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

**Dashboard Navigation:**
Income and Taxes > View Online W-2/W-2C

**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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>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 <strong>Security Question</strong> field. For this example click in the <em>Who is your childhood best friend?</em> field.</td>
</tr>
<tr>
<td>2.</td>
<td>Enter the desired information into the <strong>Security Question</strong> field. For this example, enter <em>Molly</em>.</td>
</tr>
<tr>
<td>3.</td>
<td>Your answer appears as a series of dots. Click the <strong>Submit</strong> button.</td>
</tr>
</tbody>
</table>
### Step 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 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 6
Click the **Filing Instructions** link if you need assistance filing your W-2 form correctly.

### Step 7
To review your W-2 form, click the **Year End Form** link.

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

### Step 9
Your online W-2 appears. You can print this page to obtain copies for filing or for your own personal records.
<table>
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<tr>
<td>10.</td>
<td>You have reviewed your online W-2 in UCPath online. <strong>End of Procedure.</strong></td>
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</table>