



# Access W-2, Tax Forms, and Pay Stubs for Former State of Idaho Employees

Rev. 8/27/24

**Purpose:** This document guides recently separated State of Idaho employees to access pay stubs and various tax documents including W-2 and 1095-C. Each section provides step-by-step access instructions from sign-in to obtaining a virtual copy of the document needed. If you do not register to receive your Form W-2 electronically, your Form W-2 will be sent to you on paper through the U.S. Mail postmarked on or before January 31<sup>st</sup>.

**Note:** This process is intended only for former Idaho State employees who have separated from employment with the State within the current calendar year. Once the calendar year has passed, former employee's must contact their Agency or the Idaho State Tax Commission to obtain or request changes to their W-2.

Scroll down to complete the process that applies to your circumstance.

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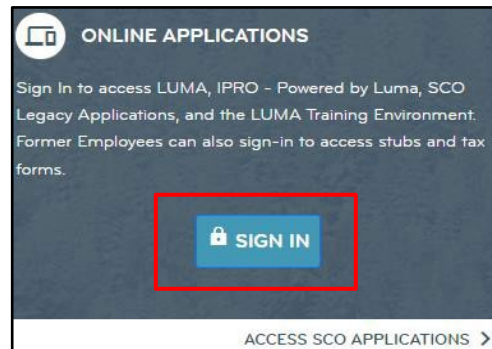
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## Access Sign-In for Former Employees

1. Go to [www.sco.idaho.gov](https://www.sco.idaho.gov).



2. Click **SIGN IN**.





3. Click **FORMER EMPLOYEES**.

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SIGN IN TO...

**LUMA**  
Access Luma for timesheets, employee self-service, Human Resources, Finance and Supply Management, Expense Management, and Reporting.

**IPRO - POWERED BY LUMA**  
Access your supplier profile, respond to current sourcing events, view your purchase orders, contracts, invoices, and payments.

**SCO LEGACY APPLICATIONS**  
Continue to access Security Access Request forms, Surplus Property admin, and historical data in IBIS, SAS, and Online Reporting.

**LUMA TRAINING LAB**  
An environment for Instructed Lead Training and classroom exercises.

**FORMER EMPLOYEES**  
Access the SCO Enterprise Dashboard for Paystubs, W-2, and 1095c forms, plus Support Portal.

4. Click **Sign In**.

**Note:** Former employee's that have not yet registered are required to do so. Please visit the following for support: [Enterprise Dashboard Registration Access and Password Management](#).

If Former Employees cannot get Forgot My StateID to work, it must mean they are entering an email address that is not in their GHR record. They will need to contact their previous agency and ask that a personal email address be added to their GHR record.

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Enterprise Dashboard

**SCO Enterprise Dashboard Sign-in**

StateID

Password

**Sign In**

[Forgot your password?](#)

[Forgot your StateID?](#)



## Register for Multi-Factor Authentication

**Note:** Registration is only required for your first sign-in as a former employee. These steps are required to complete one time to access your information.

5. Click the **OPEN SITE** button.

- A new browser tab opens next to the existing tab. If you have disabled that in your browser, please click the new tab that opens.

**Note:** Your Google MFA Post-Employment Access expired with your State of Idaho employment status.

**DUO MFA has expired with your State of Idaho employment, please continue to register with Google MFA for your post-employment access**

Click the Open Site button, then follow the instructions to register for Google MFA

[https://postempmfareg.sco.idaho.gov/ga\\_secret\\_generator?ar](https://postempmfareg.sco.idaho.gov/ga_secret_generator?ar)

**Open Site**

Paste the 16-character Secret Key you get in the browser AFTER performing the step above into this field once complete. (Do NOT use the 6-digit key given in the Google MFA app)

**Enroll in MFA**

[Forgot your password?](#)

[Forgot your StateID?](#)

6. The Google MFA registration screen displays as shown below.

- If you are using your personal Smartphone for Google MFA, follow the instructions under the **Smart Phone Instructions (Recommended)** steps found on page 4 of this document.
- If you are not using your personal Smartphone for Google MFA, use the instructions found under the **Browser Extension on Your Computer** steps found on page 4 of this document.
- The instructions guide you in obtaining and installing a version of the Google Authenticator app which you then use to process the QR code on the screen you will get when you do the process.

7. The Final step in each set of instructions is to copy the 16-character Secret Key before returning to return to the previous tab.



### ***Smart Phone Instructions (Recommended)***

1. On your smart device, open your App Store and install the app named 'Google Authenticator'.
2. Once in the Google Authenticator app, Click 'Get Started'.
3. Then select 'Sign In' or 'Use Authenticator without an Account'. Select one.
4. Open Google Authenticator, and click the colored plus sign found in the lower right. Then 'Scan a QR Code'.
5. To scan the QR code, hold your smart device up to the screen and move the device until the QR code you see on the screen is within the red or green box. (Your device may vibrate to indicate it has successfully read the QR code.
6. On your smart device, you will see that you have an account added in Google Authenticator with your StateID as well as a 6-digit code that changes every 30 seconds.
7. Back on the computer screen, double click the alpha-numeric code you see at the bottom next to 'Secret Key' and copy the text that gets highlighted (you may need to scroll down to see).
8. Close the browser tab, and paste the 'Secret code' in the noted field on the first browser tab where we started.

