

## Change W2 Election via the Flynn People Portal

Follow the below steps to change or view your W2 election (paper or online) via the Flynn People Portal

- 1) Log into the Flynn People Portal https://fpp.flynnrg.com
- 2) Enter your username and password
  - For username or password issues contact the ServiceDesk 1-216-525-2775 #4964
- 3) Click Log On
- 4) Click on Employee Self-Service
- 5) Select Other Services



## 6) Under Tax Information Select W-2 Online Enrollment

TAX INFORMATION		
☆		W-4 Tax Withholding You can create, change, and display the information included on the W-4 form here.
☆	۲	W-2 Instructions You can follow the instructions to access your W-2 statement.
☆	₿	W-2 Online Enrollment Enroll for W-2 Online access as opposed to receiving your W-2 via US Mail.

- 7) Click New Election if you do not already have an election or click on an existing election
- 8) Under Election Details Select accordingly

   Image: Select accordingly
- 9) A Confirmation box will display indicating to confirm the election, click OK