

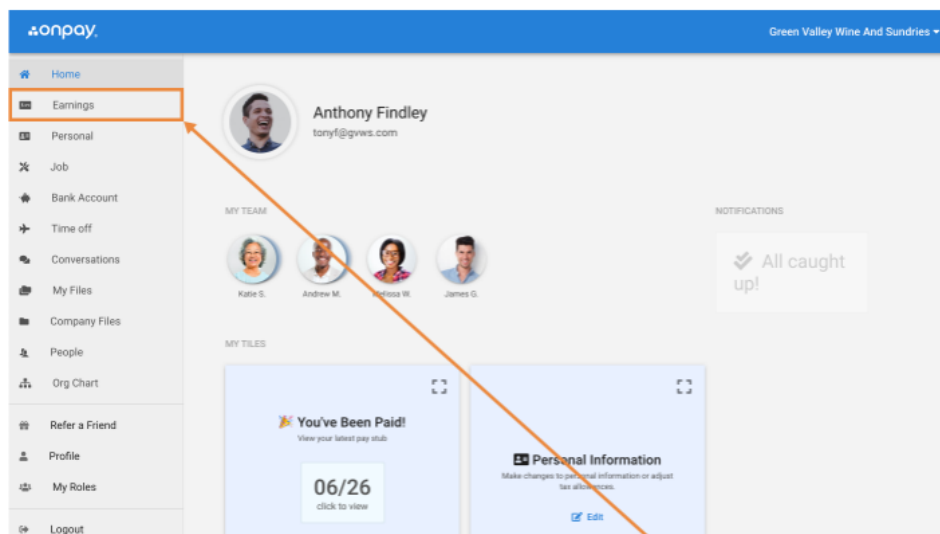
Downloading your W-2 (or 1099)

1. Login to your Online Portal via [this link](#)

* If you never set up your login to your online portal, contact your payroll manager so they can initiate the invitation for you to set this up

2. Once logged in, click **Earnings** from the menu on the left side of the screen

* On a mobile device, select the 3 bars in the upper left corner of the screen to open this menu



3. Select **2022**

4. Click **Download W-2** (**1099** if you're an Independent Contractor)

