

# Dynamic Forms Account Creation and Tax Form Reprint Instructions

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# Creating the Dynamic Forms Account

If you are a former employee and you have not yet created a Dynamic Forms account using a personal email account, you must create the account before you can submit the form. **Do not use your prior Texas Tech email address that ends in @ttu.edu or @ttuhsc.edu.**

## Step 1:

Go to the [Payroll & Tax Services forms page](#) and click on the “Tax Form Reprint Request (Form W-2 & Form 1095)” link.

## Step 2:

Click on “Create New Account”

Log In

User Name or Email Address

Password

Log In

Create New Account

[Forgot Your Password?](#)

### Step 3:

Fill out the questionnaire then click “Create Account”.

Our enrollment process is fast, easy and secure. Once enrolled, you will immediately have convenient online access to complete required forms, view pending forms, and review your completed forms history.

Please complete all of the information below

**Username \***  
redraider339@gmail.com

Username restrictions:  
• Must be at least 8 characters long  
• Must contain at least one letter.

**Password \***  
\*\*\*\*\*

**Confirm Password \***  
\*\*\*\*\*

Password restrictions:  
• Must be at least 8 characters long  
• Must contain each of the character types below:  
• upper case letters  
• lower case letters  
• numbers  
• special characters: @ & \$

**First Name \***  
Red

**Last Name \***  
Raider

**Email Address \***  
redraider339@gmail.com

**Confirm Email Address \***  
redraider339@gmail.com

**Secret Question \***  
In which city were you born?

**Secret Question Answer \***  
Lubbock

**Create Account**

This can be an email address or a user name

Use a personal email address, not a Texas Tech email address

The following information will be displayed after account creation.



## Verify your email

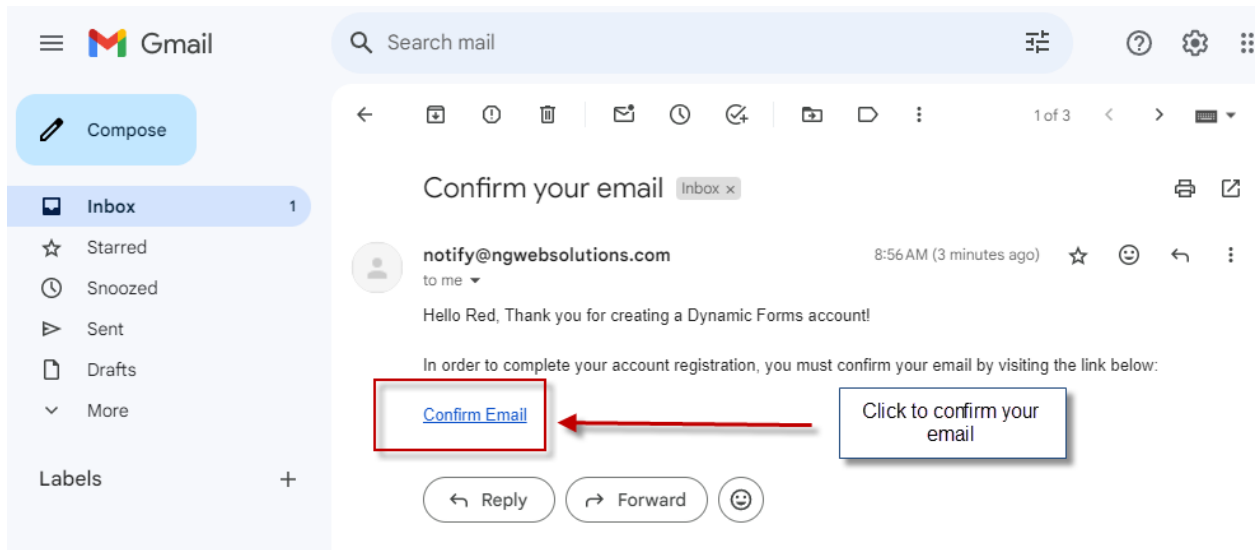
We sent an email to your inbox

Please visit the link provided in that email to confirm your email address and activate your account.

