

## Steps to View/Print a W2 in Web Link:

1. Within Web Link, select the **Employee Information** menu and then **W2s**.
2. At the W2 Consent Terms screen, review the terms for consenting to use the W2s option in Web Link.
3. Complete the desired authorization option for using the W2s option and then click the **Continue** button.
  - a. Select **“I agree to the above Consent Terms and want to view and receive my W2 through Web Link only (no paper copy).”** option if you agree to the terms and want to only receive your W2 electronically through Web Link (and do not want a paper copy). This option will be selected by default if it was previously selected when viewing W2s in the past.
  - b. Select **“I want to continue receiving my W2 in paper form but would like to view my W2 through Web Link.”** option if you want to view your W2 electronically through Web Link and also receive a paper copy.

**Note:** The W2 Consent Terms screen only appears the first time accessing the W2 option per session.

4. At the Print W2s screen, enter the **4-digit** calendar year for the W2 to view in the Year field, or click the **down-arrow** button to select the correct one.
5. Click the **View/Print W2** button to view the W2 on the screen, or else click the **Save W2** to save the W2 as a .PDF file to a specified location on your computer.

**Note:** A PDF viewer, such as Adobe® Reader, must be installed on your computer prior to viewing (printing) a W2; if you do not have a PDF viewer, download Adobe® Reader free of charge by clicking the Get Adobe® Reader button or going to <http://get.adobe.com/reader/> and follow the instructions.
6. The W2 will appear on the screen using the two W2 on page format (including one Copy B, one Copy C, and two Copy 2s), along with the instructions normally included on the back of a W2.
7. If desired, then complete the print function as normal from within your Internet browser (for example, select the **File** menu and the **Print**) to print a copy of the W2.