### ***Browser Extension on Your own Computer*** (if not using a smart device)

1. On your desktop computer, using Edge or Chrome browser, open a new browser tab and browse to the following page: Google Authenticator for Browser.
2. Click the 'Add to Chrome' button, and 'Add Extension if you are prompted with another window.
3. You will be taken to a default Authenticator page on a new browser tab. Close the new browser tab and return to the page with these instructions and your QR code.
4. In the extensions area of your browser, generally the upper-right, click the Authenticator extensions to open the small menu.
5. Click the 'Scan QR Code' button on that small menu, then drag a square around the QR code on the browser page.
6. A message will pop-up stating your account has been added. Click OK.
7. Click the Authenticator Extension again, and you will see that you have an account added in Authenticator with your StateID as well as a 6-digit code that changes every 30 seconds.
8. Back on the browser page, double-click the alpha-numeric code you see at the bottom next to 'Secret Key' and copy the text that gets highlighted.
9. Close this browser tab and paste the 'Secret Code' in the noted field in the first browser tab.



8. Return to the Google MFA registration tab in your browser.
9. Paste the 16-character Secret Key in the open white field.
10. Click **ENROLL in MFA** button.

**Note:** Do NOT enter the 6-digit code from your Google Authenticator app into this field. If you do so, your registration will fail and you will need to contact the SCO Service Desk to reset your MFA.

**DUO MFA has expired with your State of Idaho employment, please continue to register with Google MFA for your post-employment access**

Click the Open Site button, then follow the instructions to register for Google MFA

[https://postempfareg.sco.idaho.gov/ga\\_secret\\_generator?ax](https://postempfareg.sco.idaho.gov/ga_secret_generator?ax)

Open Site

Paste the 16-character Secret Key you get in the browser AFTER performing the step above into this field once complete. (Do NOT use the 6-digit key given in the Google MFA app)

Enroll in MFA

[Forgot your password?](#)

[Forgot your StatelD?](#)



## Sign In Instructions after MFA Registration and Every Sign In thereafter

Follow the instructions below once you have successfully completed the initial MFA registration process.

11. Enter the 6-digit Code from your Google Authenticator app into the Enter 6-digit Code field.

12. Click **Authenticate**.

- The smartphone Google Authenticator app looks similar to image with a 6-digit number below your account name. There is a circle to the right of the number that slowly shrinks from full to nothing every 30 seconds, then the code changes and the circle starts over.
- If you are failing to sign in when using what appears to be the proper 6-digit code from your Google Authenticator app, be sure you swipe down from the top of the app to refresh it **immediately** after the blue circle starts over as full on the right. This ensures if your phone is having screen refresh issues that you are getting the latest useable code.

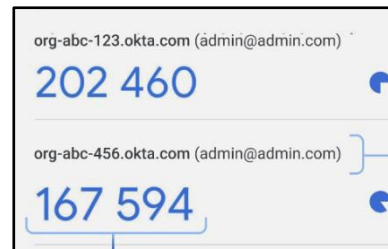
Google Authenticator MFA

Enter 6-digit Code **11**

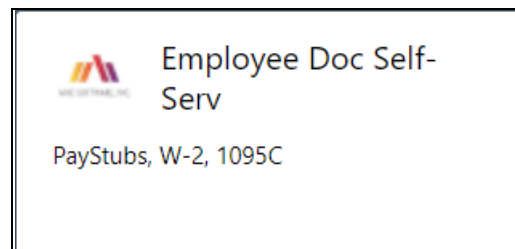
**Authenticate** **12**

[Forgot your password?](#)

[Forgot your StateID?](#)



13. Once MFA authentication occurs, you are taken to the SCO Enterprise Dashboard. **Click** the Employee Doc Self-Serv tile/icon to access Pay Stubs, W-2, 1095C tile.





14. Click the arrow next to **My Documents** to see the menu, then select which document you would like to review.

The screenshot shows the 'Employee Document Self-Service' portal. At the top left is the Great Seal of the State of Idaho. Below it, the title 'Employee Document Self-Service' is displayed. There are two main menu items: 'My Documents' and 'My Delivery Settings'. The 'My Documents' menu is open, showing a list of document types: 'Paystubs', 'W-2s', and '1095-Cs'. A red arrow points to the 'W-2s' option. Below the menu, there is a section titled 'Welcome to the State of Idaho Document Self-Service Portal' with instructions on how to use the site and a list of tips for using the site.

