



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

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 31st.

Note: Former employees will only have access to Luma to view documents through the end of the following calendar year. For example, if you separate from the state in 2024 you will only be able to access the records electronically until 12/31/25. During the access period, you will have electronic access to the current year's records - plus four years prior. Once a former employee's access period has expired a Duplicate Form W-2Request is required to be mailed to the State Controllers Office along with applicable processing fees for each tax year requested. For older records (5 years or greater), current and former Employees must contact the Idaho State Tax Commission.

Note: The process of accessing documents as a former employee will require use of a smart phone with either a Wi-Fi or cellular data connection (data rates may apply). While a mobile device is required to register for Google MFA, some mobile devices may not provide full application functionality within LUMA.

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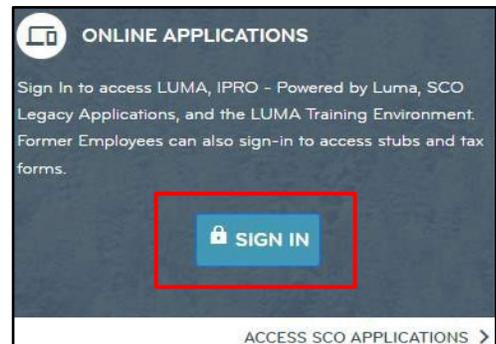
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Access Sign-In for Former Employees

1. Go to www.sco.idaho.gov.

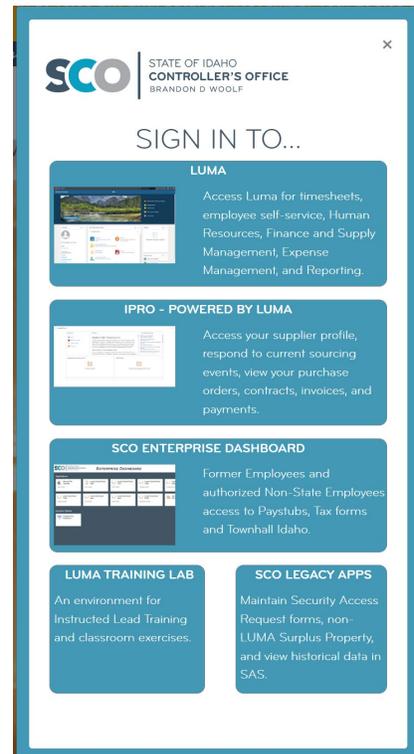


2. Click **SIGN IN**.



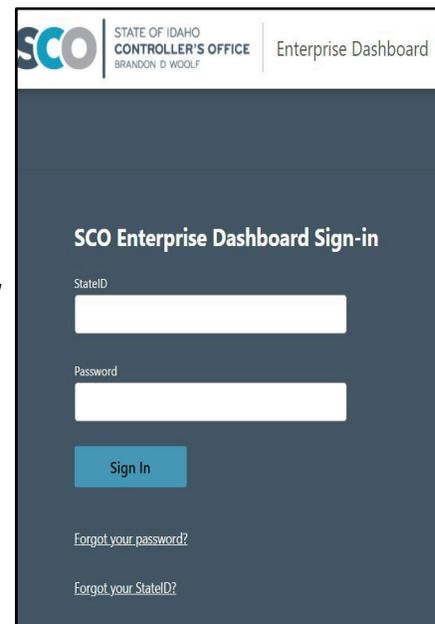


3. Click **SCO ENTERPRISE DASHBOARD**.



4. Click **Sign In**.

- Enter your 5 Digit State ID number.
- Enter your password.
 - If you separated from the state More than two months ago your password will likely be expired and will need to be reset using the **“Forgot your password?”** button underneath the blue **“Sign In”** button.
 - **To retrieve/confirm your State ID:**
 - Click on the "Forgot your State ID" > Again "Forgot your State ID> Enter your email> Validate> You will then receive an email from "onboarding@sco.idaho.gov" with the subject line: "[secure] Official Issue of State of Idaho StateID [EXTERNAL]". This email will provide instructions on how to complete your registration on Luma

