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/](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

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Loyola University Chicago Electronic Tax Forms

Welcome

Welcome to Loyola University Chicago's Document Self-Service!

Loyola University Chicago is giving you the opportunity to receive your Tax Forms electronically via the web. When you choose 'web' as a delivery setting, you will receive emails notifying you when new information is available on our website.

You can choose any of the delivery settings displayed on the side menu. Click on "My Delivery Settings" or a specific group to select your personal delivery settings at any time. Your personal settings will be indicated with a green checkmark on the side menu.

After choosing your delivery settings, you can view any of the documents within the groups displayed on the side menu. Click on "View My Documents" and/or specific group. Then click on the document title to view the document.

Remember to set your delivery options by January 20, 2016 to receive your 2015 W-2 electronically!

Thanks for using Document Self-Service!
• Find the corresponding tax year and click the magnifying glass icon

![Image of Filter By Year dropdown]

Filter By Year: [Show All]

<table>
<thead>
<tr>
<th>Tax Year</th>
<th>Doc Type</th>
<th>View</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013</td>
<td>W-2</td>
<td>🕵️‍♀️</td>
</tr>
</tbody>
</table>

• 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.**

![Image of Adobe toolbar]

• To print your W-2, you have two options:
  - Right-click on the document and choose ‘Print’
  
  ![Image of Loyola University Chicago Electronic W-2s]
  
  **Note: Your document may appear to the left of this message or open in a separate window. In order to print your document, either right-click on the document and choose to print or use the Adobe toolbar icon showing a printer. Use the browser back button to continue.**

  - 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.**