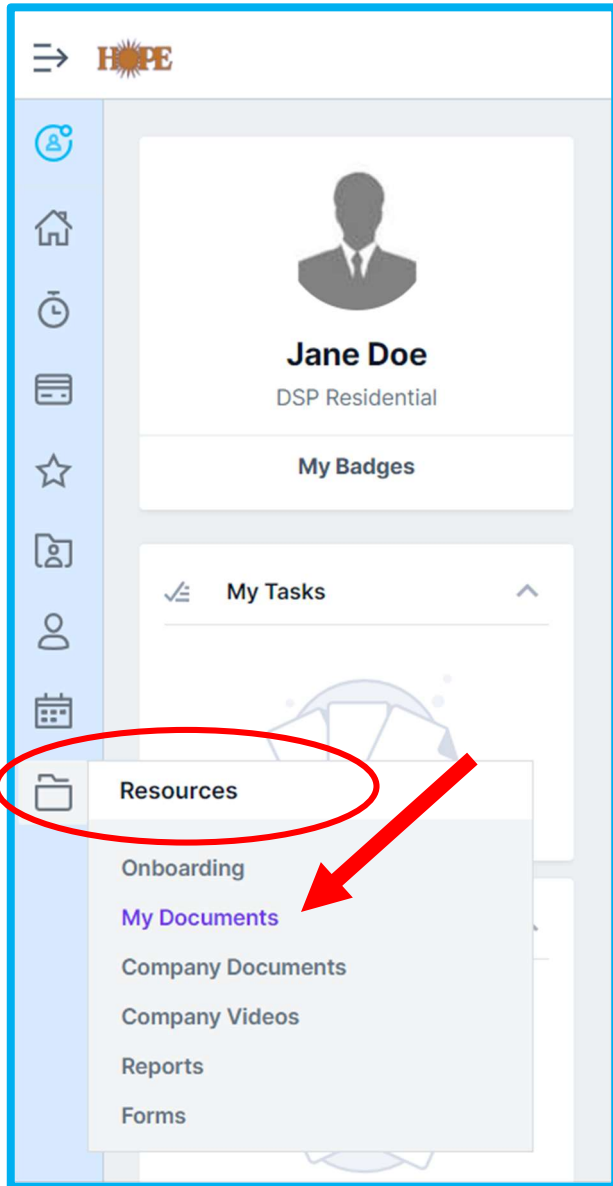
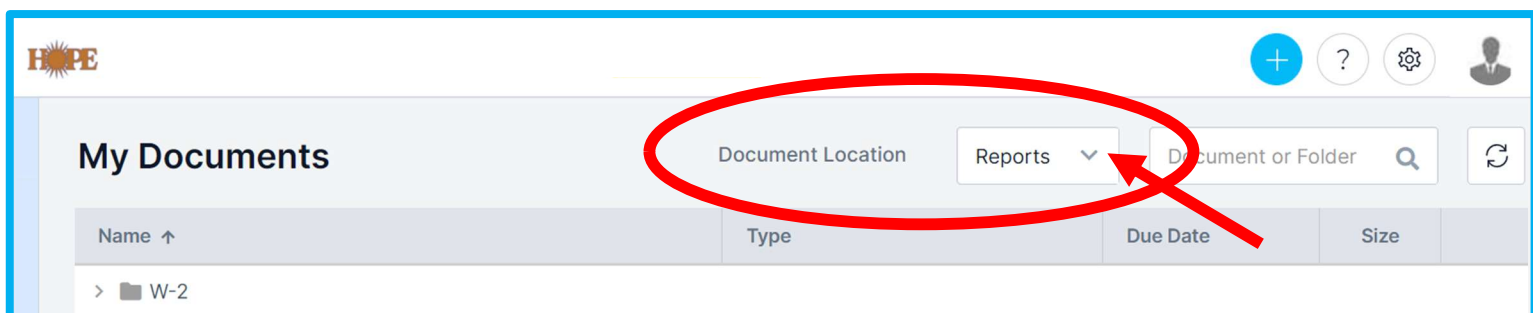