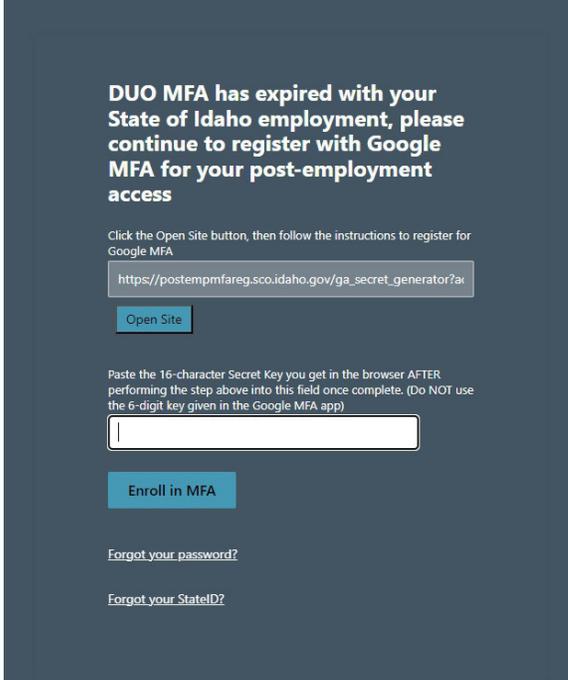




Register for Multi-Factor Authentication

Note: Registration is only required for your first sign-in as a former employee.

5. Click the **OPEN SITE** button.
 - A new browser tab will open next to the existing tab. Please switch to the new tab that opens. Do not close the first tab.

A screenshot of a web page with a dark blue background. The text reads: "DUO MFA has expired with your State of Idaho employment, please continue to register with Google MFA for your post-employment access". Below this, it says "Click the Open Site button, then follow the instructions to register for Google MFA". There is a text input field containing the URL "https://postempmfareg.sco.idaho.gov/ga_secret_generator?ar". Below the field is a blue button labeled "Open Site". Further down, it says "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)". There is an empty text input field for the secret key. Below the field is a blue button labeled "Enroll in MFA". At the bottom, there are two links: "Forgot your password?" and "Forgot your StateID?".

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

[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?](#)

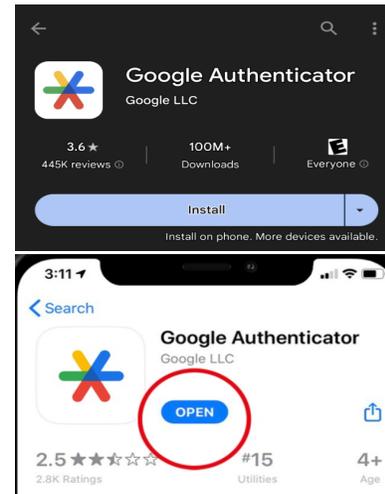
6. At this point after the new tab opens you will need to switch to your Smart device.

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Smart Phone Instructions

1. On your smart device, open your App Store and install the app named 'Google Authenticator'. Other Authenticator apps will not work with this Process.



2. Once in the Google Authenticator app, Click 'Get Started'. Then select 'Sign In' or 'Use Authenticator without an Account.



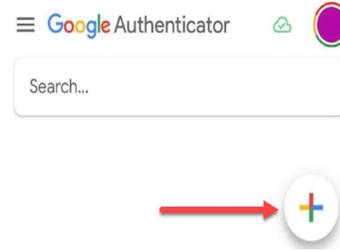
Welcome to Google Authenticator

Sign in to save your codes to your Google Account

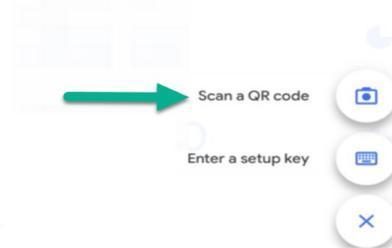




- Open Google Authenticator, click the colored plus sign found in the lower right.

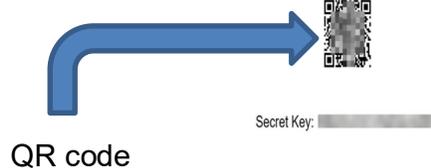


- Now select 'Scan a QR code'



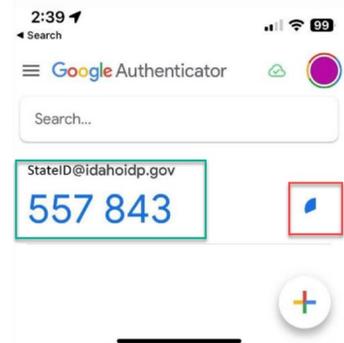
- Your device may prompt you to allow Google MFA access to your camera, camera permission is required for Google MFA to scan a QR code.

- 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 box. (Your device may vibrate to indicate it has successfully read the QR code)





- On your smart device, you will see that you have an account added in Google Authenticator with your State ID as well as a 6-digit code that changes every 30 seconds.



- Back on the computer screen, double click the 16-character 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). Important note: Make sure to scan the QR code first then copy and paste the secret key (16 digits)



Now that your tenure with the State of Idaho has completed, the Multi-Factor Authentication (MFA) you have been using through the DUO Mobile app has ended. We will now assist you in setting up your new MFA using Google Authenticator.

