



A FRIENDLY REMINDER

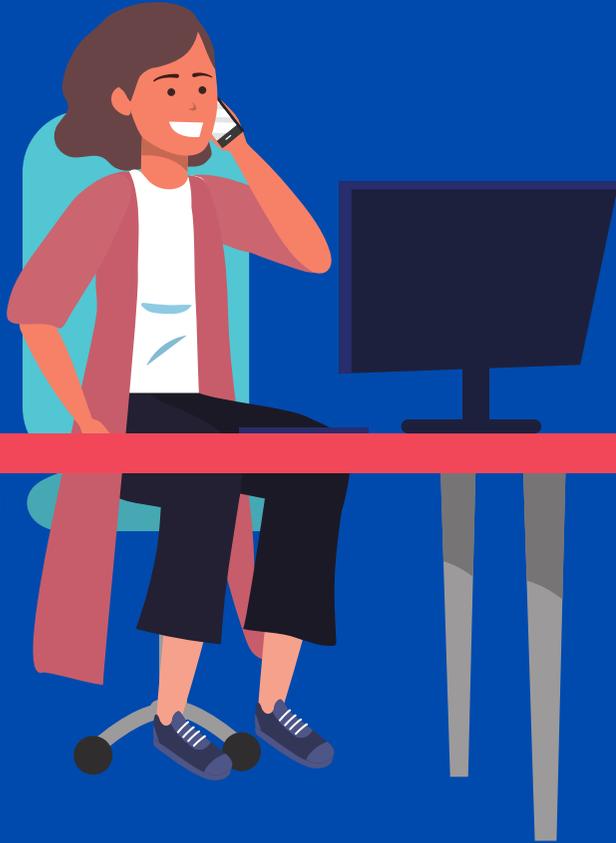
YOUR W-2 IS ONLINE!

You can review and print your W2 Form directly from OnePhilly Employee Self-Service (ESS).

WANT TO KNOW HOW TO ACCESS YOUR W-2 ONLINE?

SEE THE DETAILS ON THE REVERSE SIDE OF THE POSTCARD.

HOW TO ACCESS YOUR W-2 ONLINE:



- 1** Go to **One Philly Sharepoint site** to download the **View and Print Your W-2** job aid.
- 2** Log on to **OnePhilly Employee Self-Service (ESS)**. After you enter your username and password, click **COP HR Employee Self Service** and then click **Employee W2**.
- 3** Click on the **PDF icon**  to access your W-2 form.
- 4** On the **Form W-2 Wage and Tax Statement screen in ESS**, informational links are available to support you with navigating your W-2.

If you have any additional questions regarding your W-2, please contact your Department HR Manager.

If you need technical help, contact OnePhillyHelp@phila.gov or call 215-988-8038.