



Instructions to obtain W2s

There is an easy way for you to retrieve your W-2 copies from Community Health System. You can access your W-2s at any time (24 hours a day/7 days a week) through the ATS Print Freedom web-site.

You will need to know your Community Health System Employee ID number _____

Log on to www.atsprintfreedom.com

A screenshot of the ATS Print Freedom login page. The page has a blue header with the ATS logo (American Technology Solutions) on the left and the "Print Freedom" banner on the right. Below the banner, there is a note: "Note: You can use link to reset the password to last 4 SSN" and a link "Need help with Logging in? Forgot Password?". The main content area is split into two sections. On the left, there is a "Welcome Please login" message with a background image of a woman at a computer. On the right, there is a login form with the following fields: "Access ID:" with the value "10206", "Username:" with the value "Employee ID", and "Password:" with the value "Last 4 digits of SSN". A "Log In" button is located below the password field.

Community Health System provides W-2s going back to 2005 online in one convenient location. Your W-2 from the previous year will be available online after mid-January the following year.

Your W2 file is password protected for printing. The password is the last 4 digits of your Social Security Number. (This is a separate password required to open your W2 PDF document.)

**If you forget your password needed to log onto the web-site, you can reset it to its original value (the last 4 digits of your SSN) by using the "Forgot Password" link under the Print Freedom banner on the login page.