

Images of W-2 stubs can be viewed in ESS as a PDF (Adobe Acrobat file)

Once you have logged into the ESS system, use the following steps to view the W-2:

1. From the ESS Home Page, select the **My Info** Workspace Tab. The **My Info** business functions will appear at the top of the page.
2. Select the **My Compensation** business function. The Jobs information page will appear. If an employee holds more than one position with the State of Wyoming, multiple appointments will appear.
3. Select the **View Tax Forms** activity folder. The grid at the top of the page displays a list of W-2.
4. Select a W-2 from the grid.
5. Select the **Attachments** link located under the grid, a Reference Table Attachments page will appear.
6. Select the **Download** link, a File Download box will appear.
7. Select the **Open** button, a File Download box will appear.
8. Select the **Open** button, a PDF file will open in Adobe Acrobat with an image of the W-2.
9. Select the 'X' in the upper right corner of the window to close Adobe Acrobat.
10. Select the **Return to My Compensation – View Tax Form** link.