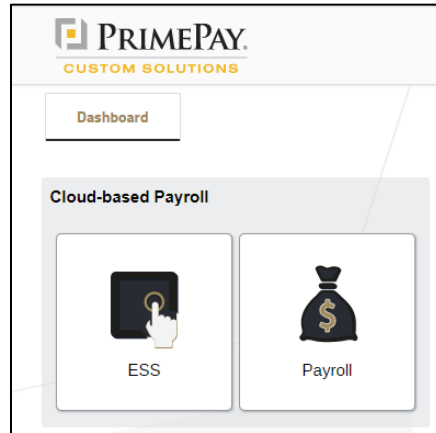
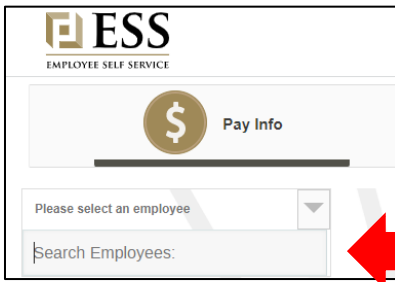


## How To - Retrieve W2 Forms

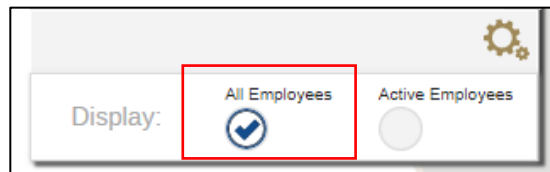
1. Click **ESS** on the PrimePay Dashboard



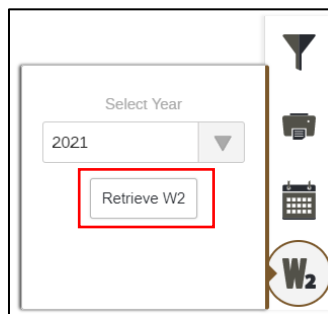
2. Select the **location**
3. Click in the search box
4. Select the appropriate employee



If an employee does not show, click the **settings icon** then select **All Employees**



5. Select **W2** on the right menu
6. Select the appropriate year from the drop-down menu
7. Select **Retrieve W2**



8. A PDF will appear which can be saved
9. Repeat as needed for additional years and employees

If you receive a message that indicates “**unauthorized**”, log out of PrimePay, clear cache and cookies then restart this process. Click on ESS prior to clicking any other tile. Instructions on how to clear the cache are also available.

**Each location must retain W-2 Forms for all employees permanently from the time the location began processing payroll.**

**Generate and save securely unless you have these forms in hard copy already.**