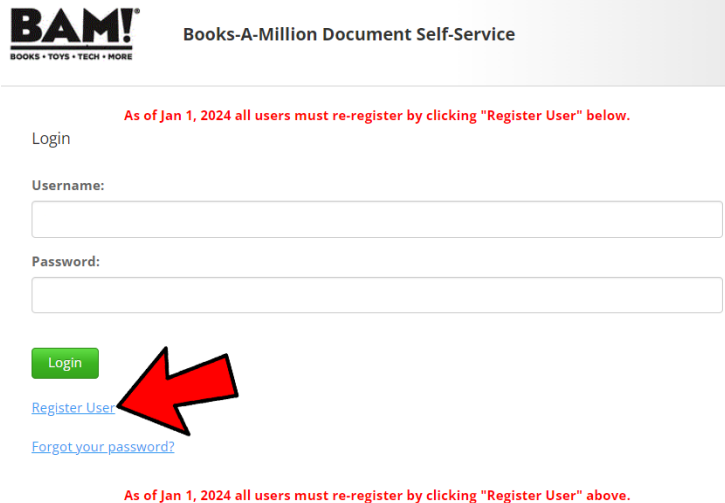
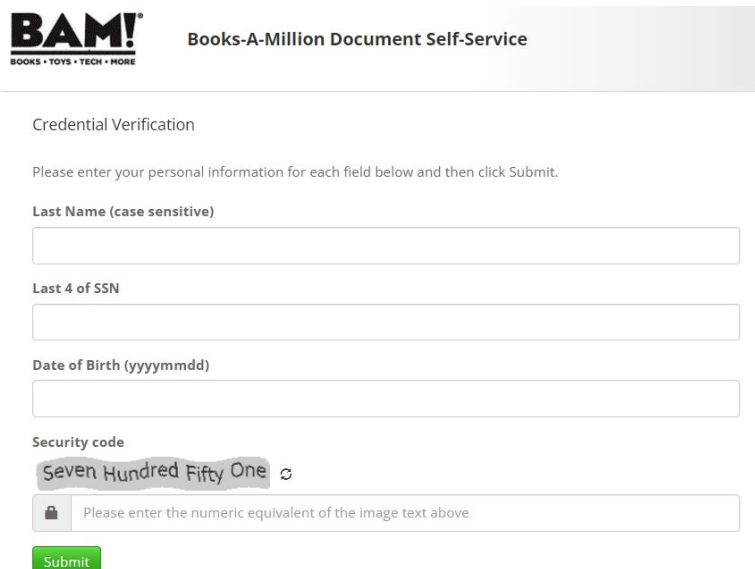


W-2s and other important documents will be accessible to current, and former associates through the **Document Self Service Platform**. Instructions for accessing this site are provided below.

1. The Document Self Service platform can be accessed at <https://w2.bamm.com/>
2. When you first go to this site some associates may see their username and a password auto populate from accessing this site on previous years.  
**Important Note:** as noted in image below, **effective 1/1/2024 all users must re-register for this platform** using the directions below.
3. Click the **“Register User”** link.



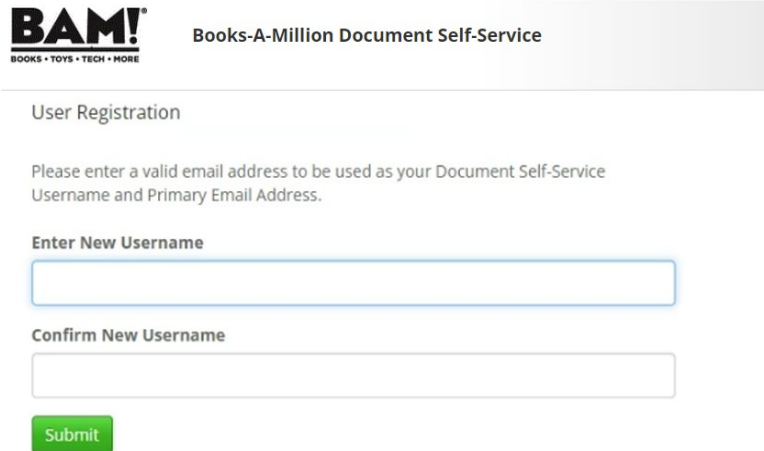
4. Fill in the Credential Verification information and click **Submit**.



