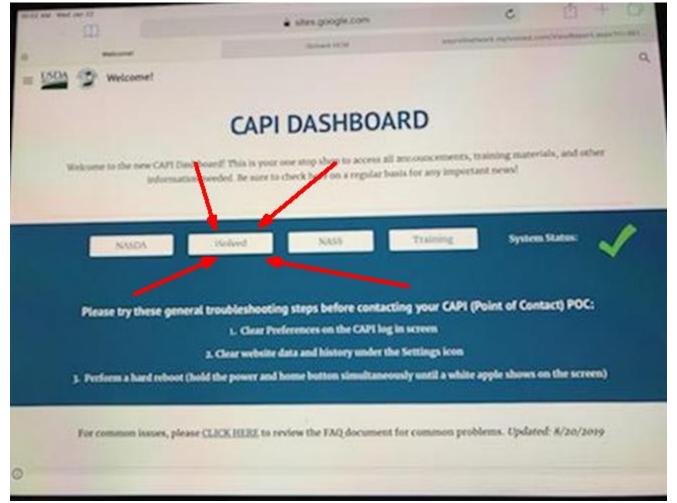
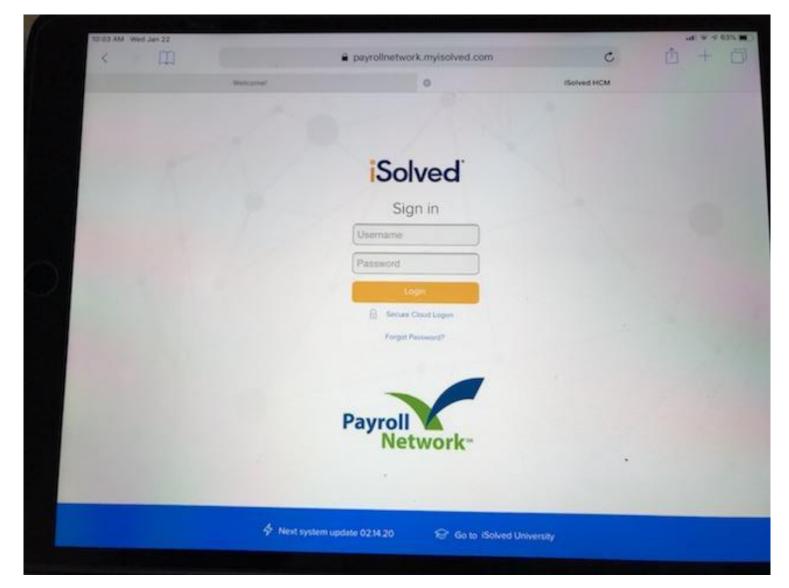
How to View or Print your W-2 on the iPad

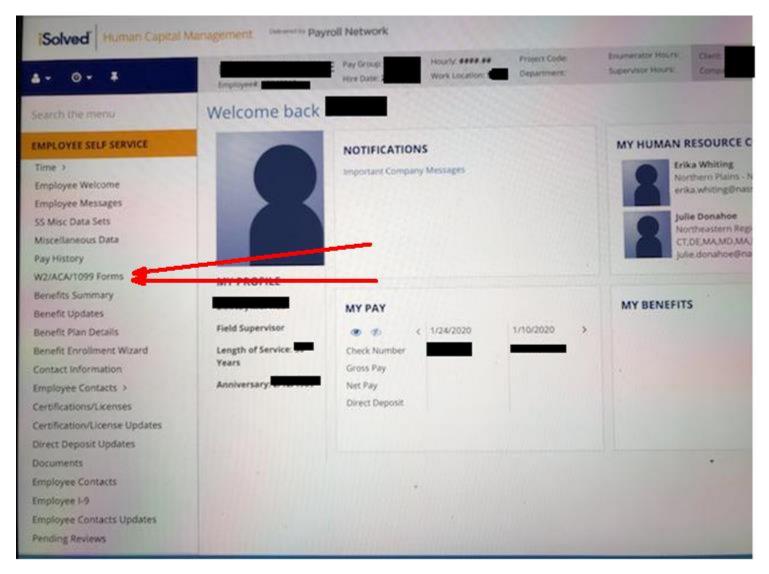
Step 1 – Access iSolved through the CAPI dashboard or GLR homepage – DO NOT USE A HOME SCREEN APP IF YOU HAVE ONE!