Smart Phone Instructions (recommended)

- On your smart device, open your App Store and install the app named "Google Authenticator"
- Open Google Authenticator, and click the camera icon in the top right, then "Scan a QR code"
- Hold your smart device up to the screen and move the device until the QR code you see on the screen just below is within the red box. The device may vibrate to show you that successfully read the QR code.
- 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 or so.
- Back on the computer screen, double-click the alphanumeric code you see at the bottom next to "Secret Key" and Copy the text that gets highlighted (if you don't see it, scroll down)
- Close this browser tab, and paste that secret code in the red field on the first browser tab where we started

Browser Extension on your own computer (alternative, if not using SmartPhone)

- Go to your browser's add-on page (Firefox - Add-ons, Chrome browser - open a new browser tab and click on the "More" button)
- Click on "More Extensions" button, and "Add Extension" if you are prompted at another website
- Go to all items in a third-party add-on or visit browser add-ons. Check the new browser tab and select the page
- Click on "More Extensions" button, and "Add Extension" if you are prompted at another website
- Go to the extension page of your browser, possibly to update again. Check the instructions, including to open the add-on
- Click on "Scan QR Code" button or if not there, then "Add" button. Copy the QR code into the browser page
- Click on the extension icon in your browser, and you will see that you have an account added to Authenticator with your stateid
- Back on the computer screen, double-click the alphanumeric code you see at the bottom next to "Secret Key" and Copy the text that gets highlighted
- Close this browser tab, and paste that secret code in the red field on the first browser tab



Secret Key:



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://postempmfareg.sco.idaho.gov/ga_secret_generator?ak

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 10

[Forgot your password?](#)

[Forgot your StatelD?](#)

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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.

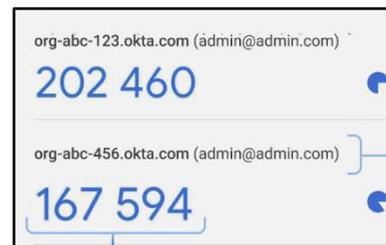
Google Authenticator MFA

Enter 6-digit Code 11

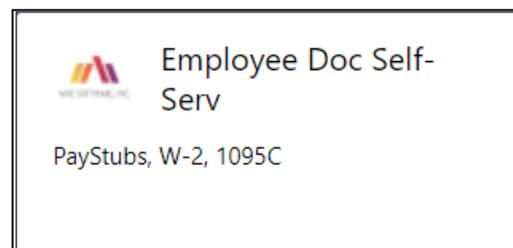
Authenticate 12

[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 Idaho state seal. Below it, the title 'Employee Document Self-Service' is displayed. There are two main navigation tabs: 'My Documents' and 'My Delivery Settings'. The 'My Documents' tab is active, and its dropdown menu is open, showing options for 'Paystubs', 'W-2s', and '1095-Cs'. A red arrow points to the 'W-2s' option. Below the menu, a list of recent documents is shown with dates ranging from 12-22-2023 to 08-18-2023. To the right, a 'Welcome to the State of Idaho Document Self-Service Portal' message is displayed, along with tips for using the site, including instructions on how to set delivery settings.

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

The screenshot shows the 'Employee Document Self-Service' portal with the 'My Delivery Settings' page open. The 'My Documents' dropdown menu is still visible, showing 'W-2s' selected. The 'My Delivery Settings' section has a 'Collapse All' button and a list of document groups: 'Paystubs', 'W-2s', and '1095-Cs'. The 'W-2s' group is expanded, showing an 'Authorization Required' button. To the right, there are 'My Delivery Settings Instructions' and a 'NOTE' section explaining the delivery options and their icons. Below this, there is a section for 'Please choose your delivery settings for your W-2s documents.' which includes an 'Authorization Required' section with a text box for user consent and a 'Print Test' button highlighted with a red box.

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.

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

- **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.

The screenshot shows the 'Employee Document Self-Service' interface. At the top, there is a navigation bar with 'My Documents' and 'My Delivery Settings'. Below this, a section titled 'My W-2s Documents' contains a text box explaining that users can click a row in the table to view a document or select multiple documents and click 'View Selected'. The 'Filter By Year:' dropdown is set to '2022', which is highlighted with a red box and the number '1'. Below the dropdown, the 'View Selected' button is highlighted with a red box and the number '2'. A table below shows a single row with '2022' in the 'Tax Year' column and 'W-2' in the 'Doc Type' column. A search bar is visible on the right side of the table.

<input type="checkbox"/>	Tax Year	Doc Type	Agency Code
<input type="checkbox"/>	2022	W-2	

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.

Rev. 11/13/24