How to access your W-2 in Criterion

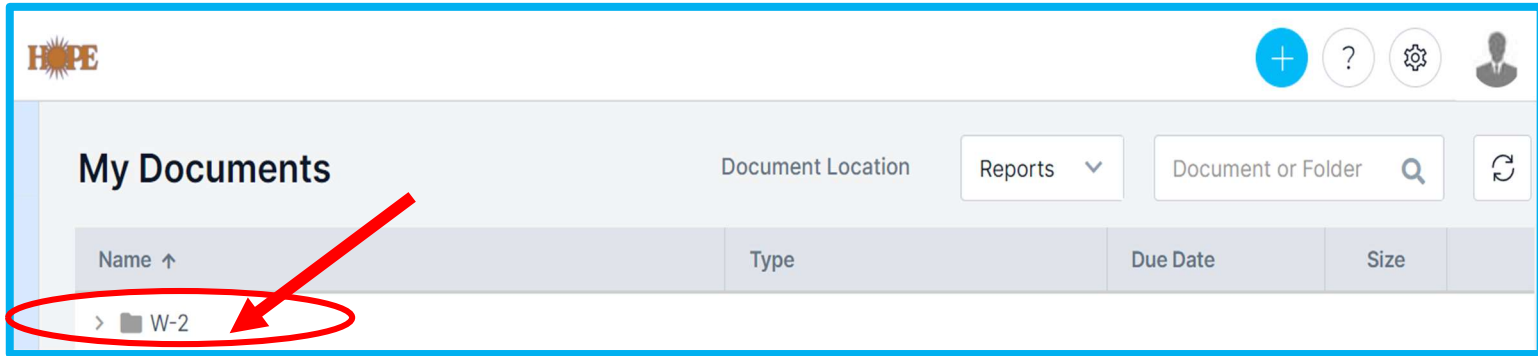
From the main Self Service page, on the navigation bar, click **Resources** and then click **My Documents**



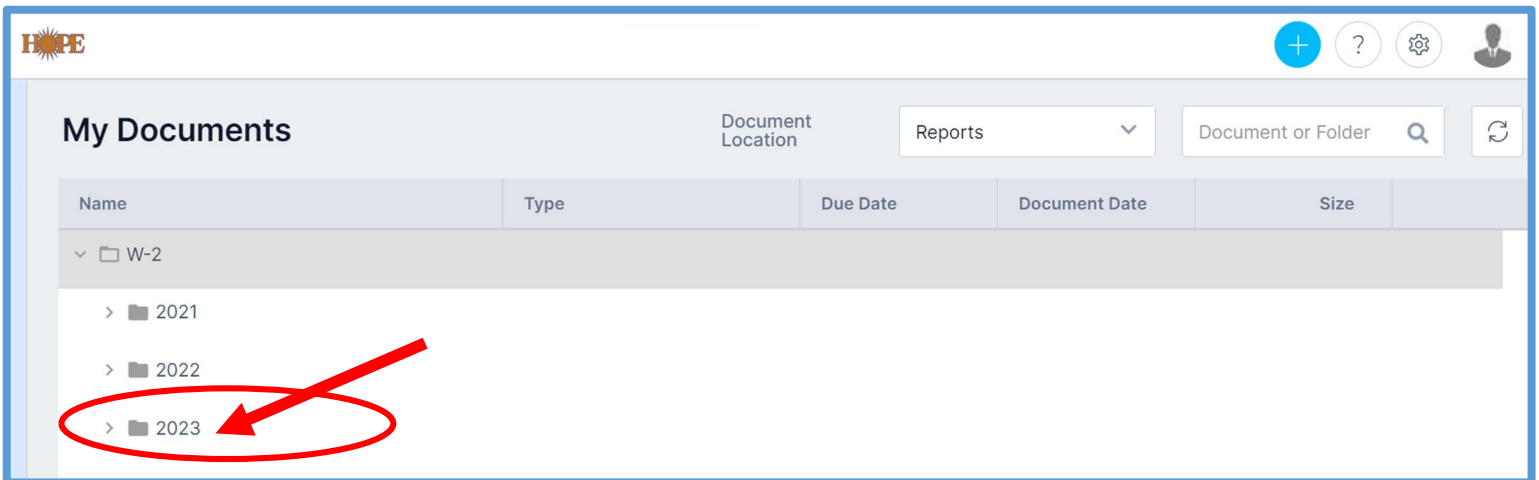
Reports should appear in the **Document Location** box by default. (If not, click the downward arrow and you will be able to select **Reports**)



Double Click on the **Folder** titled **W-2**



Double Click on the **Folder** titled **2023**



To download your 2023 W-2, **click on W-2/2023** OR you can click the **download icon** which appears on the far right of the screen. If you prefer to only view the W-2, you can select the eye icon, to the left of the download icon.

