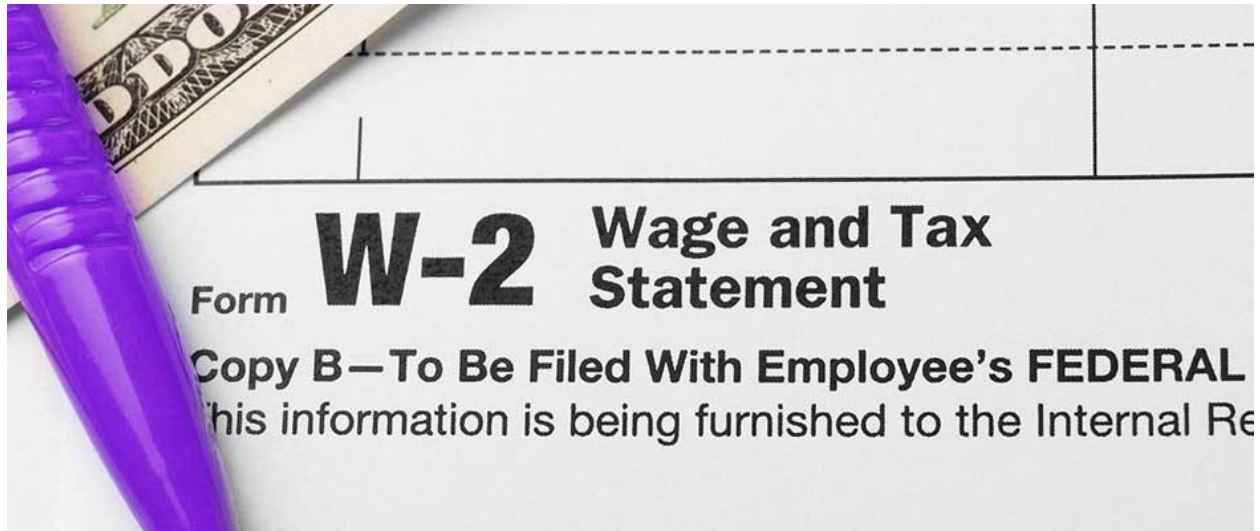




W2's and Using the DNet Online Portal



Pinnacle has now mailed the 2020 W2's to the last home address in our systems. If you have not received your W2 in the mail, give it a few extra days because of expected delays from USPS. It's also possible that you moved and your W2 went to your old address, so that will take a week or two for forwarding by USPS.

Have you tried printing your own W2 online? Pinnacle has the DNet online portal which is easy to use and shows your current address and other information. You can print W2's or pay stubs there.

Use this updated URL to access the DNet portal: <https://d15.darwinet.com/410D2/>.

If you need assistance with DNet, call Bert at (210) 344-2088 or email to humbertomacias@pinnaclepeo.com

If you want to order a W2 reprint manually, you must use this form:

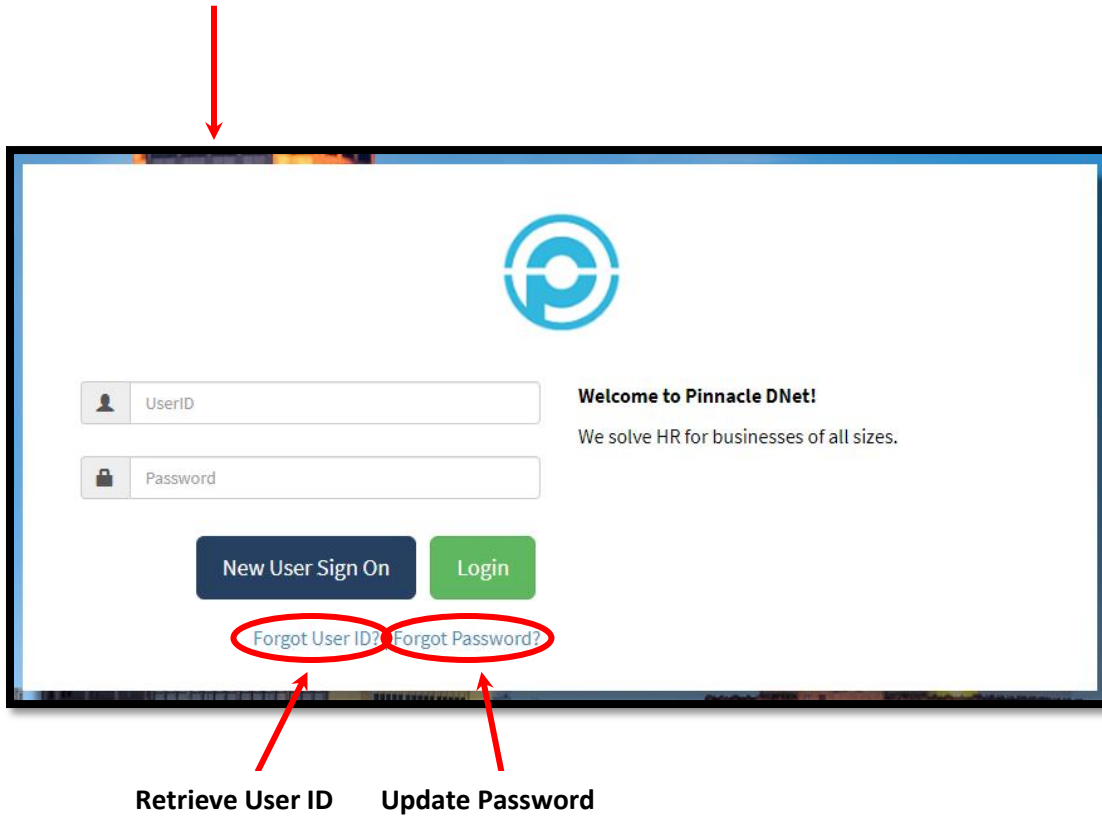
Complete it, and email it to: W2update@pinnaclepeo.com

