How to View & Print Your Electronic W-2

Purpose:
This job aid explains how CSU employees can access and print their electronic W-2 statements using CSU X-Press.

Step-by-Step Instructions

1. Go to **www.csu.edu**.
2. Click **Cougar Connect**.
3. Select **Employees**.
4. Under **Quick Links**, click the **CSU X-Press** tile.
5. On the landing page, select **CSU X-Press (New)**.
6. Log in using your CSU username and password.
7. From the **Employee Dashboard**, click **Taxes**.

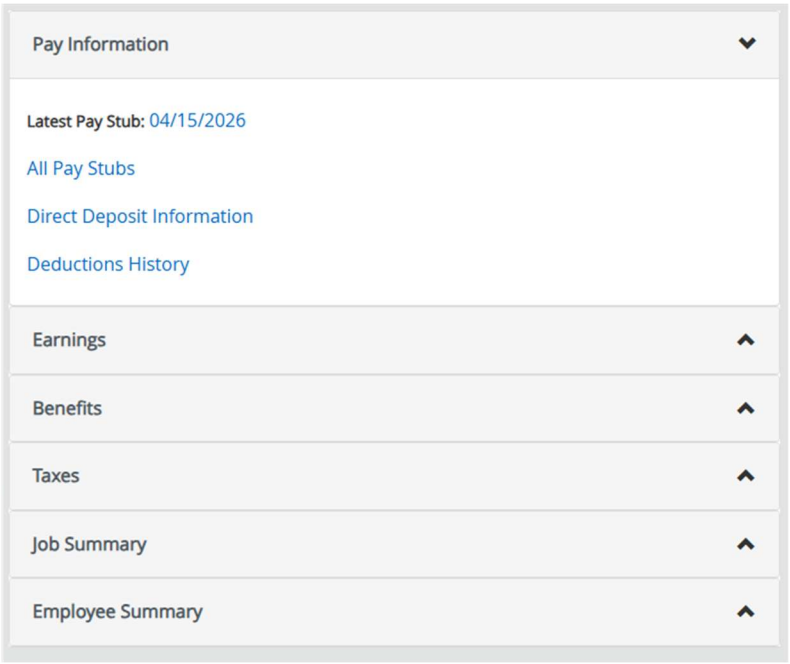

Figure 1: Employee Dashboard - Taxes Tile

8. Select **W-2 Wage and Tax Statement**.

9. Choose the appropriate **Tax Year** from the dropdown menu.
10. Click **Display**.

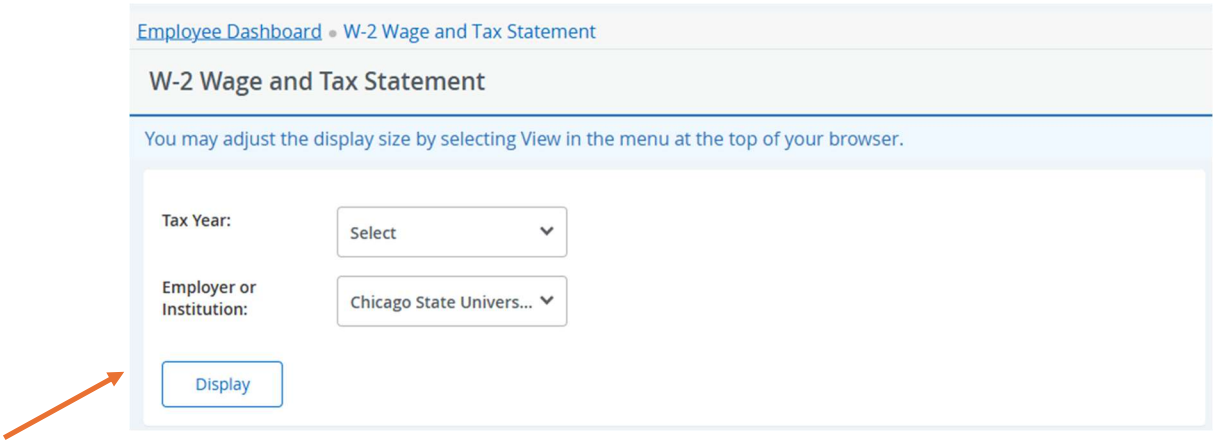

Figure 2 Display Button

11. To print, select **Printable W-2** at the bottom of the screen.

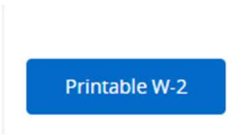

Figure 3: Print W-2 Button

Need Help?

If you are unable to access or print your W-2, contact **Payroll** by emailing us at payroll@csu.edu for assistance.

You may also visit us in the Cook Administration building 2nd floor in the Bursar/Cashier area ADM 210.