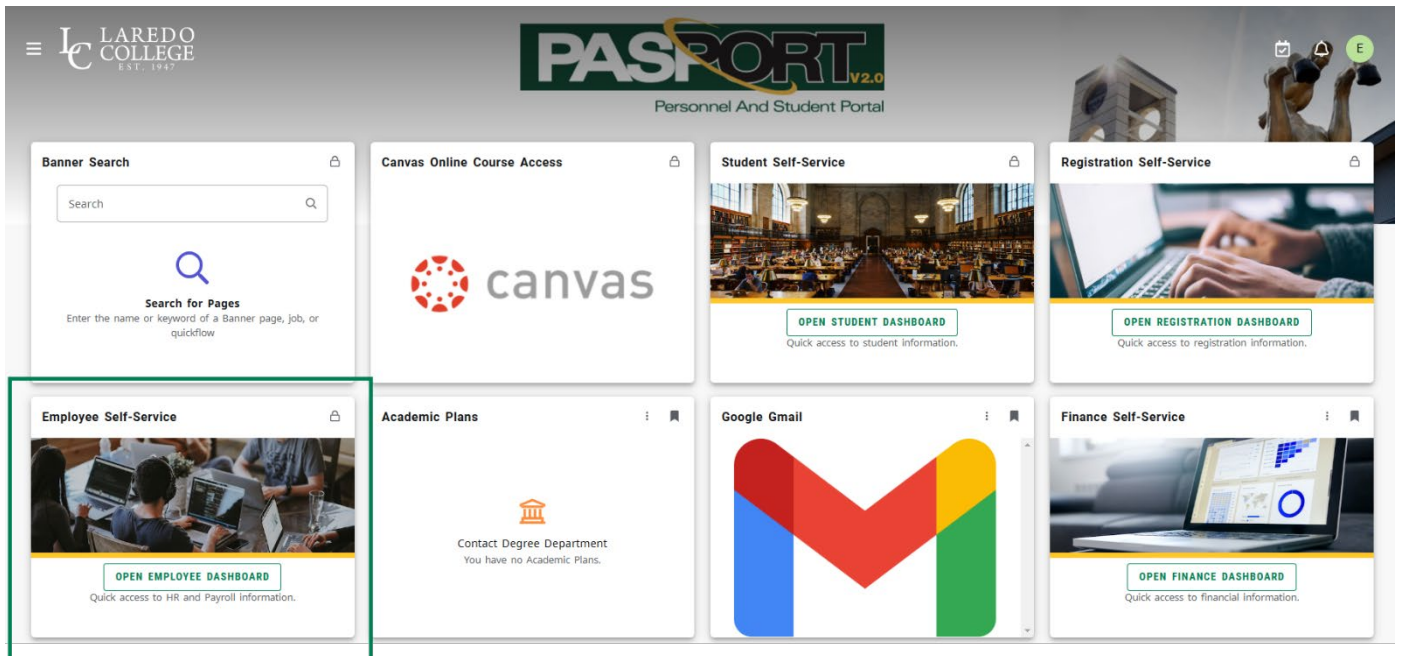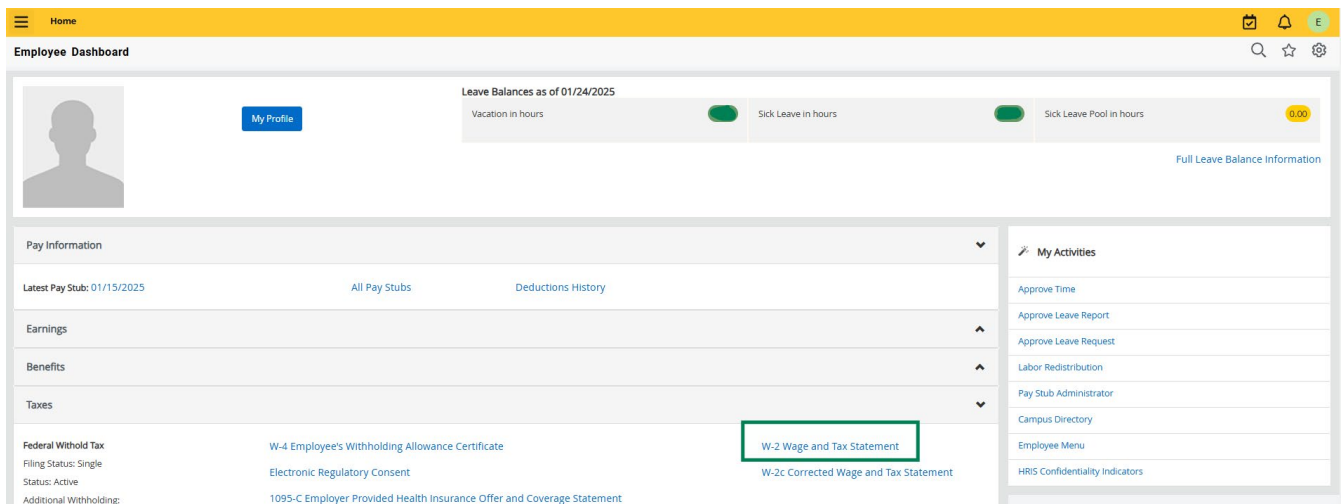**Accessing Electronic W-2 via PasPort**

1. Log on to PASPORT and open the Employee Self-Service Dashboard

2. Select "Taxes" to open the drop-down menu, then Select "W-2 Wage and Tax Statement".

3. Select the year for which you are trying to view/download then select "Display"

4. You can select "Printable W-2" to download or print. The official IRS instructions and information related to your tax statement are available in the hyperlink "IRS W-2 Instructions".