



ASCENDER
EMPLOYEE
PORTAL

ASCENDER GUIDES



ASCENDER.
ELEVATING TECHNOLOGY SOLUTIONS



Table of Contents

[EmployeePortal > Inquiry > W-2 Information](#)

This page is used to view your W-2 information. Additionally, you can indicate how you want to receive and access your W-2 form; electronically or printed, by mail. Previous year and frequency combinations are available for selection. Official W-2s can be printed from calendar year 2009 or greater. W-2s from years prior to 2009 can be viewed but not printed.

If this page is not enabled, check with your EmployeePortal administrator as the LEA may have opted to not allow access.

If a message is available from your LEA, it is displayed in red at the top of the page.

In addition, you can use this page to indicate your W-2 electronic consent preference. If you have not previously indicated your electronic consent preference, the W-2 Electronic Consent window opens when you access the W-2 Information page. You can change your electronic consent preference at any time.

☐ Click **W-2 Consent**. The W-2 Electronic Consent window opens with information about your consent.

The **W-2 Consent** button is only displayed if the option is enabled by the LEA or service center.

- Select **Yes** if you consent to electronic access of your W-2 form and agree to access your W-2 form electronically as described in the instructions, and print your own W-2 form. If selected, you will not receive a printed, mailed copy of your W-2 form.
- Select **No** to decline electronic consent and receive a printed, mailed copy of your W-2 form.
- Click **Save** to save your consent election. Otherwise, click **Cancel** to close the window without making a selection. If you do not make a selection, your W-2 form will be printed and mailed.

Notes:

- You can print a copy of your W-2 form regardless of your selected consent preference.
- You can change your consent preference at any time.
- You will receive an email message confirming your selected preference.
- The confirmation email is sent to the email address listed on your demographic record. The email is sent to either the work or home email address; whichever is available. If both are available, the email is sent to the work email address.

☐ Click **Print** to display a printable PDF version of your Form W-2 Wage and Tax Statement.



Back Cover