

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

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### How can we reach you?

Please provide your personal contact preferences. This information will be used to verify your identity and help with login if you forget your Password in the future. Please ensure the information provided is readily accessible as it may be used for delivery of a one-time passcode. [Learn More](#)

Personal Phone \* [Why?](#)

Phone number required  
[Add Another](#)


Email Address \* [Why?](#)

< Back
Continue >

[Terms of Use](#)

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

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We'll need to send a one-time passcode to verify your account information. Please select where you would like the one-time passcode to be sent:

Email:  
☐ e\*\*\*\*r@coworxstaffing.com

Phone:  
☐ \*\_\*\*\*\*\*5665

Send Code

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

## Your one-time passcode



Update Confirmation <MyTaxForms@equifax.com>  
To Eileen Frazier

Reply Reply All Forward

Tue 2/22/2022 9:48 AM

You have requested online access from our web site. We have generated a one-time passcode for you to help ensure a secure login and verify your identity. This one time passcode is time-sensitive and valid for a single use only.

Your one time passcode is: 077365

Please enter this into the one time passcode when prompted in the application.

Thank You

## You will then enter your passcode

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The passcode was sent to  
e\*\*\*\*r@coworxstaffing.com

Please enter one-time pass code.  
[Didn't receive a one-time passcode?](#)

Continue >

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

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Your User ID is :

Ex, john.smith

Let's create your Password.

\* New Password

.....

### Password Essentials

- ✓ Password must be 8 to 16 characters in length
- ✓ Password must have at least 3 of 4 categories:
  - Lowercase characters (a-z)
  - Uppercase characters (A-Z)
  - Digits (0-9)
  - Non-alphanumeric (!, \$, #, % etc.)
- ✓ Password cannot contain a User ID
- ✓ Password cannot have 9 consecutive digits
- ✓ Password cannot repeat a character more than twice in a row
- ✓ Password cannot contain [{}^"'"&<>`

- 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.