

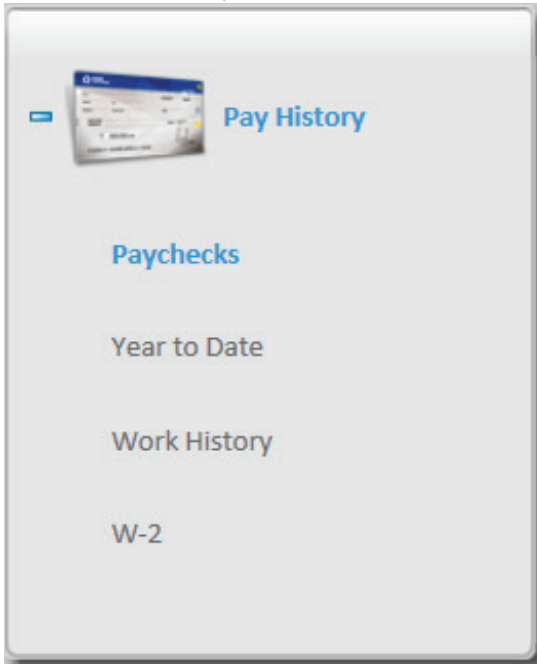
To help our employees navigate through the employee portal, here are a few step by step instructions.

Once an employee is logged into their portal, they will select the **“Pay History”** icon.



Home | Personal Info | Assignments | Pay History | eDocuments | Log Off

From there, they will select **“W-2”** from the menu on the left.



Now our employees can select **“View”** and print out their own W2.

W-2					
Document	Year	Federal Wages	Federal WH	SS WH	Medicare WH
View	2014	\$1,086.50	\$41.35	\$67.36	\$15

If you feel you need additional assistance, please free to reach out to myself or any member of our Office Services team.