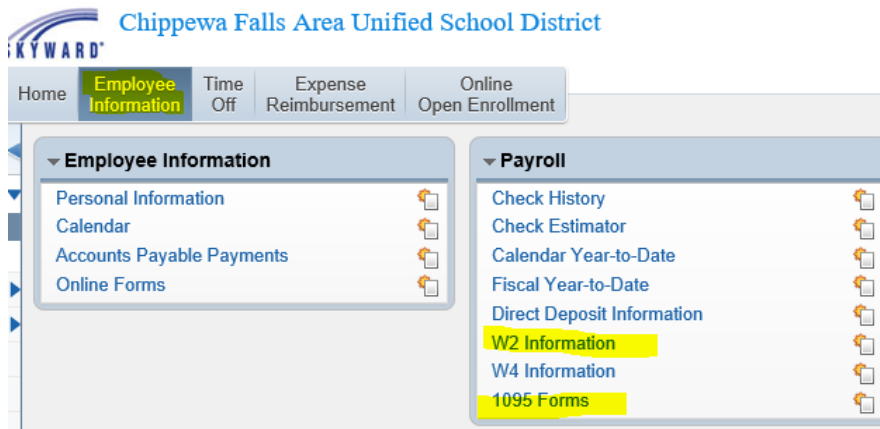


W2 & 1095C Printing - Viewing Instructions

Login to your [Skyward](#) account. If you do not recall your user name and password you can click the Forgot Login/Password link on the login page and it will send a password reset email to you.

Click on Employee Information. Click on W2 Information or 1095 Forms. [Click here](#) for a sixty-second video on how to view your W2 online.



Click on the year you want to view then click the View W2 Form button on the right side. *If you want to change your election on how to receive your W2 for the upcoming year you may click the button that states Options for Receiving My 20** W2 Electronically.*



After clicking the View W2 Form you will be prompted to enter your Social Security Number to verify your identity.

Confirm Authorization

To confirm authorization to print this W2, enter the full Social Security Number of this employee:

You will then get a request to open the document usually this appears at the top or bottom of your screen. Click the Open Button.



Your W2 will now appear and you may choose to click on File and then Print at the top of your screen.

Notes about your W2: Box 1 Wages are your taxable wages. This means they are less your pre-tax deductions such as insurance, Wisconsin retirement, 403(b), etc... [Click Here to review Frequently Asked Questions about W2's.](#)

W2 & 1095C Printing - Viewing Instructions

To view your 1095C Tax Documents Click on the 1095 Form Link from the original Employee Information Drop Down Button. Then click on the year you wish to view and then on the View PDF button on the right side of the screen. *To choose how you wish to receive your 1095 document for the upcoming tax year click on the Options for Receive My 20** Form 1095 Electronically button on the right side of the screen.*

The screenshot shows the Skyward portal for Chippewa Falls Area Unified School District. The user is logged in as Randy Flehr. The navigation menu includes Home, Employee Information, Time Off, Expense Reimbursement, and Online Open Enrollment. The '1095 Forms' section is active, displaying a table of forms and a 'View PDF' button highlighted in yellow.

Year	Form	Transmission ID	Transmission Type	Electronic Option
2018	1095C	0001	Original	Ask Later
2017	1095C	0001	Original	Paper
2016	1095C	0001	Original	Ask Later
2015	1095C	0003	Corrected	Ask Later
2015	1095C	0002	Replacement	Ask Later
2015	1095C	0001	Original	Ask Later

On the right side, there is a yellow button labeled 'Options for Receiving My 2019 Form 1095 Electronically'.

You will be prompted to enter your social security number to verify your identity. Click the Print Button.

A dialog box titled 'Confirm Authorization' with a camera icon. It contains the text: 'To confirm authorization to print this 1095, enter the full Social Security Number of this employee:'. A yellow box highlights the input field for the Social Security Number. At the bottom, there are 'Print' and 'Cancel' buttons, with the 'Print' button highlighted in yellow.

You will then get a request to open the document usually this appears at the top or bottom of your screen. Click the Open Button.

A file download dialog box asking: 'Do you want to open or save 2018W2.pdf (75.8 KB) from skyward.iscorp.com?'. It has 'Open', 'Save', and 'Cancel' buttons, with the 'Open' button highlighted in yellow.

Your 1095 will now appear and you may choose to click on File and then Print at the top of your screen.

Notes about your 1095: Your 1095 should indicate if you elected or did not elect health insurance coverage through the Chippewa Falls Area Unified School District and if so who was covered and for which months of the year they were covered. If you were not eligible for insurance during the calendar year you would not receive a 1095.