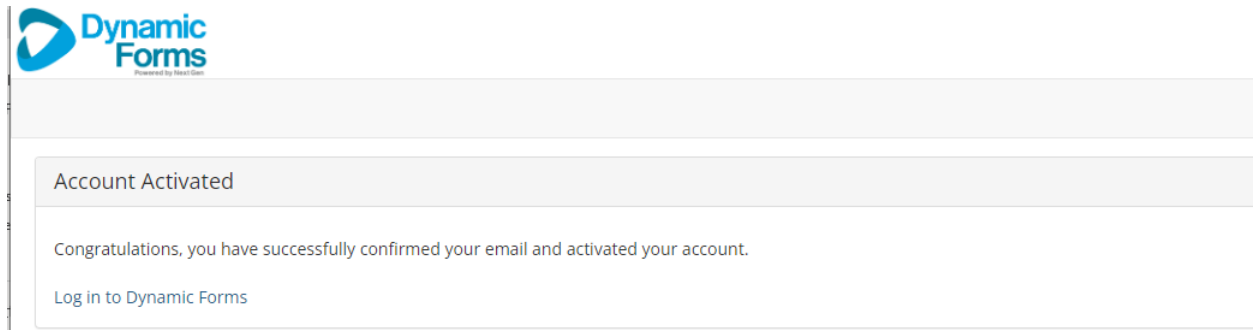
NOTE: If you do not receive the confirmation email in your inbox, please check your junk and/or spam folders.

## Step 4:

After clicking “Create Account”, please open your email and confirm your email. The email will be from notify@ngwebsolutions.com.



The following information will be displayed after confirming your email.



Click on “Log in to Dynamic Forms” and enter your newly created username and password. You will be directed Tax Form Reprint Request form. Alternatively, you can select the Tax Form Reprint Request (From W-2 & Form 1095) form from the [Payroll & Tax Services forms page](#).

# Completing the form and submitting the request

TEXAS TECH UNIVERSITY SYSTEM

My Forms ▾

## Welcome to Dynamic Forms

Let's get started, Red.

The Tax Form Reprint Request - V2 12.07.2023 form needs to be completed.

Start form by clicking on "Complete this Form"

Complete This Form

You can check back here anytime to view your Pending / Draft Forms and review your completed Forms History.

Thank you for using Dynamic Forms!

You may choose to have your form(s) delivered electronically or by postal mail. Either choice requires that you fill out the questionnaire and sign the form. The electronic option is presented in this guide.

All forms are processed manually by our staff and may take several days depending on the backlog of requests. For electronic delivery, Payroll staff will attach and verify the requested tax form(s). The Tax Form Reprint Request will then be routed back to you so that you can download the requested tax form(s).

**The tax forms are not attached to the email you receive.** There will be an email link that will take you to your request form, where the tax forms may be downloaded. The tax form(s) are on page 2 in the download section after the questionnaire. After downloading your tax form(s), please sign the form to acknowledge receipt of the documents. **You will continue to receive daily email reminders until you sign the Tax Form Reprint Request.**

# Form W-2

## Step 1:

Select the form type of “Form W-2” and click “Next”.

\* = required field  
Some content may be updated based on selection



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Payroll & Tax Services

## Tax Form Reprint Request

FormID: 32057163-8b5e-4818-b468-37c6c7d692d4

Date Prepared: 03/27/2024

Profile Full Name: Red Raider

Profile Email Address: redraider339@gmail.com

Please select the type of form you are requesting.

- \* Form W-2
- Form 1095-C

Next

## Step 2:

If you are a current employee, you will be directed to Raiderlink or Webraider to obtain your Form W-2. Otherwise, continue to fill out the questionnaire. Once all required fields have been filled in, click “Next” to proceed to the electronic signature page.

