


Employees - Accessing your W-2 Forms Online

If you have just provided electronic consent to receive your W-2 forms online, it can take up to 24 hours for it to first appear.

- 1. Log into MyBucks, <https://portal.bucks.edu/>.
- 2. Click the **Bucks Self Service** link under the WebAdvisor banner.

[Go to Bucks Self Service](#)
This includes Student Planning and employee self-service items.

- 3. Click the **Employee** tab in Bucks Self Service.

 **Employee**
Here you can view your tax form consents and your banking information

- 4. Click the **W-2 Information** tab. Your W-2 Statements will appear below. Click the link to display the W-2 form. Note: Once the W-2 form opens in your browser, you can download a copy to your computer. Look for the save icon (varies by browser).

1095-C Information W-2 Information

You have opted to receive your W-2 in electronic format. Change Preferences

✔ **Receive my W-2 only in electronic format**

By selecting this option, I agree to receive my official W-2 only in electronic format. I understand that by consenting I will have access to view and print all of my prior, current and ability at any time to return to this form and remove my consent.

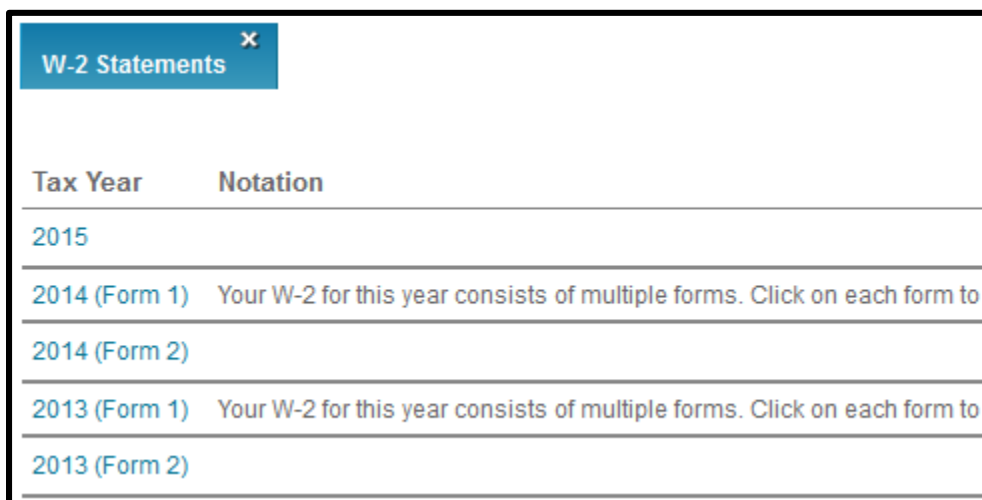
W-2 Statements		Electron
Tax Year	Notation	Date
2015	2015 W-2 Statement	2/1/2014

For Fire School employees or others without Bucks Self Service access:

1. After logging into MyBucks, find the WebAdvisor menu on the right side of the page. Click **WebAdvisor for Employees**, then click **Employee Profile**. Click **W-2 Statements**.

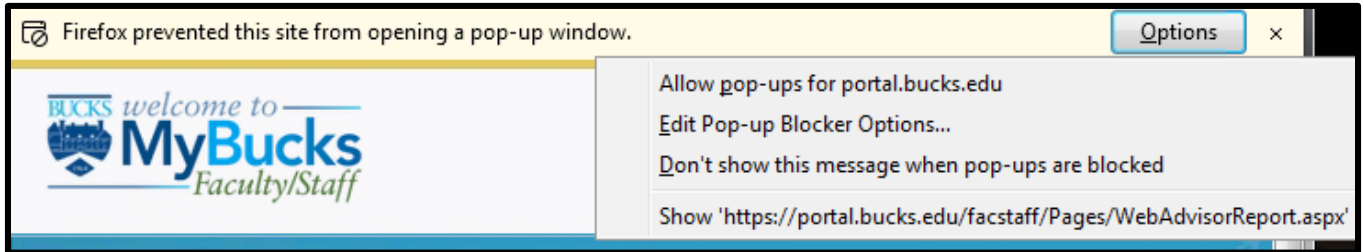


2. Click the tax year for the form you are looking to open. **Note:** This form is a popup window that may be blocked by default. See below for assistance with popups.



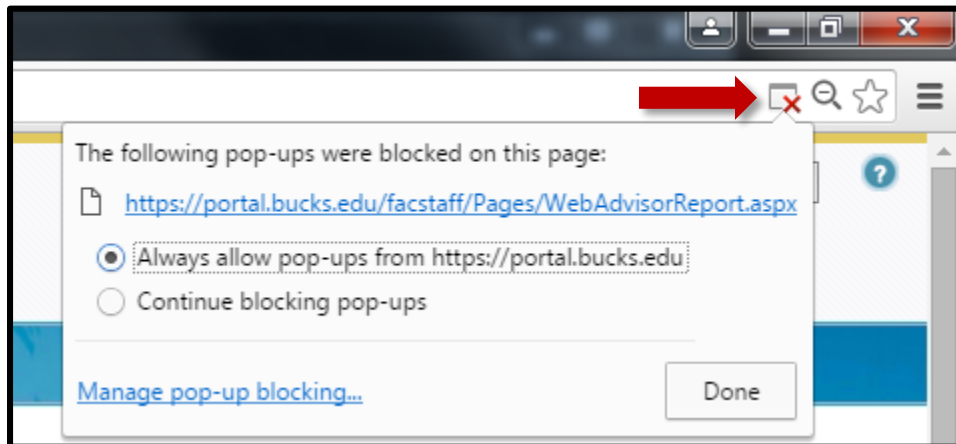
Firefox will display a warning banner across the top of the browser.

1. Click the **Options** button, then click **Allow pop-ups for portal.bucks.edu**.
2. A new window or tab will appear with an Error. Close the tab.
3. On the left navigation, click **WebAdvisor for Employees, Employee Profile**, then **W-2 Statements**.
4. Click the tax form again and it should display properly in a new tab or window.



Chrome will display an error in the top right corner of the browser.

1. Click the **red X** next to the star and magnifying glass.
2. Choose **Always allow pop-ups** and click **Done**.
3. Click the tax form again and it should display properly in a new tab or window.



Internet Explorer/Edge will display a warning banner across the bottom of the browser.

1. Click **Options for this site**, then **Always allow**.
2. Click the tax form again and it should display properly in a new tab or window.

