

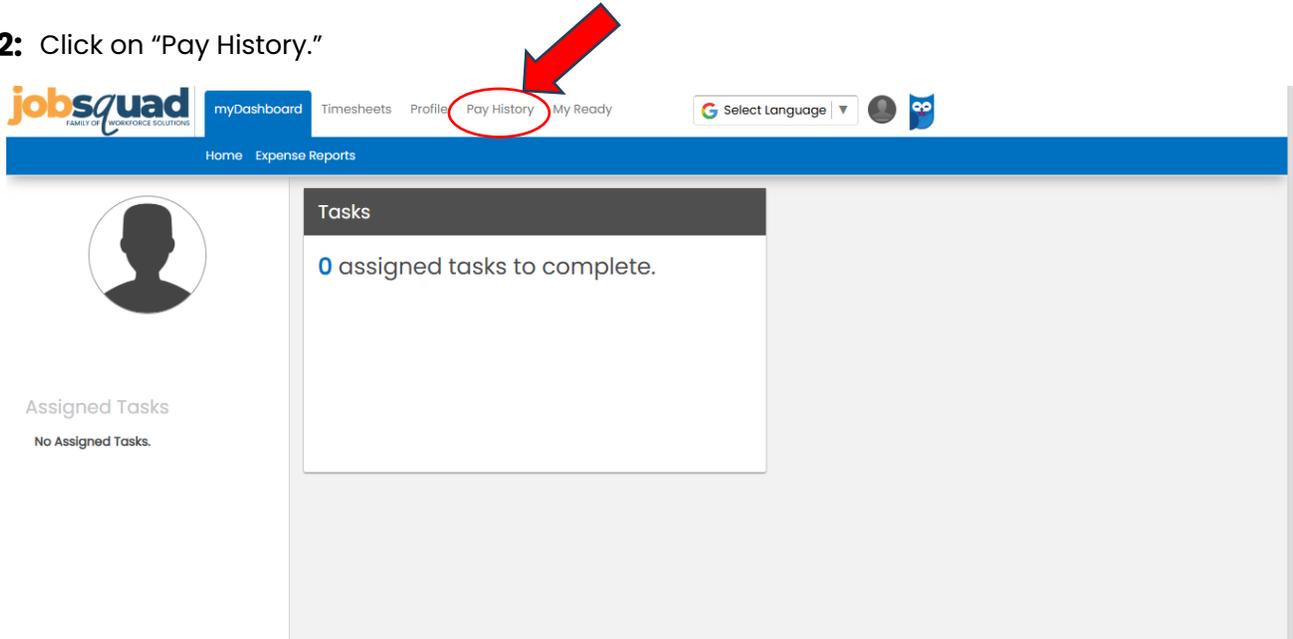
# Below is a guide to help troubleshoot how to access your W2 Form electronically via your payroll portal.

**\*\* PLEASE NOTE: If you are using a smart phone or tablet, you may need to turn it sideways\*\***

**If you are on a computer and not seeing all of the heading/sub headings you may need to zoom out on the window for them to be visible, most browsers you can use CTRL and the minus key (-) as a shortcut to zoom out, and then CTRL and the plus (+) key to zoom back in when you are finished.**

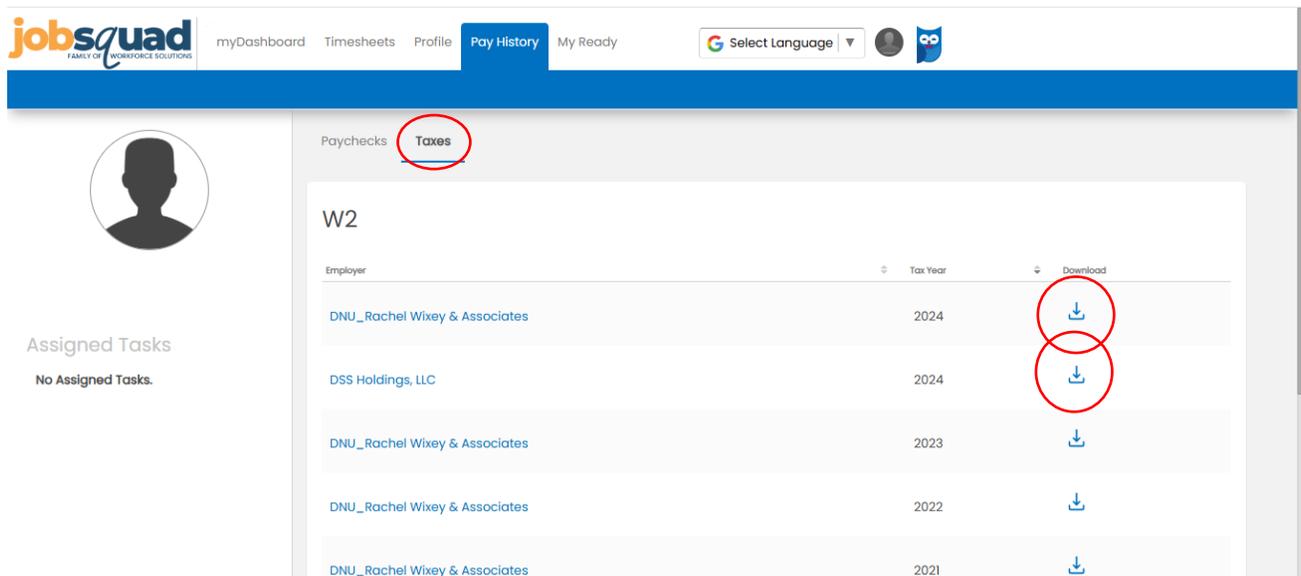
**STEP 1:** Log into your payroll portal. (Visit [dedicatedschoolstaffing.com](https://dedicatedschoolstaffing.com) select "Workforce", then "Payroll Portal.")

**STEP 2:** Click on "Pay History."



**STEP 3:** Click on "Taxes"

→ Then select "Download" to retrieve your W2 form.



**\*\* If you wish to have your W2 send by mail, you can access that request at our website: [dedicatedschoolstaffing.com](https://dedicatedschoolstaffing.com). Workforce → Employee Forms → Payroll & Tax → Request for Mailed copy of W2 Form. \*\***