\* = required field  
Some content may be updated based on selection



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Payroll & Tax Services

## Form W-2 Reprint Request

FormID:

Are you a current employee?  Yes  
 No

Please note that the current year's Form W2 will NOT be reissued until February 16th. If this is a year you are needing, please wait until February 16th or after to request.

Texas Tech retains forms for a total of five years from the current year. If you need older Form W-2(s), please contact the Internal Revenue Service.

All required fields have an \* beside them. If you fail to provide the value and error message will appear when you click Next

Please answer the following questions so that we can verify your identity.

What was your full legal name as an employee?	First Name: * <input type="text" value="Red"/>
	Middle Name: <input type="text"/>
	Last Name: * <input type="text" value="Raider"/>
R# if you know it:	<input type="text" value="R99999999"/>
What is your current mailing address(Street, City, State, Zip)?	* <input type="text" value="4444 245th Street, Lubbock, Texas 79414"/>
What is your current phone number?	* <input type="text" value="8063333333"/>
What are the last 6 digits of your social security number?	* <input type="text" value="999999"/> <span style="border: 1px solid red; padding: 2px;">Must be 6 digits</span>
What is your date of birth? (MM/DD/YYYY)	* <input type="text" value="01/01/1960"/>
What was your last mailing or permanent address as an employee?	* <input type="text" value="123 Glenna Goodacre, Lubbock, Texas 79409"/>
Who was listed your emergency contact?	* <input type="text" value="Masked Rider"/>
Select the year(s) that you want a Form W-2 for.	<input type="checkbox"/> 2023 <input checked="" type="checkbox"/> 2022 <input checked="" type="checkbox"/> 2021 <input type="checkbox"/> 2020 <input type="checkbox"/> 2019 <input type="checkbox"/>
How would you like your forms delivered?	* <input checked="" type="radio"/> Electronically <input type="radio"/> Postal Mail

### Preparer Comments

### Payroll and Tax Services Comments

Forms will be attached here by Payroll & Tax Services

\*

This is where we will attach your tax form(s). You will download them from this area.

### Step 3:

Sign the form to submit for processing.


## Electronic Signature

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

Red	Raider
<input type="text" value="Red"/>	<input type="text" value="Raider"/>
<input type="button" value="Previous"/>	<input type="button" value="Sign Electronically"/>

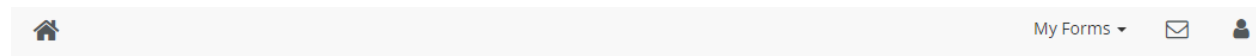


If you would like to opt out of electronically signing and submitting this form, please download the form and sign. Once signed, please email the completed form to Payroll and Tax Services.

Please be aware that the requested Tax Form(s) will not be sent electronically, they will be sent postal mail.

Opt out and print

The following information will be displayed after signing the form.




Thank you for your submission of the Tax Form Reprint Request. Requests are processed in the order they are received. Please allow 3-5 business days to process your request.

You will receive email notifications from [noreply@dynamicforms.com](mailto:noreply@dynamicforms.com). The first email you will receive will be confirmation of your submission. If you do not receive it, please check your junk mail.

If you elected postal mail delivery, please allow an additional 7-10 business days for postal service.

If you elected electronic delivery, you will receive an email letting you know that the form(s) are available to print or download. When you receive the email, please follow the instructions to retrieve your forms. You will be asked to sign the form again AFTER you have downloaded and/or printed the form(s) to acknowledge receipt of your tax forms.

If you have questions or require assistance, please email Payroll and Tax Services

 [View Form PDF](#)



You will receive the following confirmation email. After the request has been processed, you will receive another email with a link to your request, so you can download your tax forms.