Callouts for the Credential Verification screen:

- All field are required.
- The *Last Name* is case sensitive. So all capital letters are needed (i.e. the “S” in Smith, the “M” and “C” in McCallister)
- The *Birth Date* needs to be in *yyyymmdd* (i.e. March 18<sup>th</sup> 1979 would be 19790318)
- The security code is asking for the numeric value of the written number. In the example at left it would be 751.

5. Enter your email address twice to confirm it as your new username.



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User Registration


Please enter a valid email address to be used as your Document Self-Service Username and Primary Email Address.

Enter New Username

Confirm New Username

Submit

6. In the email you receive you'll click the **Click here to finish user registration** link.

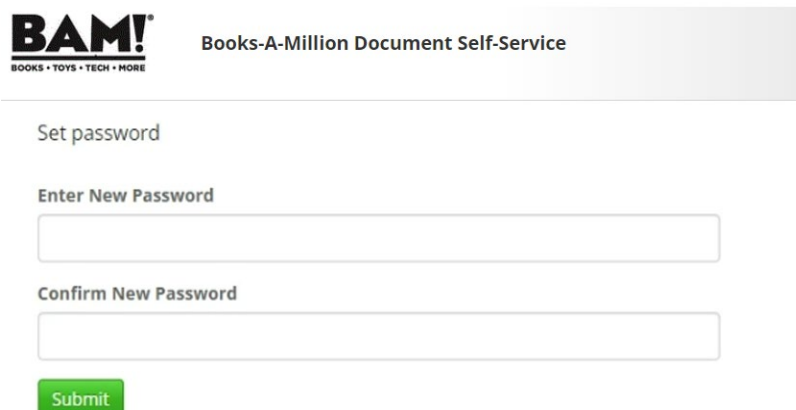
 w2info@booksamillion.com  
To:

A request has been received to use this email address for your Document Self-Service profile.  
[Click here to finish user registration](#)

If you received this email in error, please delete it immediately.

Thank you.  
Payroll Dept. Books-A-Million  
w2info@booksamillion.com

7. This will return you to the **Credential Verification Screen** and you'll input all of this information from Step 4 again and then click **Submit**.
8. After entering the Credential Verification information again you'll be prompted to enter and confirm your new password.



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Set password

Enter New Password

Confirm New Password

Submit

- After entering your password you'll be prompted to return to the login page and use these new credentials you set up.
- Upon logging in you'll see a screen asking if you want a secondary email address for your account. If you do not want to enter a secondary email address you can select that option to bypass this.

## Email Verification

Secondary Email Address (*OPTIONAL*)

Below, you have the option to specify an additional email address for your future communications. Please either specify a secondary communication email address, or check the box below to deny this option.

[www@booksamillion.com](mailto:www@booksamillion.com)

Secondary Email

Confirm Secondary Email

I do not want to store a secondary email address on file.

- You'll then find yourself on the welcome screen and available documents can be accessed to the left in the **Recent Documents** field. These documents will be loaded as PDF format that can be downloaded.

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Michael Haberechts ▾  
Haberechts@m@booksamillion.com

My Documents ▾ My Delivery Settings

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Recent Documents

Welcome to Books-A-Million Document Self-Service!

W2 Books-A-Million (including 2nd and Charles, Yogurt Mountain, and Preferred Growth Properties) is giving you the opportunity to receive your documents via the web and/or email. If you choose 'web' as a delivery setting, you will receive emails notifying you of when new information is available on our website. If you choose 'email' as a delivery setting, you will receive emails with PDF attachments when information is available.

2023

2023

You can choose any of the delivery settings displayed on the side menu. Click on **My Delivery Settings** or a specific group to select your personal delivery settings at any time. Your personal settings will be indicated with a green checkmark on the side menu.

After choosing your delivery settings, you can view any of the documents within the groups displayed on the side menu. Click on **"View My Documents"** and/or specific group. Then click on the document title to view the document.

Thanks for using Document Self-Service!