Here are some tips on using DNet

How to Retrieve Your DNet Account:

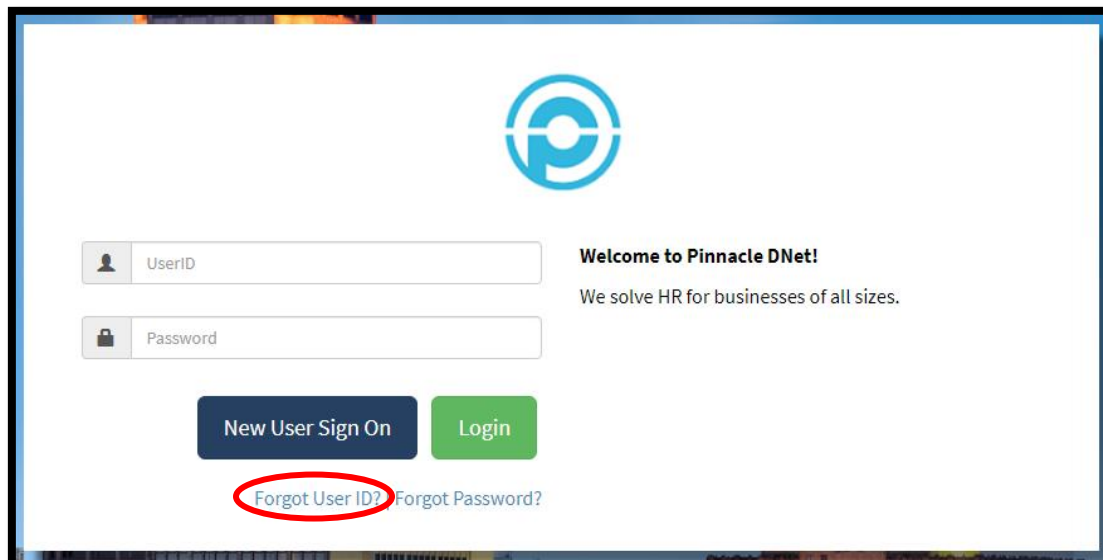
If you don't know your DNet User ID and/or Password, you may retrieve them using DNet's login screen:

<https://d15.darwinet.com/410D2/>



How to Retrieve Your User ID:

1. To retrieve your User ID, click on 'Forgot User ID':



W-2 Reprint Request Form

Tax Year(s) Requested: _____ Date Requested: _____

Employee's Information:

Full Legal Name: _____ Last 4 of SSN: _____

Phone: _____

Employer: _____ Region: _____

State(s) worked in: _____

To be sent by: E-mail Regular Mail

E-mail(s): _____

New Address (only if address changed):

To be filled out by Pinnacle:

Information taken by: _____ Date: _____

*If Employee is active and needs help to access W-2 online, send call to Bert.