## Preparer Signature Confirmation. Form W-2 Reprint Request for Red Raider-03/27/2024. Inbox x



noreply@dynamicforms.itis.ttu.edu

10:00AM (3 minutes ago)



to me ▾



TEXAS TECH UNIVERSITY  
**Payroll & Tax Services™**

This email confirms your signature on the Tax Form Reprint Request. An email has been sent to Texas Tech Payroll & Tax Services. **Tax forms are "manually attached" to your request and requests are processed in the order they are received.**

If you elected postal mail delivery, please allow two business days for processing and an additional five to seven business days for postal mail delivery.

If you elected electronic mail delivery, **you will receive an additional email** with instructions for printing or downloading the requested forms.

**Submitted by Red Raider on 03/27/2024**

View your pending forms and forms history [here](#) .



If you have questions or require assistance, please email [Payroll and Tax Services](#)

Form Version: Tax Form Reprint Request - V2 12.07.2023

Form ID: 32057163-8b5e-4818-b468-37c6c7d692d4

## Step 4:

Access your request and download your tax form(s) using the link provided at the bottom of the email.

Tax Form(s) Available for print or download. Form W-2 Reprint Request for Red Raider-03/27/2024. Inbox x  

noreply@dynamicforms.itis.ttu.edu  
to me ▾

10:16 AM (4 minutes ago)



TEXAS TECH UNIVERSITY  
Payroll & Tax Services

Your Form W-2 Reprint Request submitted has been processed. Your tax documents are attached to your request form. Please use the link at the **bottom of the email** to access your request and download or print the tax document attachments.

Submitted by Red Raider on 03/27/2024

If you have questions or require assistance, please email [Payroll and Tax Services](#)

Form Version: Tax Form Reprint Request - V2 12.07.2023

Form ID: 32057163-8b5e-4818-b468-37c6c7d692d4

Tax forms are attached to the request

[Click here to complete your section of the form.](#)

...

## Step 5:

Log in using your Dynamic Forms username and password.

### Log In

Sign in to complete the **Tax Form Reprint Request - V2 12.07.2023** form as requested by **Texas Tech University System**.

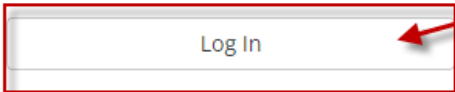
**User Name or Email Address**

**Password**

**Log In**


[Create New Account](#)      [Forgot Your Password?](#)

log in using Dynamic Forms personal account (not the Texas Tech email)




## Step 6:

Click on “Complete This Form” to enter your request.



TEXAS TECH UNIVERSITY SYSTEM™


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## Welcome to Dynamic Forms

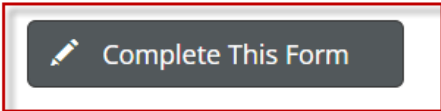
Let's get started, Red.

The **Tax Form Reprint Request - V2 12.07.2023** form needs to be completed.

 **Complete This Form**

You can check back here anytime to view your [Pending / Draft Forms](#) and review your completed [Forms History](#).

Thank you for using Dynamic Forms!



## Step 7:

Click "Next" to proceed to page 2.

\* = re  
Some content may be updated based c



TEXAS TECH UNIVERSITY  
Payroll & Tax Services™

## Tax Form Reprint Request

FormID:

Date Prepared:

Profile Full Name:

Profile Email Address:

*Please select the type of form you are requesting.*

- \*  Form W-2  
 Form 1095-C



The download area is at the bottom of the form. If you need help downloading the attachments, please refer to [How to Download or Print Tax Forms from Request](#).

