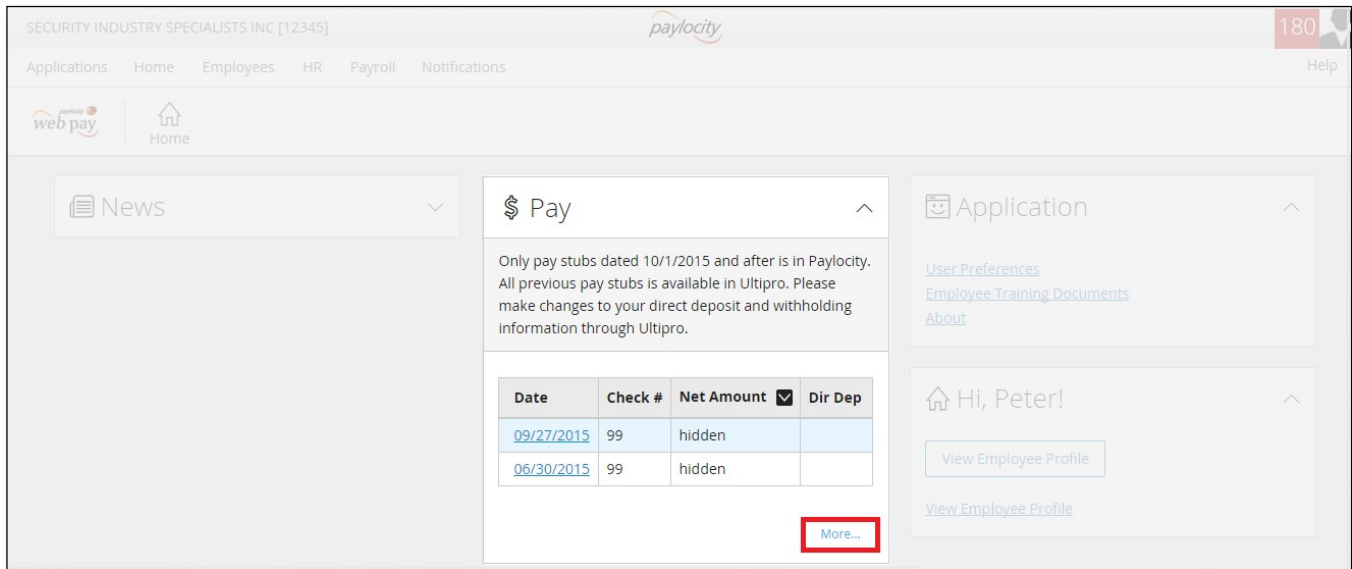# Accessing Your W-2

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.
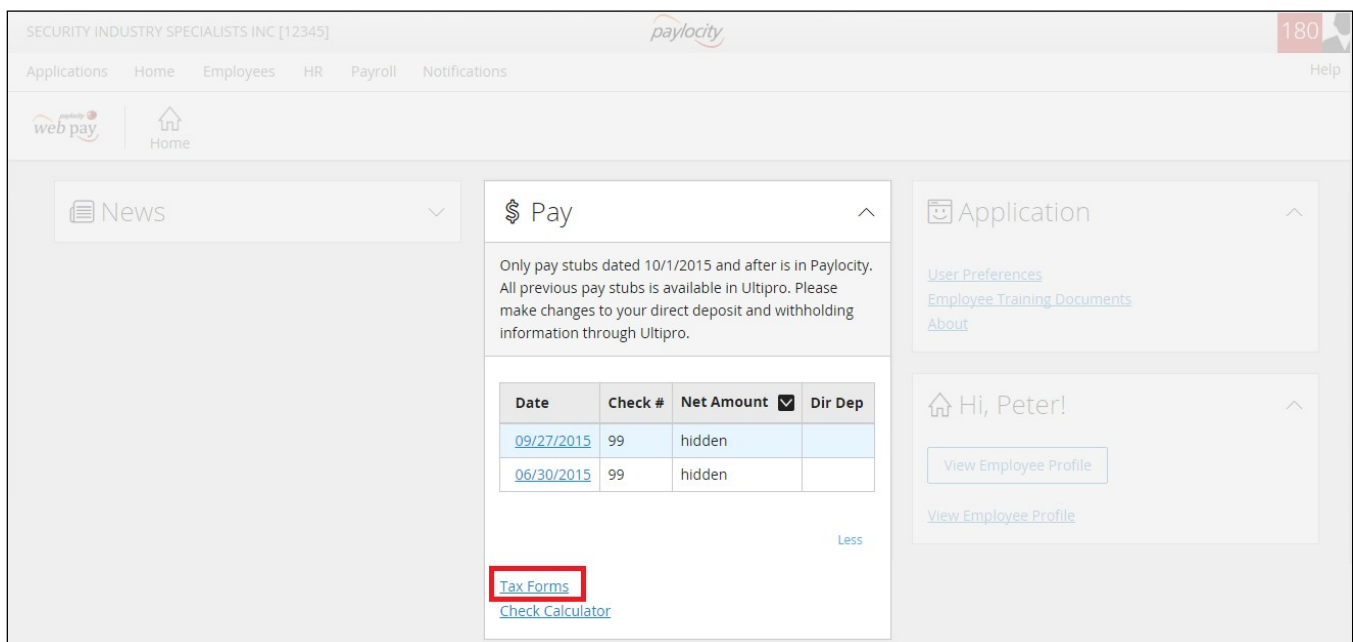

2. The **Pay** section will expand, click on the **Tax Forms** at the lower left corner of the section.

> If you do not have the **More**… or **Tax Forms,** click on one of your check dates instead.

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.

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.

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