

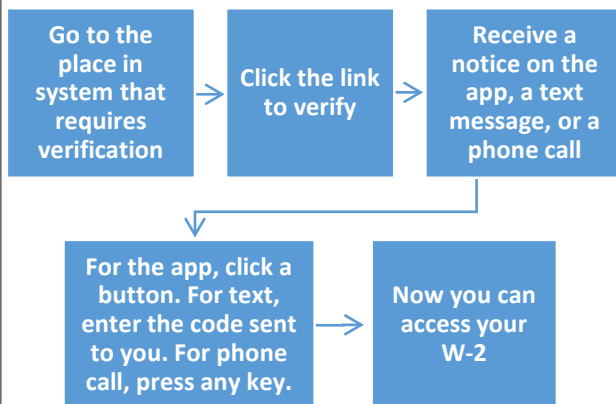


How to Find Your W-2 in ConnectCarolina

Keeping your information safe

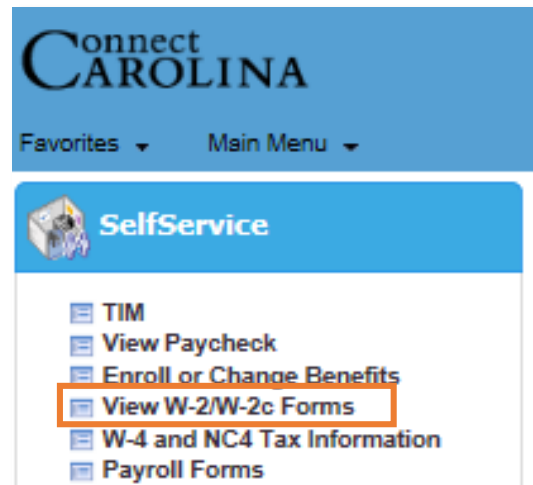
To keep sensitive information (like your social security number) safe, the University uses a security method called “2-Step verification.” This method asks you to verify that “you’re you” before letting you see your W-2 in ConnectCarolina.

The first step is to create an account for yourself—you only need to do this once. Refer to the *Getting Started with 2-Step Verification* document for instructions. Then you’ll follow these steps each time you need to access your W-2.



Accessing your W-2

1. Go to connectcarolina.unc.edu and click on **Login to ConnectCarolina and InfoPorte (Faculty, staff & alumni)**
2. Enter your Onyen or Guest ID and password. If you need help with your Onyen, Guest ID or password, call 962-HELP.
3. From the ConnectCarolina home page, click **Self Service** and then the second **View W-2/W-2c Forms** link.



Important: The system displays this message if you haven’t set up your 2-Step account:

Access Denied. The username you have entered cannot authenticate with Duo Security. Please contact your system administrator.

Creating your 2-Step verification account

Before accessing your W-2, you need to set up your 2-Step account. You can register a smartphone with the Duo Mobile app, a mobile phone, a landline phone, or a tablet. For instructions on how to do that, refer to the *Getting Started with 2-Step Verification* document.

Need help? Contact the Help Desk at 962-HELP.
If you want a printed W-2, email payroll@unc.edu

Accessing your W-2 (continued)

4. Click **Verify with 2-Step**.

| Select Year End Form | | | | |
|----------------------|-----------------------|-------------|------------|------------------------------------|
| Tax Year | W-2 Reporting Company | Tax Form ID | Issue Date | Year End Form |
| 2015 | UNC | W-2 | 01/28/2016 | Verify with 2-Step |

5. If you chose to use a mobile phone or tablet when you registered, unlock the device (you only have 60 seconds to verify, so this saves time).

6. In the new frame, choose the method you set up when you registered:

- Click **Send me a Push** to get a message on your smartphone or tablet app. Press **Approve** on your device.
- Click **Call me** to get a phone call. Press any key on the phone when prompted.
- Click **Enter a Passcode** and then **Text me new codes** to receive a text with several passcodes. Enter the first passcode in the list you're sent.

| |
|----------------------------------|
| Send me a Push |
| Call Me |
| Enter a Passcode |

Result: The View W-2/W-2c Form screen refreshes and shows the Year End Form link.

| Select Year End Form | | | | |
|----------------------|-----------------------|-------------|------------|-------------------------------|
| Tax Year | W-2 Reporting Company | Tax Form ID | Issue Date | Year End Form |
| 2015 | UNC | W-2 | 01/28/2016 | Year End Form |

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

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

| Tax Form ID | Issue Date | Year End Form |
|-------------|------------|-------------------------------|
| W-2 | 01/28/2016 | Year End Form |

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

| View a Different Tax Year | |
|-------------------------------------|--------|
| Personalize | 1 of 1 |
| Filing Instructions | |
| Filing Instructions | |

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

| View a Different Tax Year | |
|-------------------------------------|--------|
| Personalize | 1 of 1 |
| Filing Instructions | |
| Filing Instructions | |

Note: A W-2c is an amended W-2. W-2c access in ConnectCarolina will come at a later date.