What is your date of birth? (MM/DD/YYYY)	* 01/01/1960
What was your last mailing or permanent address as an employee?	* 123 Glenna Goodacre, Lubbock, Texas 79409
Who was listed your emergency contact?	* Masked Rider
Select the year(s) that you want a Form W-2 for.	2023 <input checked="" type="checkbox"/> 2022 <input checked="" type="checkbox"/> 2021 <input type="checkbox"/> 2020 <input type="checkbox"/> 2019 <input type="checkbox"/>
How would you like your forms delivered?	* <input checked="" type="radio"/> Electronically <input type="radio"/> Postal Mail

**Preparer Comments**

**Payroll and Tax Services Comments**

**ATTENTION FORM RECIPIENT:**

The tax forms are not emailed as email attachments. They are manually attached to this form in the attachment area below. You will receive an email stating your tax forms are available for download and you will be provided with the form links where you can download or print the tax forms from the Dynamic Forms site.

*After downloading or printing, please sign the form again to acknowledge receipt of the tax forms. You will continue to receive reminder emails until you sign.*

Forms will be attached here by Payroll & Tax Services

\*2022 Tax Form.pdf

2023 Tax Form.pdf

Click on the attachment to see the tax form.

Sign the form after downloading

After downloading your tax form(s), sign the Tax Form Reprint Request to complete the process.

## Step 8:

Sign the form to acknowledge receipt of tax forms. **If you do not sign the form, you will continue to receive reminder emails.**

### Electronic Signature

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

Red	Ralder
<input type="text" value="Red"/>	<input type="text" value="Ralder"/>
<input type="button" value="Previous"/>	<input type="button" value="Sign Electronically"/>

The following information will be displayed after signing the form.



TEXAS TECH UNIVERSITY  
Payroll & Tax Services™

Thank you for your submission of the Tax Form Reprint Request.

If you have questions or require assistance, please email [Payroll and Tax Services](#)

[View Form PDF](#)

# Form 1095-C

## Step 1:

Select the form type of "Form 1095-C" and click "Next".

Some content may be updated based on selection

FormID:

Date Prepared:

Profile Full Name:

Profile Email Address:

Please select the type of form you are requesting.

\*  Form W-2

Form 1095-C

## Step 2:

Select the type of insurance you have and check the criteria boxes if they pertain to you. Based on your selections, you may be directed to another provider or Raiderlink/Webraider to access your Form 1095-C.

\* = required field  
Some content may be updated based on selection

You may request current year and the previous four years with this form.  
Effective 1/1/2022 Texas Tech will no longer produce the Form 1095-C.  
Equifax will produce the Form 1095-C and retain the forms for years 2021 and beyond.  
Texas Tech retains the applicable prior years' forms for years 2020 and before, up to a total of five years from the current year.  
If you need older Form 1095-C(s), please contact the Internal Revenue Service.

Please select the type of insurance:

Please select this box if you meet the following criteria

You are currently employed with TTUS and you would like to request Form 1095-C for year(s) 2020 or prior.

Please select this box if you meet any of the following criteria

You are no longer employed with TTUS and you would like to request Form(s) 1095-C.  
OR  
You are currently employed with TTUS and you would like to request Form(s) 1095-C for year(s) 2021 to current year.

Please note that the current year's Form 1095-C will NOT be reissued until March 15th.  
If this is a year you are needing, please wait until March 15th or after to request.

### Step 3:

Fill out the questionnaire. Once all the required fields have been filled in, click “Next” to proceed to the electronic signature page.

Please answer the following questions so that we can verify your identity.

What was your full legal name as an employee?	First Name: <input type="text" value="Red"/> Middle Name: <input type="text"/> Last Name: <input type="text" value="Raider"/>
Are you a current employee?	* <input type="radio"/> Yes <input checked="" type="radio"/> No
R# if you know it:	<input type="text" value="R99999999"/>
What is your current mailing address (Street, City, State, Zip)?	<input type="text" value="4444 245th Street, Lubbock, Texas 79414"/>
What is your current phone number?	<input type="text" value="8063333333"/>
What are the last 6 digits of your social security number?	<input type="text" value="999999"/>
What is your date of birth? (MM/DD/YYYY)	<input type="text" value="01/01/1960"/>
What was your last mailing or permanent address as an employee?	<input type="text" value="123 Glenna Goodacre, Lubbock, Texas 79409"/>
Who was listed your emergency contact?	<input type="text" value="Masked Rider"/>
Select the year(s) that you want a Form 1095-C for.	2023 <input checked="" type="checkbox"/> 2022 <input checked="" type="checkbox"/> 2021 <input type="checkbox"/> 2020 <input type="checkbox"/> 2019 <input type="checkbox"/>
How would you like your forms delivered?	* <input checked="" type="radio"/> Electronically <input type="radio"/> Postal Mail

