## 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** 

⇒	HÌÈPE								
ß									
۵									
Ō									
	Jane Doe DSP Residential								
☆	My Badges								
ූ									
0	√≟ My Tasks ∧								
$\tilde{\Box}$	Resources								
	Onboarding								
	My Documents								
	Company Documents								
	Company Videos								
	Reports								
	Forms								

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

H	PE				+	?	2
	My Documents		Document Location	Reports	Decument or Fe	older Q	CD
	Name 🛧		Туре		Due Date	Size	
	> <b>W</b> -2						

## Double Click on the Folder titled W-2

My Documents	Document Location	Reports 🗸	older Q	۲۵ ۲۵			
Name ↑	Туре	Due Date		Size			
> W-2							

## Double Click on the Folder titled 2023

HIMPE									
	My Documents		Documer Location	it	Reports	~	Document or Folder	Q	CD
	Name	Туре		Due Date		Document Date	Size		
	✓ □ ₩-2								
	> 🖿 2021								
	> 🖿 2022								
	> 2023								

To download your 2023 W-2, **click on W-2/2023**  $\underline{OR}$  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.

H	(PE					+ ?	<b>\$</b>	2
	My Documents	Do	ocument ocation	Reports	~	Document or Folder	Q	C
	Name	Туре	Due Date		Document Date	Size		
	✓ □ W-2							
	> 2021						•	
	> 🖿 2022						Ν	
	~ 🗖 2023							
	₩-2/2023					902 KB	٢	t