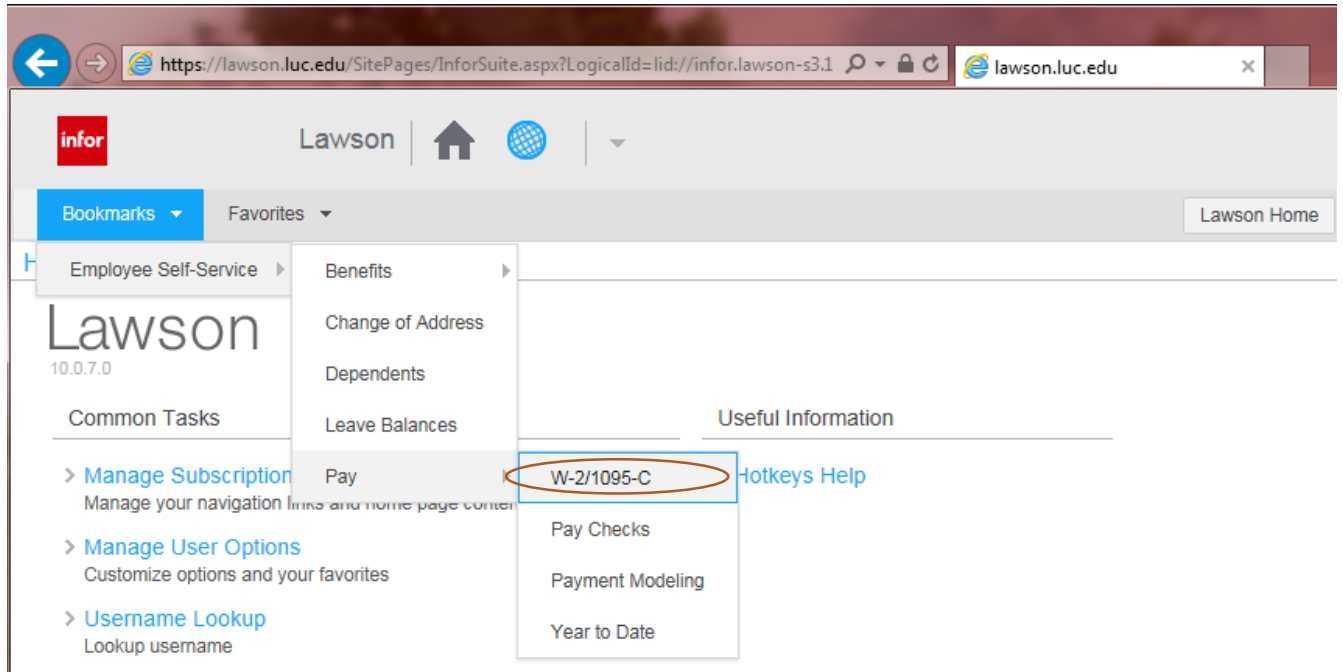


# Instructions to View/Print Electronic W-2's

- If you have received an email notification that a W-2 form is available or if you are trying to access an existing W-2 form, follow the instructions below to view/print the document.
- Make sure you are on a Loyola network computer or are accessing the Loyola network via a Loyola Secure Access (LSA) connection.
- Using any web browser, follow the below link to open the Employee Self Service web page:  
<https://lawson.luc.edu/>. Log in using your Loyola UVID and password.
- Under *Bookmarks*, click on *Employee Self Service -> Pay -> W-2/1095-C*



- If prompted, again enter your Username and Password
- Click on the *My W-2s* link under *View My Documents*

- Find the corresponding tax year and click the magnifying glass icon

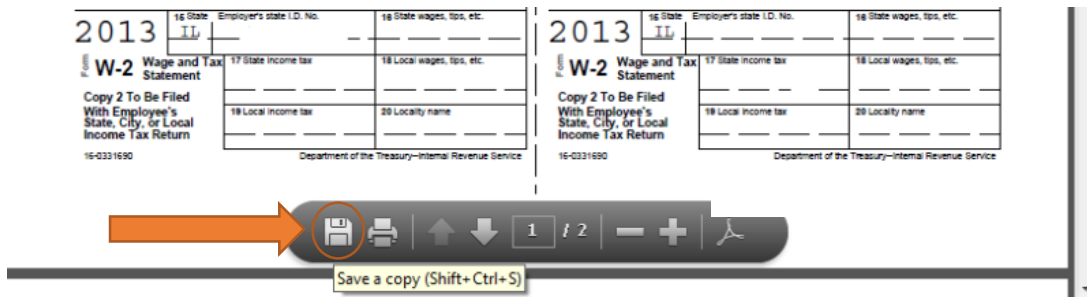
Please click the Preview icon to view your W-2 and/or W-2c. Your document will display in the same or different window depending on settings your administrator has chosen.

Delivery Options

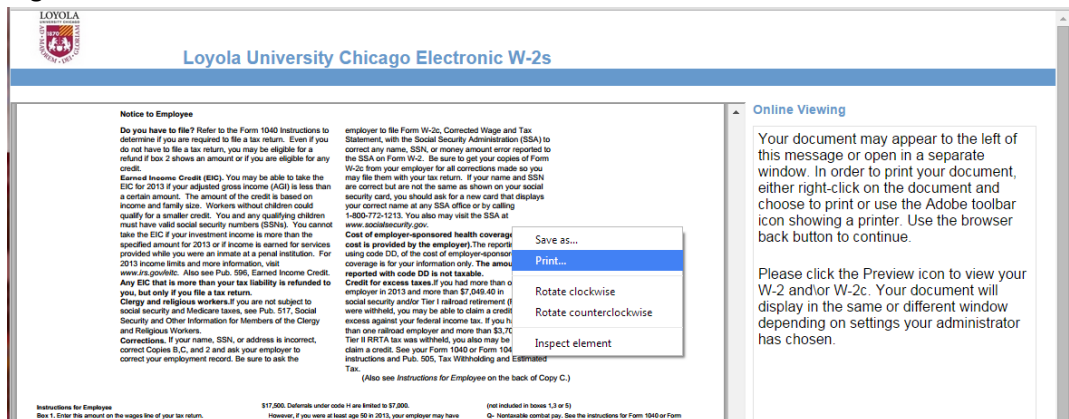
Filter By Year: [Show All]

Tax Year	Doc Type	View
2013	W-2	

- Your W-2 will populate in a new tab. If it does not, please make sure to turn off your pop-up blocker.
- To save your W-2, use the Adobe toolbar icon. *Note: You may need to pull down the browser scrolling bar on the far right-hand side to the bottom of the page in order to get the toolbar to appear.*



- To print your W-2, you have two options:
  - Right-click on the document and choose 'Print'



- OR use the Adobe toolbar icon. *Note: You may need to pull down the browser scrolling bar on the far right-hand side to the bottom of the page in order to get the toolbar to appear.*