All required fields have an \* beside them. If you fail to provide a value, an error message will be displayed when you click "Next"

Must be 6 digits

#### Preparer Comments

#### Payroll and Tax Services Comments(Equifax Forms)

#### Forms will be attached here by Payroll & Tax Services

**Form 1095-C(s) for Years 2021 and Beyond**

\*

This is where we will attach your tax form(s). You will download them from this area.



## Step 4:

Sign the form to submit for processing.


### Electronic Signature

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.


To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

Red	Raider
<input type="text" value="Red"/>	<input type="text" value="Raider"/>
<input type="button" value="Previous"/>	<input type="button" value="Sign Electronically"/>




If you would like to opt out of electronically signing and submitting this form, please download the form and sign. Once signed, please email the completed form to Payroll and Tax Services.  
Please be aware that the requested Tax Form(s) will not be sent electronically, they will be sent postal mail.  
[Opt out and print](#)

The following information will be displayed after signing the form.

Home My Forms ▾ 

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Thank you for your submission of the Tax Form Reprint Request. Requests are processed in the order they are received. Please allow 3-5 business days to process your request.

**You will receive email notifications from [noreply@dynamicforms.com](mailto:noreply@dynamicforms.com). The first email you will receive will be confirmation of your submission. If you do not receive it, please check your junk mail.**

If you elected postal mail delivery, please allow an additional 7-10 business days for postal service.

If you elected electronic delivery, you will receive an email letting you know that the form(s) are available to print or download. When you receive the email, please follow the instructions to retrieve your forms. You will be asked to sign the form again AFTER you have downloaded and/or printed the form(s) to acknowledge receipt of your tax forms.

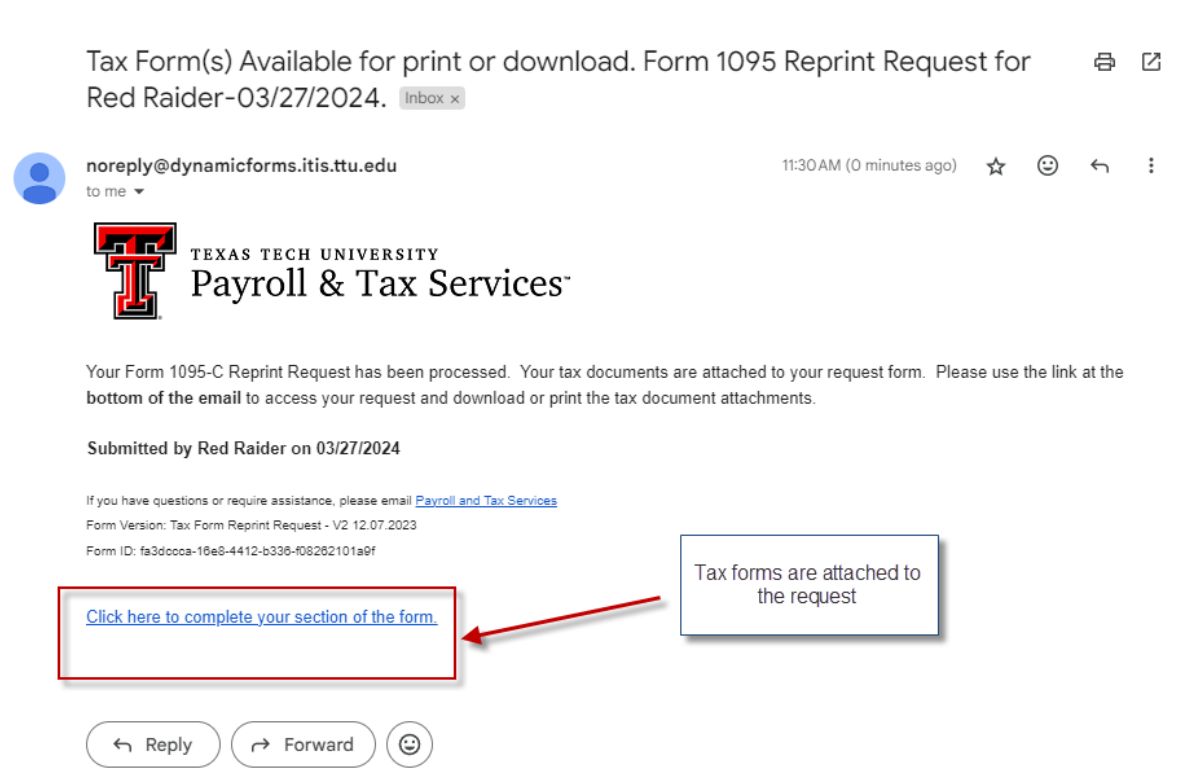
If you have questions or require assistance, please email [Payroll and Tax Services](#)

