Use this task to review your online W-2 in UCPath.

Dashboard Navigation:
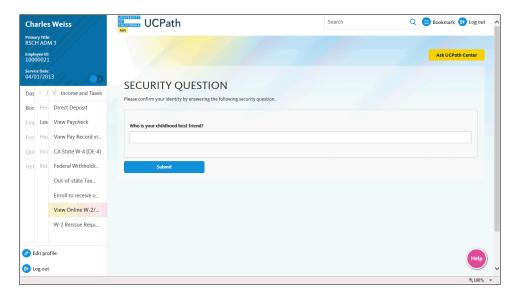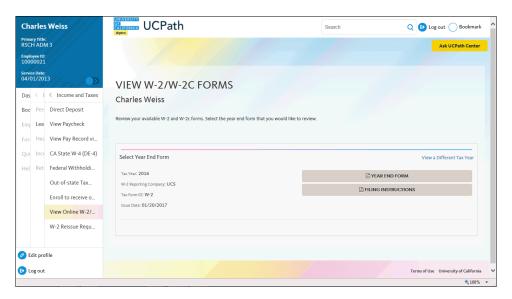Income and Taxes > **View Online W-2/W-2C**
or
Menu Navigation:
Employee Actions > Income and Taxes > **View Online W-2/W-2C**

Note: This example uses sample images as seen on a computer. Sample images appear differently on a tablet or smartphone, but the steps remain the same.
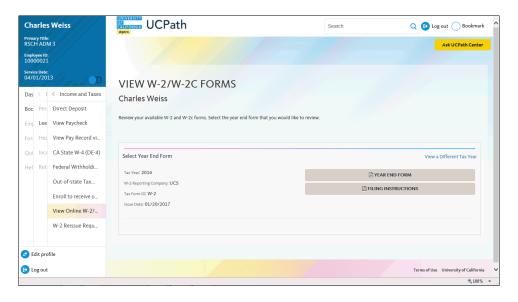

Step	Action
1.	Before you view your W-2, you must validate your identity. UCPath randomly displays one of the security questions set up on your profile. Click in the **Security Question** field. For this example click in the **Who is your childhood best friend?** field.
2.	Enter the desired information into the **Security Question** field. For this example, enter **Molly**.
3.	Your answer appears as a series of dots. Click the **Submit** button.

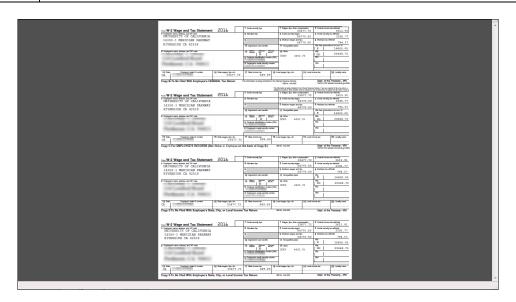| Step	Action
4.	If you answer the question correctly, UCPath displays the **View W-2/W-2C Forms** page, and you can select a W-2. If you answer incorrectly, an error message appears. You have three attempts to answer this question correctly. After three incorrect answers, UCPath displays the **Security Questions Setup** page. You must provide your date of birth and the last four digits of your Social Security number to validate your identity and then update your security questions and answers.

Step	Action
5.	This feature is available after your first W-2 is issued in UCPath. W-2s from previous payroll systems are not available in UCPath. Year after year, as W-2s are issued for tax purposes, you have access to each tax year W-2.

Step	Action
6.	Click the **Filing Instructions** link if you need assistance filing your W-2 form correctly.
7.	To review your W-2 form, click the **Year End Form** link.

Step	Action
8.	Click the **Download Attachment** button.

Step	Action
9.	Your online W-2 appears. You can print this page to obtain copies for filing or for your own personal records.

Step	Action
10.	You have reviewed your online W-2 in UCPath online. **End of Procedure.**