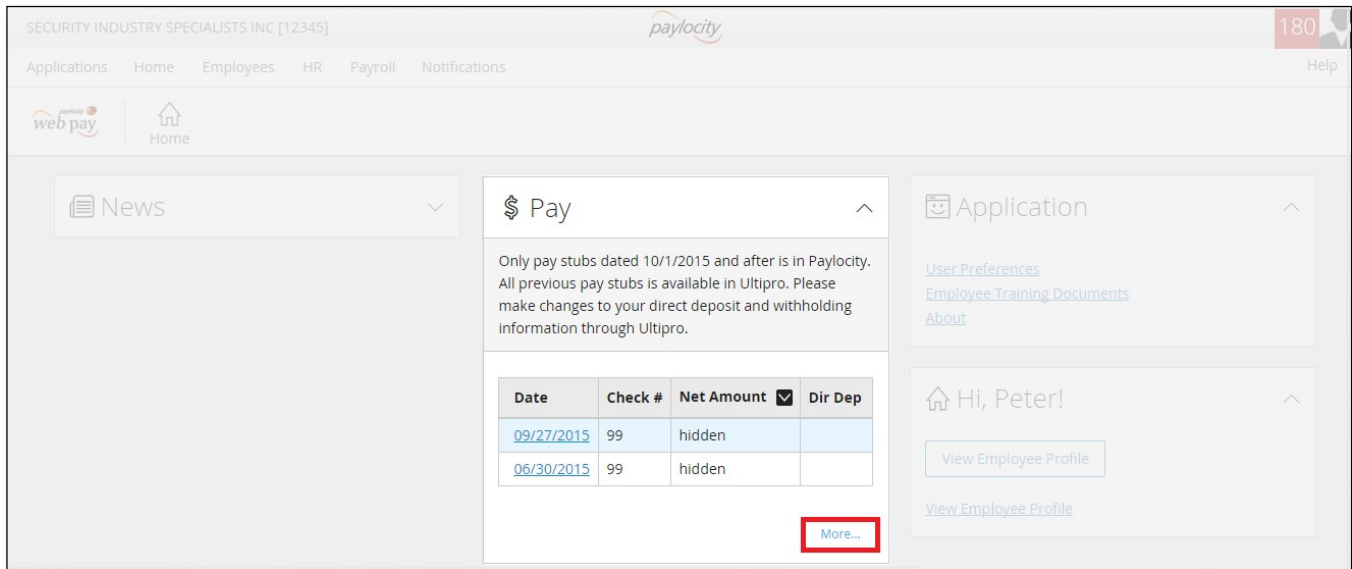


# Accessing Your W-2

After you've logged into Paylocity:

1. The **Pay** section in the center of the page, click on the [More...](#) link in the lower right corner of the section.

