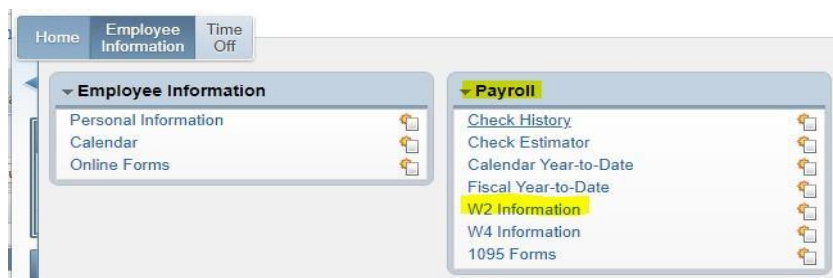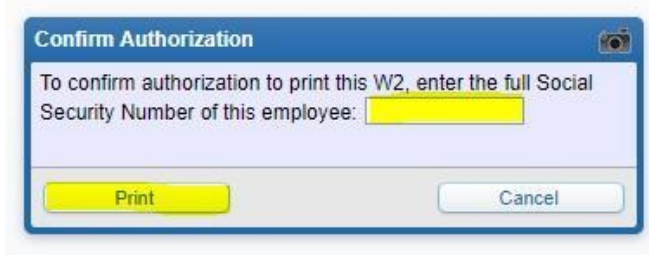# HOW TO LOCATE W2 INFORMATION AND 1095 FORMS

- LOG INTO EMPLOYEE ACCESS ACCOUNT
- CLICK EMPLOYEE INFORMATION

- CLICK W2 INFORMATION - UNDER THE PAYROLL DROPDOWN

- CLICK W2 YEAR YOU NEED – IT WILL HIGHLIGHT IN BLUE
- CLICK VIEW W2 FORM – ON RIGHT SIDE OF SCREEN
- YOU WILL SEE A CONFIRM AUTHORIZATION POP UP BOX

- ENTER YOUR SOCIAL SECURITY NUMBER
- CLICK PRINT
- THE DOWNLOAD WILL APPEAR AT THE TOP RIGHT SIDE OF THE SCREEN
- CLICK ON THE DOWNLOAD TO OPEN
- CLICK PRINT

USE THE SAME STEPS TO PRINT 1095