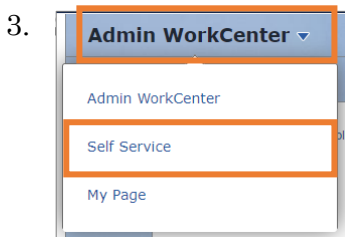# How to find your W-2 in ConnectCarolina

You can access W-2s from calendar year 2014 to present using the Self-Service Tab in ConnectCarolina.

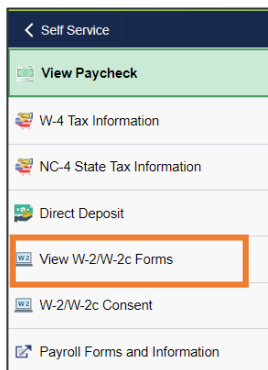## Accessing your W-2 in ConnectCarolina

1. Log in to ConnectCarolina.

2. In the center of the top banner, click the **down arrow** to view the drop-down menu. (Title beside the down arrow will vary based on user.)
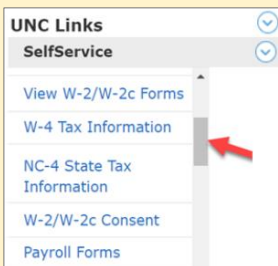
3.

4. Click the **My Pay and Taxes** tile.

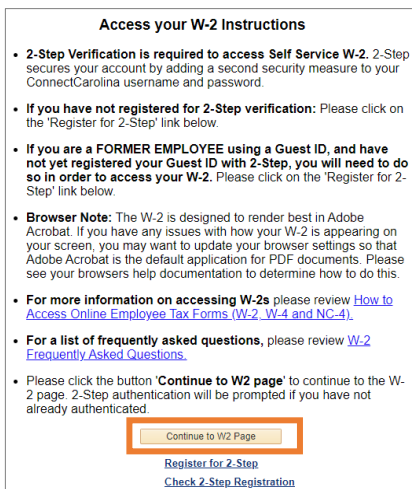5. Select **View W-2/W-2c Forms** from the menu on the right.

Note: Those using the faculty Portal may need to scroll down the menu to the option. If you do not see the scroll bar, hover your mouse over that area to make it appear.

Result: You may be prompted to use 2-Step verification to proceed. Review the instructions.

6. Click **Continue to W2 Page**.

Note: If you have not set up 2-Step Verification, click the Register for 2-Step link at the bottom.

Result: The W-2/W-2c Form screen displays with the Year End Form link.

7. Click the **Year End Form** link to view the current Year W-2.

Note: W-2s for years prior to 2014 are not available in ConnectCarolina.

8. Click **View a Different Tax Year** if you want to see prior year W-2s.

9. Click on **Filing Instructions** to view or print the IRS instructions for the W-2 you selected, if needed.