You will receive the following confirmation email. After the request has been processed, you will receive another email with a link to your request, so you can download your tax forms.



## Step 5:

Access your request to download your tax form(s) using the link provided at the bottom of the email.



## Step 6:

Log in using your Dynamic Forms username and password.

Log In

Sign in to complete the **Tax Form Reprint Request - V2 12.07.2023** form as requested by **Texas Tech University System**.

User Name or Email Address

redraider339@gmail.com

Password

.....

Log In

[Create New Account](#)   [Forgot Your Password?](#)

log in using Dynamic Forms personal account (not the Texas Tech email)

## Step 7:

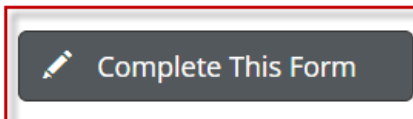
Click on “Complete This Form” to enter your request.



## Welcome to Dynamic Forms

Let's get started, Red.

The Tax Form Reprint Request - V2 12.07.2023 form needs to be completed.



You can check back here anytime to view your [Pending / Draft Forms](#) and review your completed [Forms History](#).

Thank you for using Dynamic Forms!

## Step 8:

Click "Next" to proceed to page 2.

Some content



TEXAS TECH UNIVERSITY  
Payroll & Tax Services™

## Tax Form Reprint Request

FormID: fa3dcccc-16e8-4412-b336-f08262101a9f

Date Prepared: 03/27/2024  
Profile Full Name: Red Raider  
Profile Email Address: redraider339@gmail.com

Please select the type of form you are requesting.

- Form W-2  
 Form 1095-C

Next

The download area is at the bottom of the form. If you need help downloading the attachments, please refer to [How to Download or Print Tax Forms from Request](#).

employee?  
Who was listed your emergency contact? \*Masked Rider  
Select the year(s) that you want a Form 1095-C for.  
2023  2022  2021  2020  2019   
How would you like your forms delivered?  
 Electronically  
 Postal Mail

### Preparer Comments

### Payroll and Tax Services Comments(Equifax Forms)

### ATTENTION FORM RECIPIENT:

The tax forms are not emailed as email attachments. They are manually attached to this form in the attachment area below. You will receive an email stating your tax forms are available for download and you will be provided with the form links where you can download or print the tax forms from the Dynamic Forms site.

After downloading or printing, please sign the form again to acknowledge receipt of the tax forms. You will continue to receive reminder emails until you sign.