Step 2 – Log into iSolved

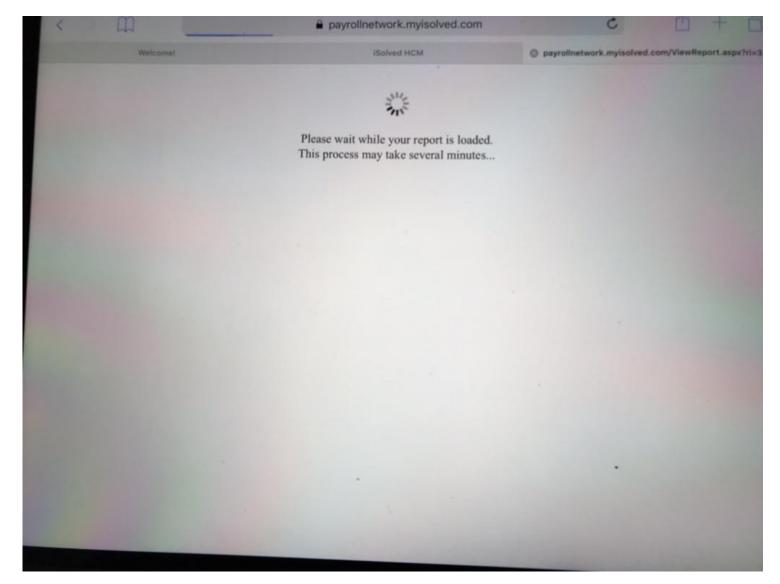


Step 3 – Select "W2/ACA/1099 Forms"

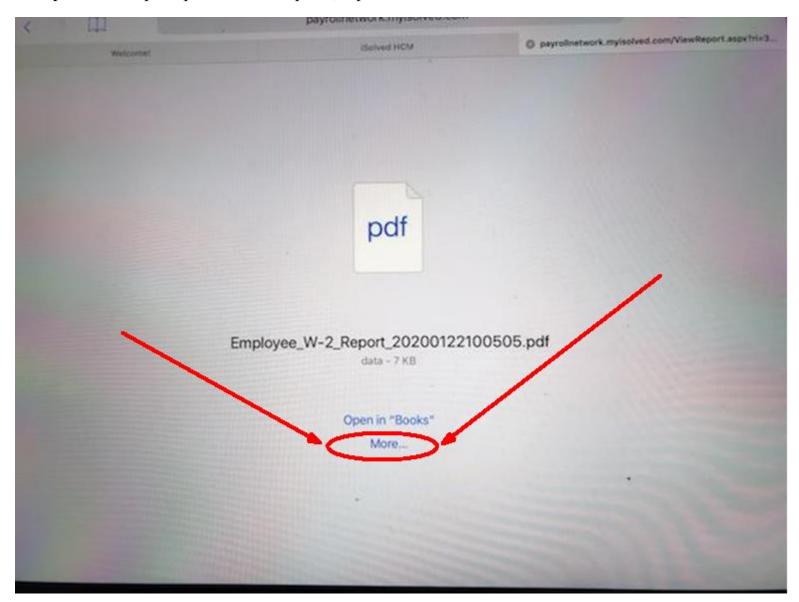


Step 4- Tap on the form you wish to open

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Step 5 - Wait for the wheel to stop spinning



Step 6 – When prompted with the option, tap the word "More" in blue new the bottom of the screen

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Step 7 – Tap "Create PDF" in the 2^{nd} row of options

Step 8 – View your W-2. You can email or print (if you have a wireless printer) by tapping the blue box with the blue arrow pointing up, it is located at the top right of the screen.

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Step 9 – Select "Copy to iBooks" and open in iBooks to email or tap print to print using a wireless printer.