



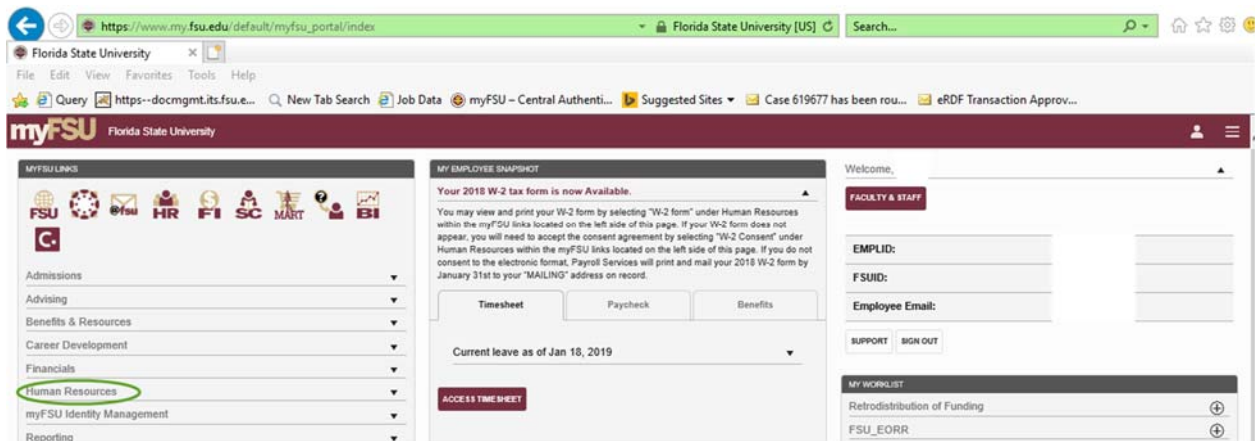
# Employee Self-Service Training- Viewing Electronic W-2

## Understanding the Viewing Electronic W-2 or W-2c Forms Process

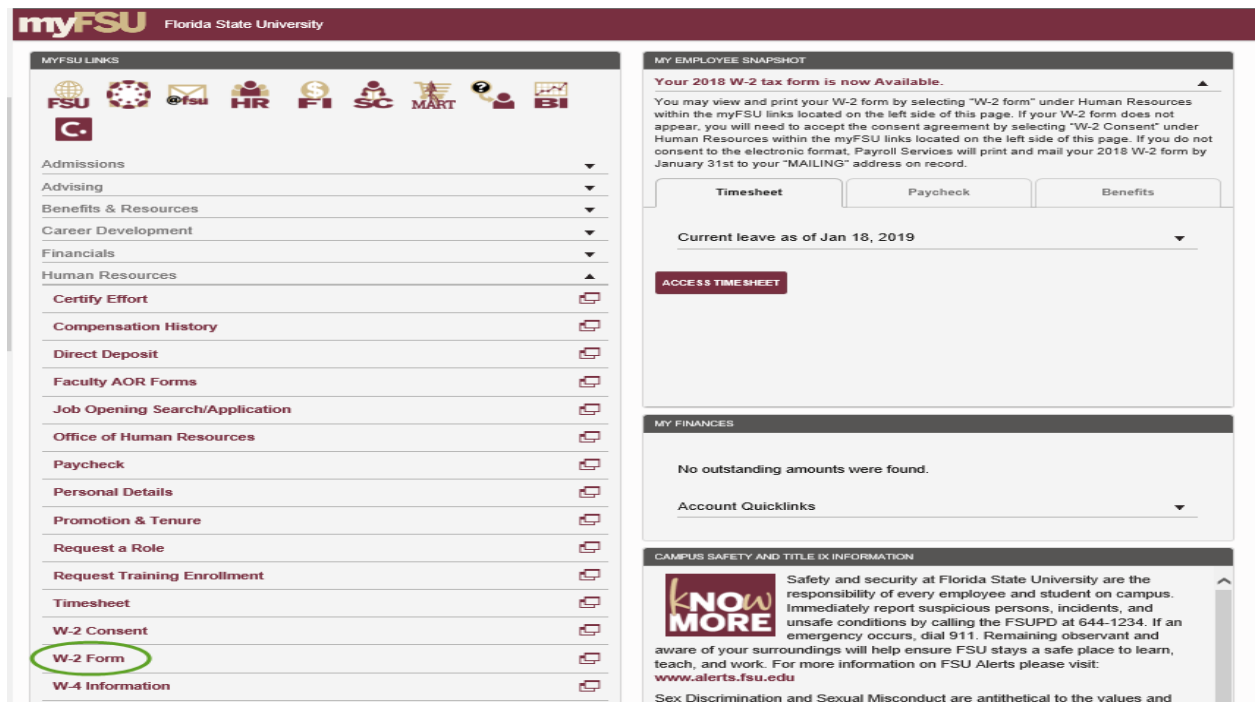
Once you have consented to receive your W-2 or W-2c forms online, you will be able to access, view, and print these forms from within OMNI. For more information regarding how to consent to receive your W-2 or W-2c forms online, review the "Consenting to Electronic W-2" tutorial.

### Navigation

Log onto OMNI through the my.fsu.edu portal. Click on the Human Resources drop down under MYFSU LINKS:



Click on the W-2 Form link





At this point, as an extra layer of security, an authentication screen will appear to verify that it is indeed you attempting to gain access to your W-2 information. If you have already set up your authentication method you may proceed. If you have not previously set up the authentication method or need to change the data, please contact the FSU IT Service Desk at 850-644-4357.

Once you are set up to proceed, choose your authentication method and verify it is you.

The View W-2/W-2c Forms screen will appear. Choose applicable year in the “Tax Year” drop-down list and click “View Form.”

**NOTE:** Pop-up blockers must be disabled to allow the pay check to appear. If no window appears after clicking the link, go to Tools on your Internet browser menu bar and select “Pop-up Blocker,” then “Turn off Pop-up Blocker.”

Tax Form	Issue Date	Year End Form	Filing Instructions
W-2	01/21/2020	View Form	