ACCESSING YOUR 2022 W-2 ELECTRONIC FORM VIA MyPortal

ELECTRONIC CONSENT

You must provide consent to receive your W-2 electronically. If you have not previously given consent to access your W-2 form, you may do so by following the instructions found here.

1. Click on the Employee Dashboard Tile.

2. Click on Taxes

3. Click on W-2 Wage and Tax Statement

4. Choose tax year 2022 from the drop-down selection and click Display.
5. Click the **Printable W-2** button below the form. This will display a printable version of your W-2 form that you can print through your web browser.

**PRINTING INSTRUCTIONS**

Once your form W-2 is displayed, click the “Printable W-2” button below the form. Please note that clicking the “Printable W-2” button only displays a print formatted version of your form W-2. You must still use your web browser to print this form (in most cases by selecting “File” from your drop-down options, then by selecting “Print”). Also, depending on the defaults of your web browser, you may find it necessary to change your print options to ensure the entire form W-2 is printed.

The recommended browser settings can be found below:
* Internet Explorer on Windows, set all Margins to .5
* Netscape on Windows, set Left and Right Margins to .2
* Mozilla/Firefox on Windows, set Left and Right Margins to .2
* Safari on Macintosh, set Left and Right Margins to .2

Links to IRS instructions and an explanation of the amounts on the W-2 can be found below:

**2022 W-2 Instructions**

**Explanation of 2022 W-2 Information**