



W2 Election in Flynn People Portal - Employee Guide

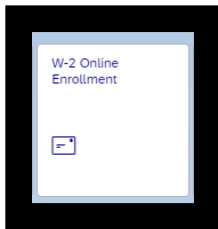
Objective: Change W-2 election via the Flynn People Portal

Procedure:

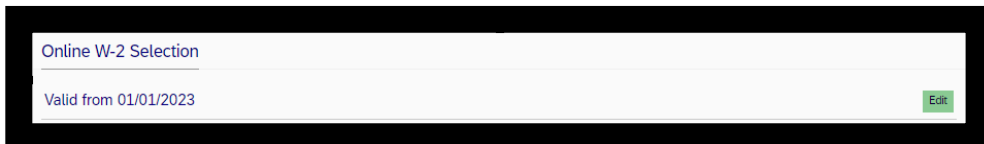
- 1) Log into the Flynn People Portal <https://fpp.flynnrg.com>
- 2) Enter username and password
 - a. For username or password, contact the Service Desk at 216-525-2775, ext. 4964.
- 3) Click on Employee Self-Service



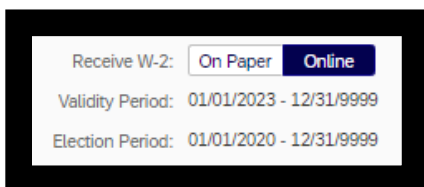
- 4) Select W-2 Online Enrollment



- 5) Select Edit



- 6) Select to receive your W-2 via Paper Copy or Online.



- 7) Select Save at the bottom righthand corner.