



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

Purpose: This document guides former 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.

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

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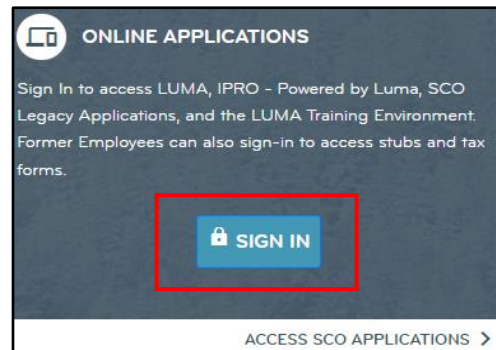
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Access Sign-In for Former Employees

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



2. Click **SIGN IN**.



3. Click **FORMER EMPLOYEES**.

SCO STATE OF IDAHO
CONTROLLER'S OFFICE
BRANDON D WOOLF

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?](#)



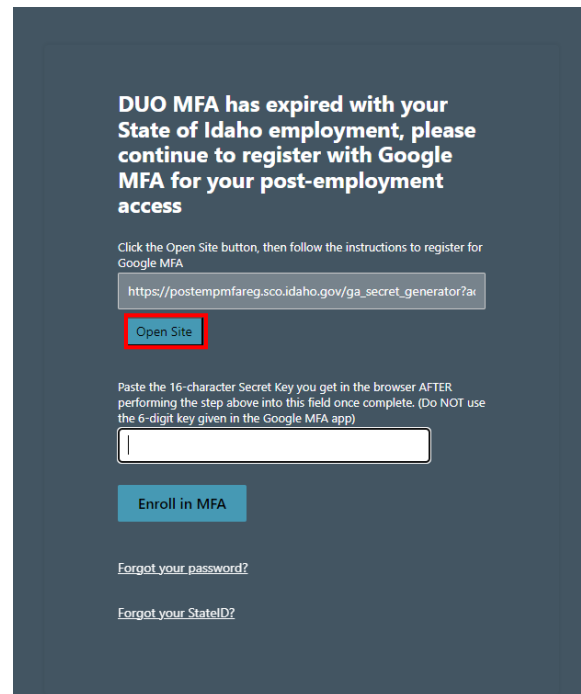
Register for Multi-Factor Authentication

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.



The screenshot shows a dark-themed registration page. At the top, it 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". A text box contains the URL: "https://postempfareg.sco.idaho.gov/ga_secret_generator?ai". Below the URL is a red-bordered button labeled "Open Site". Underneath, 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 input field is a blue button labeled "Enroll in MFA". At the bottom, there are two links: "Forgot your password?" and "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 the copy the 16-character Secret Key and 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://postempmfareg.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 StateID?](#)



Sign In Instructions after MFA Registration and Every Sign In thereafter

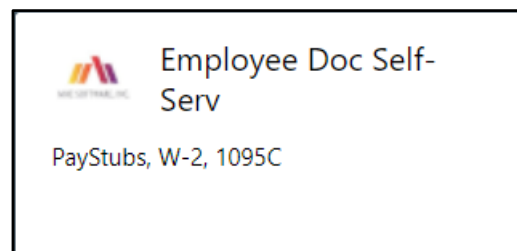
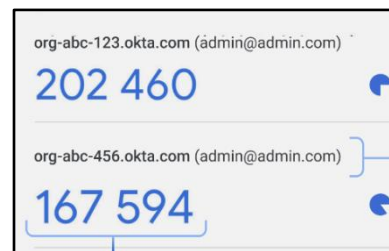
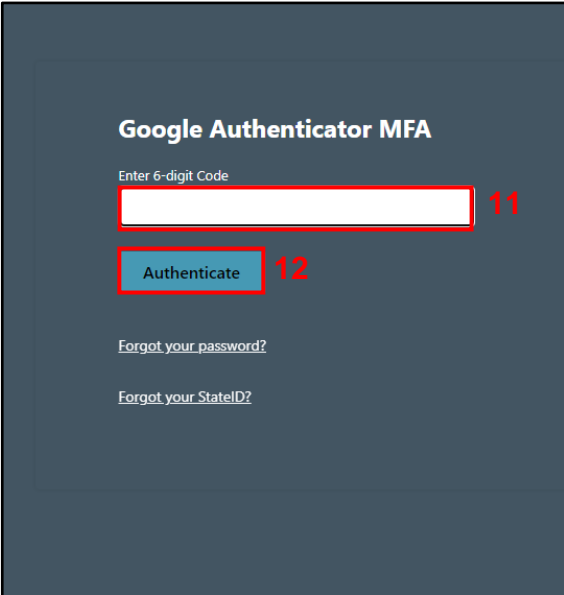
Follow the instructions below once you have successfully completed the initial MFA registration process.

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.

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.

