

ACCESSING YOUR 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.



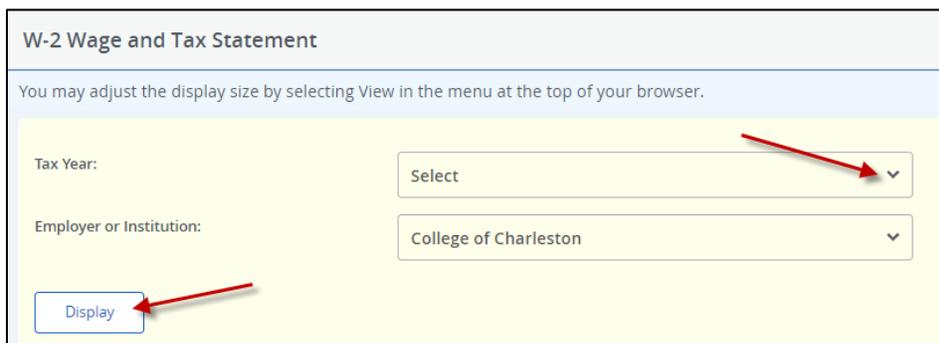
2. Click on **Taxes**



3. Click on **W-2 Wage and Tax Statement**



4. Choose tax year from the drop-down selection and click **Display**.

A screenshot of a web interface titled "W-2 Wage and Tax Statement". Below the title, there is a light blue banner with the text "You may adjust the display size by selecting View in the menu at the top of your browser." Below the banner, there are two drop-down menus. The first is labeled "Tax Year:" and has a "Select" option. The second is labeled "Employer or Institution:" and has "College of Charleston" selected. Below the menus, there is a blue button labeled "Display". Red arrows point to the "Tax Year:" drop-down menu and the "Display" button.

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.

f Employee's address and ZIP code	
15 State	Employer's state ID number
SC	250306431

[Printable W-2](#)



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:

[2023 W-2 Instructions](#)

[Explanation of 2023 W-2 Information](#)