Forms will be attached here by Payroll & Tax Services

Form 1095-C(s) for Years 2021 and Beyond  
\*2022 Tax Form.pdf  
2023 Tax Form.pdf  
Attach File  
Attach File  
Attach File

Click on the attachment to see the tax form.

Sign the form after downloading

Previous

Next

After downloading your tax form(s), sign the Tax Form Reprint Request to complete the process.

## Step 9:

Sign the form to acknowledge receipt of the tax forms. **If you do not sign the form, you will continue to receive reminder emails.**


### Electronic Signature

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

Red	Raider
<input type="text" value="Red"/>	<input type="text" value="Raider"/>
<input type="button" value="Previous"/>	<input type="button" value="Sign Electronically"/>




The following information will be displayed after signing the form.



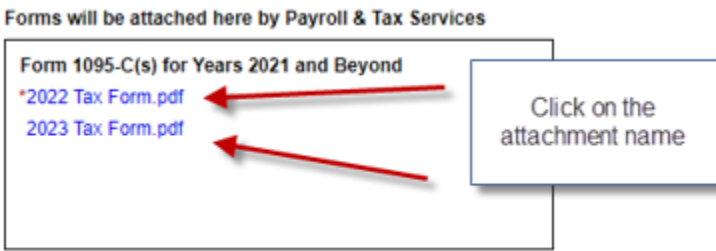
Thank you for your submission of the Tax Form Reprint Request.

If you have questions or require assistance, please email [Payroll and Tax Services](#)

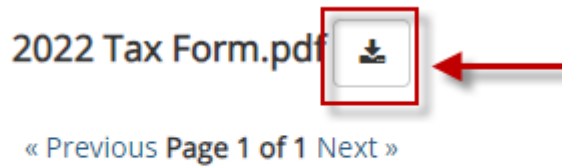
 [View Form PDF](#)

# How to Download or Print Tax Forms from Request

Click on the attachment name. The form will open, and you will have the option to either download or print the tax form(s).



To download, click on the download button at the top of the form. To print, use your browser's print function.



# Using the Dynamic Forms Portal to Access a Request

You may also use the [Dynamic Forms portal](#) to access a previously submitted request.

The screenshot shows the Dynamic Forms portal interface. At the top right, there is a 'My Forms' dropdown menu with three options: 'Pending / Draft Forms', 'Forms I'm Copied On', and 'Form History'. A red arrow points to the 'Form History' option, which is highlighted with a red box. Below the menu is a search bar and a table titled 'Forms History'. The table has columns for 'Form Name', 'Status', 'Form Started By', 'E-Signed Date', 'PDF', 'HTML', and 'Audits'. There are four rows of data, all with a status of 'Multi-Pending' and 'Form Started By' of 'Red Raider'. The 'E-Signed Date' for each row is 3/27/2024. At the bottom of the table, there is a pagination control showing '1' of 4 items per page and '1 - 4 of 4 items'.

This screenshot is similar to the previous one, but with a callout box. The callout box contains the text: 'To download tax form(s) again, click on the HTML for the request'. A red arrow points from the callout box to the 'HTML' column of the first row in the 'Forms History' table. The table structure is identical to the previous screenshot.

Scroll to the bottom of the form to see the attachments.

## ATTENTION FORM RECIPIENT:

The tax forms are not emailed as email attachments. They are manually attached to this form in the attachment area below. You will receive an email stating your tax forms are available for download and you will be provided with the form links where you can download or print the tax forms from the Dynamic Forms site.

**After downloading or printing, please sign the form again to acknowledge receipt of the tax forms. You will continue to receive reminder emails until you sign.**

Forms will be attached here by Payroll & Tax Services

The screenshot shows an attachment area with the heading 'Form 1095-C(s) for Years 2021 and Beyond'. Below the heading are two links: '\*2022 Tax Form.pdf' and '2023 Tax Form.pdf'. Two red arrows point from a callout box to these links. The callout box contains the text: 'Click on the attachment to download or print'.