13. The first time you access a document type, you will see the screen below.

The screenshot shows the 'Employee Document Self-Service' portal. At the top left is the Great Seal of the State of Idaho. Below it, the title 'Employee Document Self-Service' is displayed. There are two main menu items: 'My Documents' and 'My Delivery Settings'. The 'My Delivery Settings' page is shown, with a section titled 'My Delivery Settings Instructions'. Below this, there is a 'Please choose your delivery settings for your W-2s documents' section. This section includes a consent form for receiving W-2s electronically and a 'Print Test' button. A red box highlights the 'Print Test' button.

**Important Note:** You must click Print Test, then answer YES that the Print test was good. You are not actually printing anything; this is just how the system is set up.



14. Click **I Agree** to complete.

**Employee Document Self-Service**

My Documents ▾ My Delivery Settings

**My Delivery Settings**

^ Collapse All

- Paystubs
- W-2s **Authorization Started**
- 1095-Cs

**My Delivery Settings Instructions**

Please refer to the instructions below to set your delivery settings.

- To view documents online, select **Web Delivery** under each document group, and follow the instructions to opt in.

**NOTE:** Each delivery option displays an icon that identifies your document delivery setting.

- indicates no delivery setting has been selected
- indicates you are opted in
- indicates you are opted out
- indicates you have started the tax document authorization process, but have not completed it

**Authorization Started**

I wish to receive my W-2 electronically via the Company Self-Service website. I understand that I could receive my W-2 form as a printed document. I understand that I need to print my W-2 and that the W-2 form needs to be included with my tax return(s). My W-2 will be accessible online as a PDF and I will use a standard browser PDF viewer or tool such as Adobe Reader, to view and print it. I was able to print the sample tax document successfully.

I understand that I may revoke my consent to receive my W-2 electronically with 30 days' advance notice anytime through December 1 of the current year. Otherwise, my consent will carry forward from year to year.

It is anticipated that the electronic W-2s will be available by January 15th, but in no case later than January 31. I will be notified via email when my W-2 is available online.

**I Agree**

15. Select Yes or No and Submit for final authorization to view your document on the web.

Please choose your delivery settings for your W-2s documents.

You will receive emails at your **primary email address:**  \*

as well as your **secondary email address:**

**Web Delivery**

Authorization Started - clicking Submit completes your authorization

Yes  No

**Submit** **Cancel**

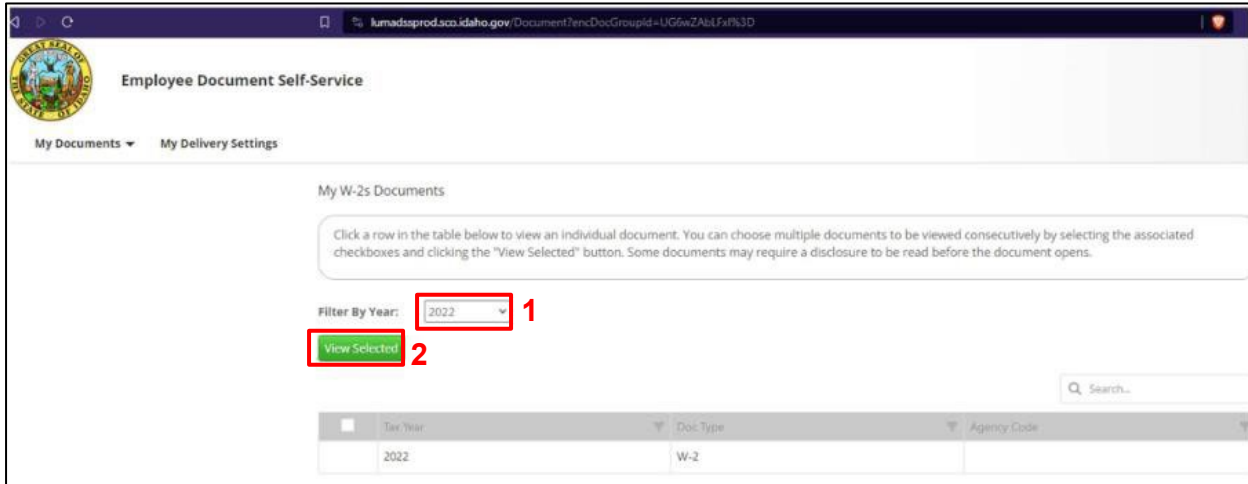
- **Important Note:** This screen displays your email address(es), but you will *not* receive an email(s) for these documents.





16. Select year from the Filter By Year dropdown.

- **Note:** Once the document(s) display, you can click **View Selected** to open in PDF where you can view, download, save, and/or print them.



## 1095-C Instructions

**Important Note:** The process for the 1095-C is the same. You will select 1095-C in the My Documents selection menu.

## Resources

Please contact your agency HR or Payroll representative for questions regarding your W-2, 1095-C, or Pay Stubs.

For technical assistance contact IT at the State Controller's Office:

208-334-3100 (Option 2) or email [servicedesk@sco.idaho.gov](mailto:servicedesk@sco.idaho.gov).

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