

# FLYNN

RESTAURANT GROUP



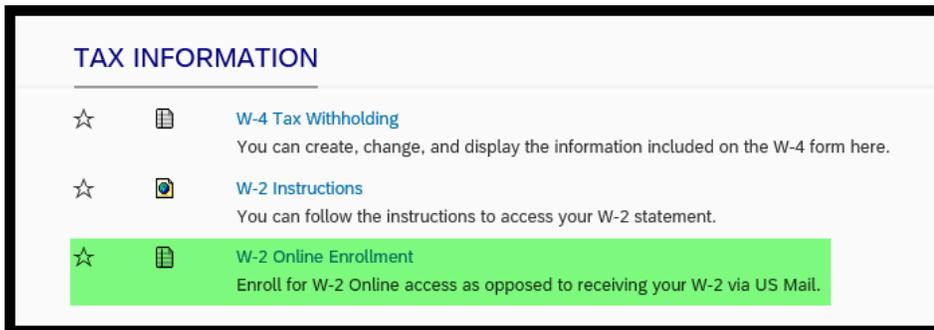
## Change W2 Election via the Flynn People Portal

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

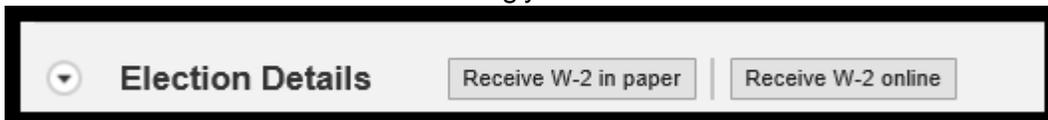
- 1) Log into the Flynn People Portal <https://fpp.flynnrg.com>
- 2) Enter your username and password
  - a. For username or password issues contact the ServiceDesk 1-216-525-2775 #4964
- 3) Click Log On
- 4) Click on Employee Self-Service
- 5) Select Other Services



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



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



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