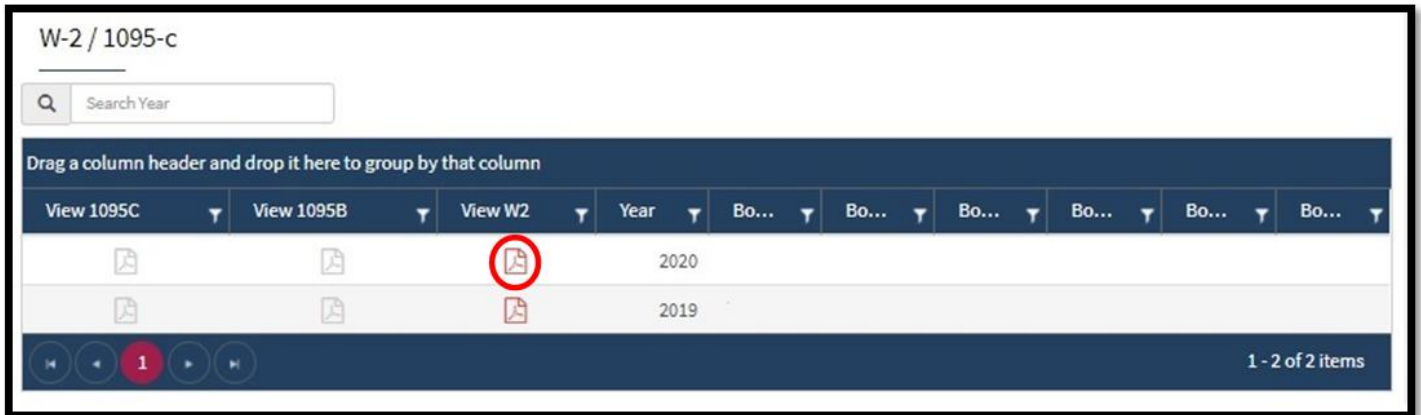
How to Access Your W-2:

1. Select the following options in the Main Menu:

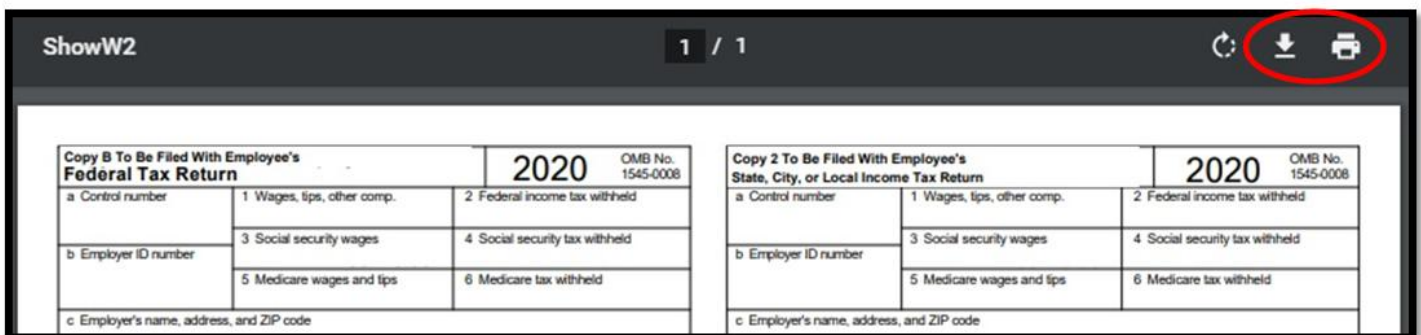
Payroll > Payroll Info > W-2/1095



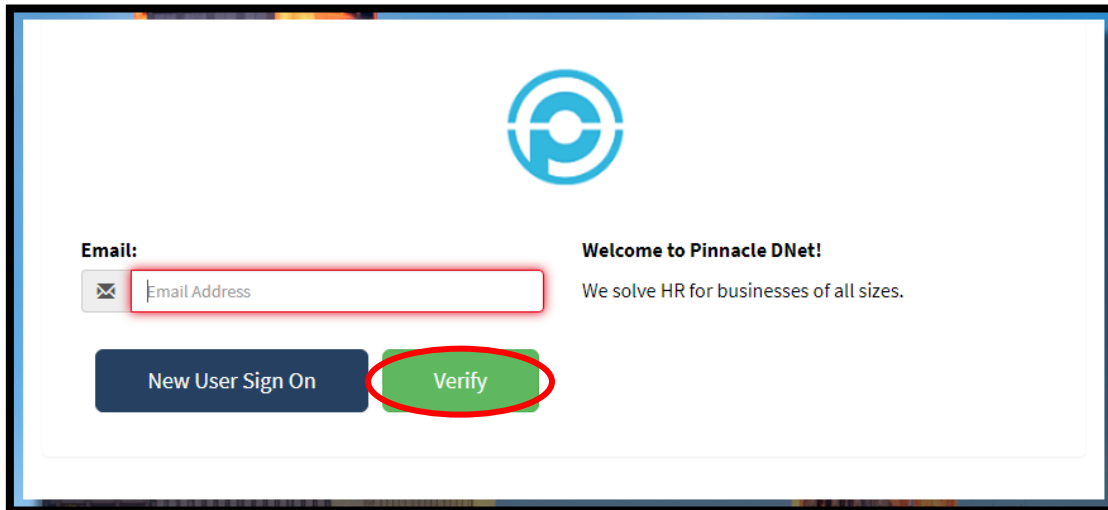
2. Click on the PDF icon next to 2020:



