



Former Associates

Former associates that elected to receive a 2017 electronic W-2 can access their tax form by going to **paperlessemployee.com/dsg** and creating a personal account following the procedures below:

1. Select **Create Account** on right side of page.
2. Enter your **Home Address Zip Code**
(from your home address on file during your time with DICK'S Sporting Goods, must be five digits).
3. Enter your DICK'S Sporting Goods **Employee ID**
(must be seven-digit number beginning with zero. Example 0XXXXXX).
See below if you do not remember your Employee ID
4. Enter your **Date of Birth**
(must be formatted exactly **MM-DD-YYYY** including dashes, two digits for month and date, and four digits for year).
5. Once you have completed the fields on this screen and selected the "I'm not a robot" CAPTCHA validation, select the **Authenticate & Create Account** button.
6. Enter your **First and Last Name** then create your **User ID and Password**.
7. Before you can continue, you may be asked to select a '**trusted contact**', which is where the system will send a code to verify your identity. Make your selection and click **Verify** (if applicable).
8. Enter the code you receive in the **Verification Code box** and click **Submit**.
9. Select **Create Account**.
10. Complete three personal **Security Questions** which may assist you if you need to reset a forgotten password. Click **Save Security Questions**.
11. Complete **Contact Information** and **Electronic Statement Notification Options** then click **Save**.

If you do not remember your employee ID or are unable to create an account, email W2INFO@dcsq.com a description of your issue and the following pieces of information to verify your identity:

Full Name
Last four digits of Social Security Number
Date of Birth
Home Address Zip Code (from last known address on file)