Employee Document Self-Service

My Documents ▾ My Delivery Settings

Paystubs
W-2s
1095-Cs

Recent Documents

12-22-2023
12-08-2023
11-24-2023
11-09-2023
10-27-2023
10-13-2023
09-29-2023
09-15-2023
09-01-2023
08-18-2023

Welcome to the State of Idaho Document Self-Service Portal

We are pleased to offer you the opportunity to receive your documents via the web. Your most recent documents will appear on this page for quick retrieval.

Tips for using the site:

- Click on **"My Delivery Settings"** from the menu and then set your document delivery settings. You must opt in for web and/or email delivery before you can view your documents. Your delivery setting selections will be indicated with icons.
- After choosing your delivery settings, you can view your available documents within each document group. Click on **"My Documents"** from the menu and then click on a document group.



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

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.

The screenshot shows the 'Employee Document Self-Service' web application. At the top left is the Great Seal of the State of Idaho. The main navigation bar includes 'My Documents' and 'My Delivery Settings'. The 'My Delivery Settings' section is expanded, showing a list of document types: 'Paystubs', 'W-2s', and '1095-Cs'. The 'W-2s' category is selected and shows a status of 'Authorization Required'. To the right, the 'My Delivery Settings Instructions' section provides guidance on selecting delivery options and includes a legend for status icons: a red circle with a white 'X' for 'no delivery setting has been selected', a green circle with a white checkmark for 'you are opted in', a red circle with a white 'X' for 'you are opted out', and a yellow triangle with a black exclamation mark for 'you have started the tax document authorization process, but have not completed it'. Below the instructions, a text box titled 'Please choose your delivery settings for your W-2s documents' contains an 'Authorization Required' section with a consent statement and a 'Print Test' button highlighted with a red box.



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

The screenshot shows the 'Employee Document Self-Service' interface. On the left, under 'My Delivery Settings', there is a list of document groups: 'Faystubs', 'W-2s', and '1099-Cs'. The 'W-2s' group has a blue button with a warning icon and the text 'Authorization Started'. On the right, 'My Delivery Settings Instructions' provide guidance on selecting 'Web Delivery' and include a legend for status icons: a red circle with a slash for 'no delivery setting selected', a green checkmark for 'opted in', a red X for 'opted out', and a yellow warning triangle for 'authorization process started but not completed'. Below the instructions is an 'Authorization Started' section with a paragraph of consent text and a green 'I Agree' button highlighted with a red box.

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

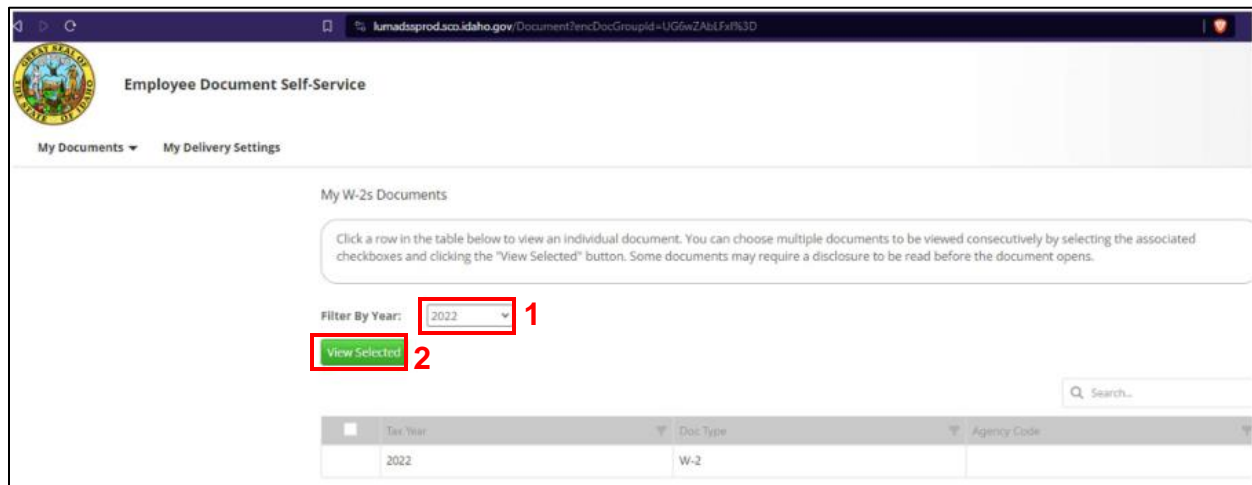
This screenshot shows the final authorization step. It asks the user to 'Please choose your delivery settings for your W-2s documents.' It displays the user's 'primary email address' as 'testbeta@sco.idaho.gov' and a blank field for a 'secondary email address'. Under the 'Web Delivery' section, there is a blue banner that says 'Authorization Started - clicking Submit completes your authorization'. Below this are radio buttons for 'Yes' and 'No', and two green buttons labeled 'Submit' and '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 1) or email servicedesk@sco.idaho.gov.