3. A new tab will open with your 2020 W-2, here you may download it or print it by selecting the appropriate icon on the top right

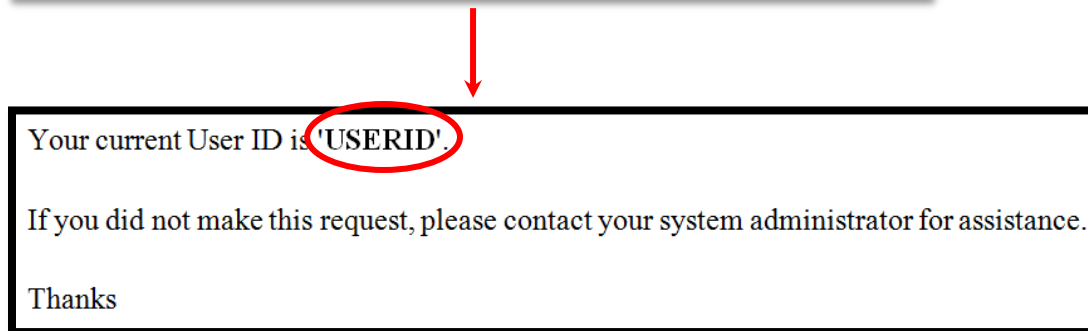


2. Enter your Email Address and then click 'Verify':



The screenshot shows the Pinnacle DNet login page. At the top center is the Pinnacle DNet logo. Below it, on the left, is the 'Email:' label and a text input field containing 'Email Address', which is highlighted with a red rectangular box. To the right of the input field is the text 'Welcome to Pinnacle DNet!' and 'We solve HR for businesses of all sizes.' Below the input field are two buttons: a dark blue 'New User Sign On' button and a green 'Verify' button, which is circled in green.

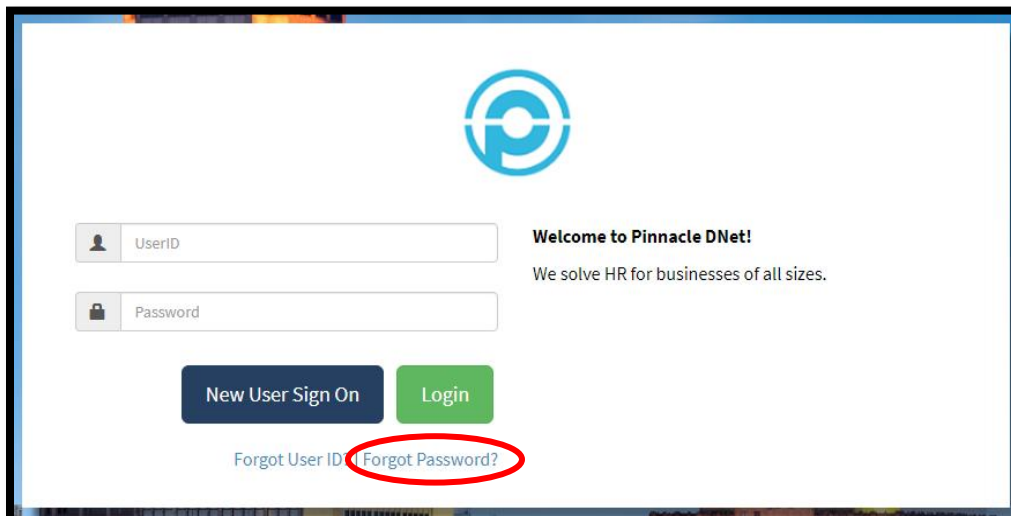
3. You will receive an email from 'DNet Admin' with your User ID:



***NOTE:** Please make sure not to include the single quotes (' ') when you enter your User ID to login.

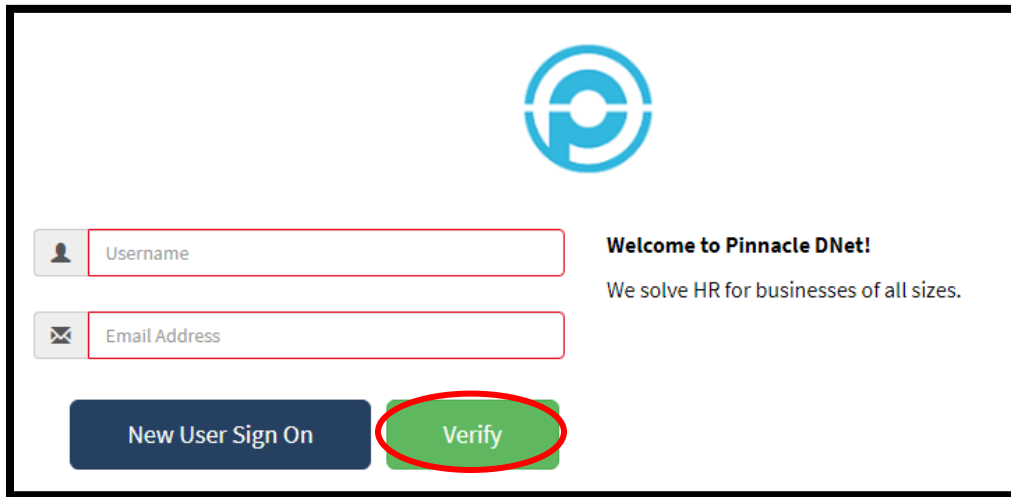
How to Update Your Password:

1. To update your Password, click 'Forgot Password':



The screenshot shows the Pinnacle DNet login page. At the top center is the Pinnacle DNet logo. Below it, on the left, are two input fields: 'UserID' and 'Password'. To the right of the input fields is the text 'Welcome to Pinnacle DNet!' and 'We solve HR for businesses of all sizes.' Below the input fields are two buttons: a dark blue 'New User Sign On' button and a green 'Login' button. Below the buttons are two links: 'Forgot User ID' and 'Forgot Password?', where 'Forgot Password?' is circled in red.

2. Enter your Username and your Email Address, and then click 'Verify':



3. You will receive an email from 'DNet Admin' with a link, click on the link:



A password change request was recently processed for the account associated with this email address.

To change your password click the link below:

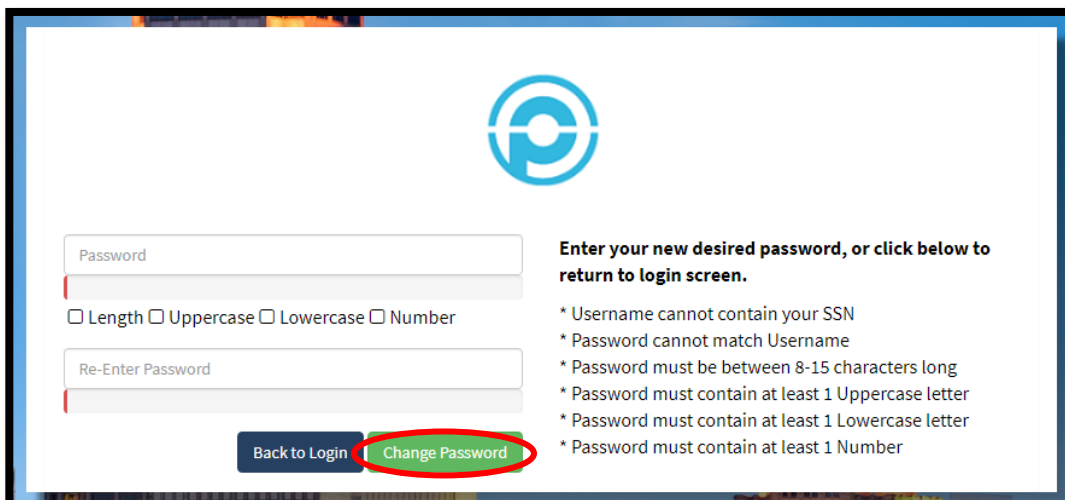
<https://d15.darwinet.com/410D2//Home/ResetPassword/395505005a00137518014216434721763037674559024104412c0153430a455f014101414000>

If this request was not made by you, please contact your system administrator for assistance. If this change was made by you, please disregard this message.

Thank you.

***NOTE:** The link works for 30 minutes after you receive it. If you do not reset your password within those 30 minutes, you will need to request a Password reset again by repeating the previous steps.

4. Create your new Password by entering it twice and then click 'Change Password':



5. After you receive a 'Success' message on the top, click on 'Login':