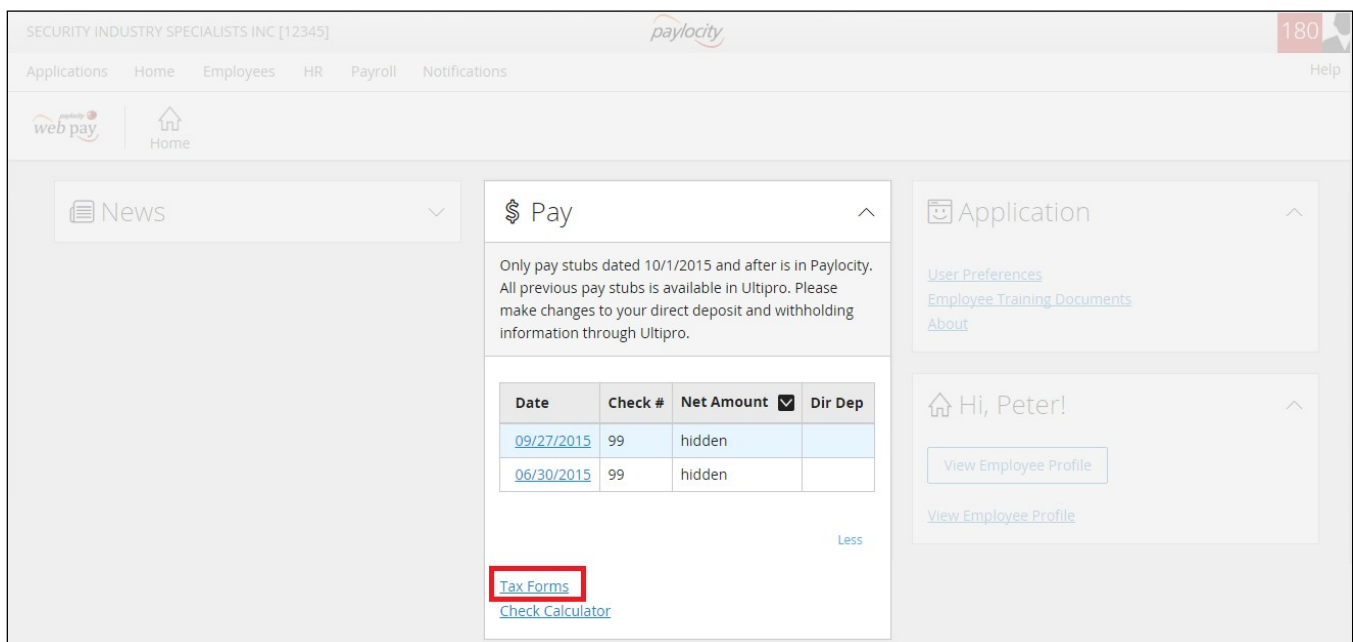


The screenshot shows the Paylocity dashboard for SECURITY INDUSTRY SPECIALISTS INC [12345]. The top navigation bar includes Applications, Home, Employees, HR, Payroll, Notifications, and a Help link. The main content area is divided into three columns. The left column has a News section. The middle column is titled '\$ Pay' and contains a message about pay stubs dated 10/1/2015 and after being available in Paylocity, with previous pay stubs available in Ultipro. Below the message is a table with columns: Date, Check #, Net Amount, and Dir Dep. The table has two rows: 09/27/2015, 99, hidden, and 06/30/2015, 99, hidden. A 'More...' link is highlighted in a red box at the bottom right of the Pay section. The right column contains an Application section with links for User Preferences, Employee Training Documents, and About, and a Hi, Peter! section with a View Employee Profile button.

Date	Check #	Net Amount	Dir Dep
<a href="#">09/27/2015</a>	99	hidden	
<a href="#">06/30/2015</a>	99	hidden	

2. The **Pay** section will expand, click on the [Tax Forms](#) at the lower left corner of the section.

If you do not have the [More...](#) or [Tax Forms](#), click on one of your check dates instead.



The screenshot shows the Paylocity dashboard with the Pay section expanded. The table from the previous screenshot is still visible. Below the table, there are two links: 'Tax Forms' and 'Check Calculator'. The 'Tax Forms' link is highlighted with a red box. The rest of the dashboard layout remains the same as in the previous screenshot.

Date	Check #	Net Amount	Dir Dep
<a href="#">09/27/2015</a>	99	hidden	
<a href="#">06/30/2015</a>	99	hidden	

3. This will take you to the tax page, please make sure **Tax Forms** and **W-2** are selected on the left. There will be a preview of the W-2 on the page after you've selected **W-2** on the left. You will also be able to download the W-2 as PDF if you click on the **Download W-2** button.

SECURITY INDUSTRY SPECIALISTS INC [12345] *paylocity* 180

Applications Home Employees HR Payroll Notifications Help

< Pay

Checks Tax Forms

W-2 2015

1095-C 2015

W-2 Online Preview 2015

To securely access a full copy, download your W-2 above.

a. Employee social security number	c. Employer's name, address, and zip code
b. Employer identification number (EIN)	SECURITY INDUSTRY SPECIALISTS INC
d. Control number	6071 Bristol Parkway
12345	Culver City, CA 90230
	f. Employee's address and zip code
	SIS 6071 Bristol Parkway

4. The PDF will come up as a pop-up, please ensure that your browser has not blocked it. For your security, Paylocity password protects your W-2; this will be the same password as your Paylocity account. If you decide to do so, you can opt to skip the password protection page by checking the box.

**Password Protect**

The information you have requested is confidential.  
To ensure that this information is secured please provide a password that will be required to view this information.

**Password:**

☐ Do not password protect this information:  
my computer is secure and free from spyware or other potential unauthorized access.

Note: to view password-protected information you must have Adobe Acrobat Reader 5.0 or later.  
Click [here](#) to download the latest version of Acrobat Reader.

**View PDF**

5. You will be prompted to enter the same password one more time to view the PDF.

This document is password protected. Please enter a password.

**SUBMIT**