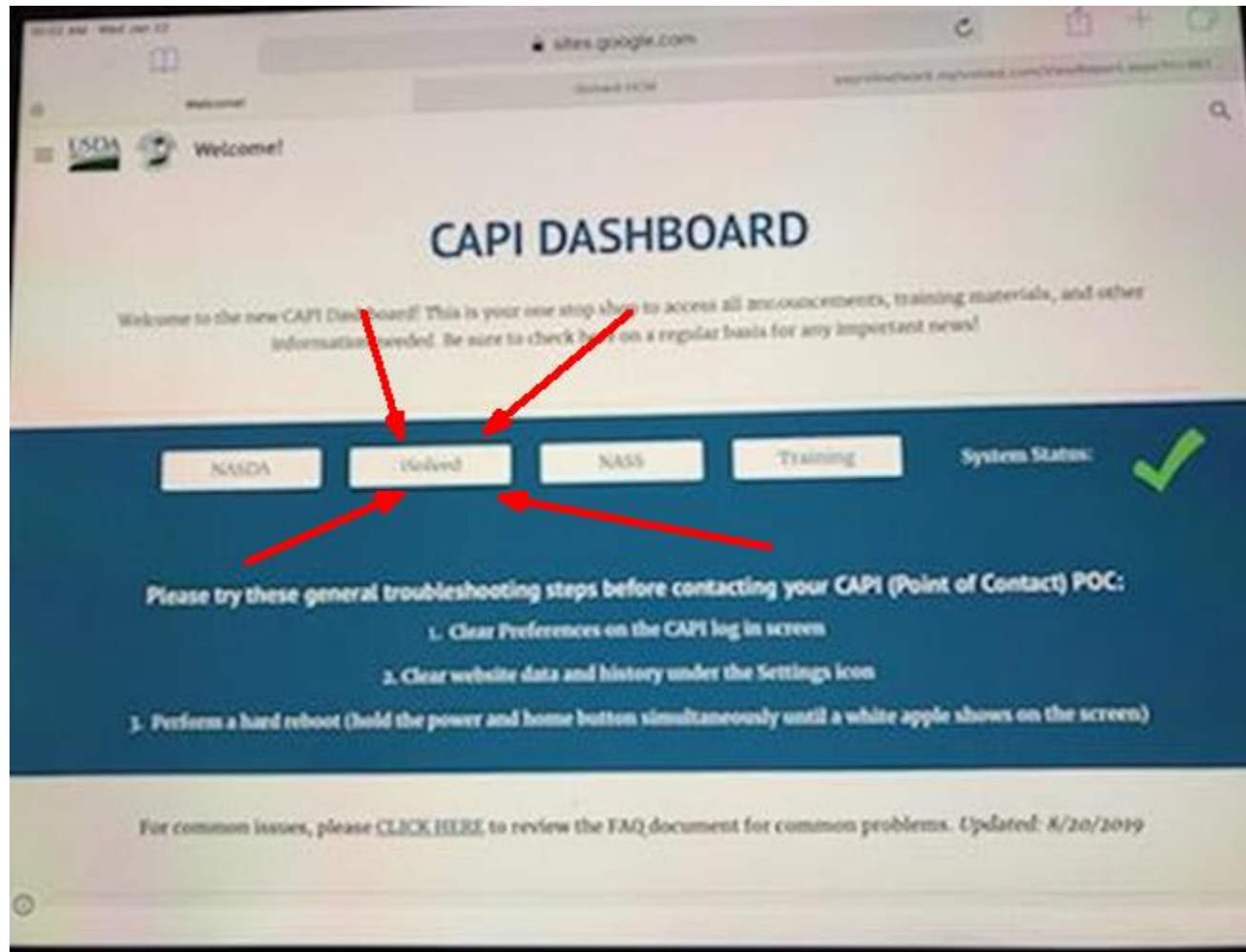
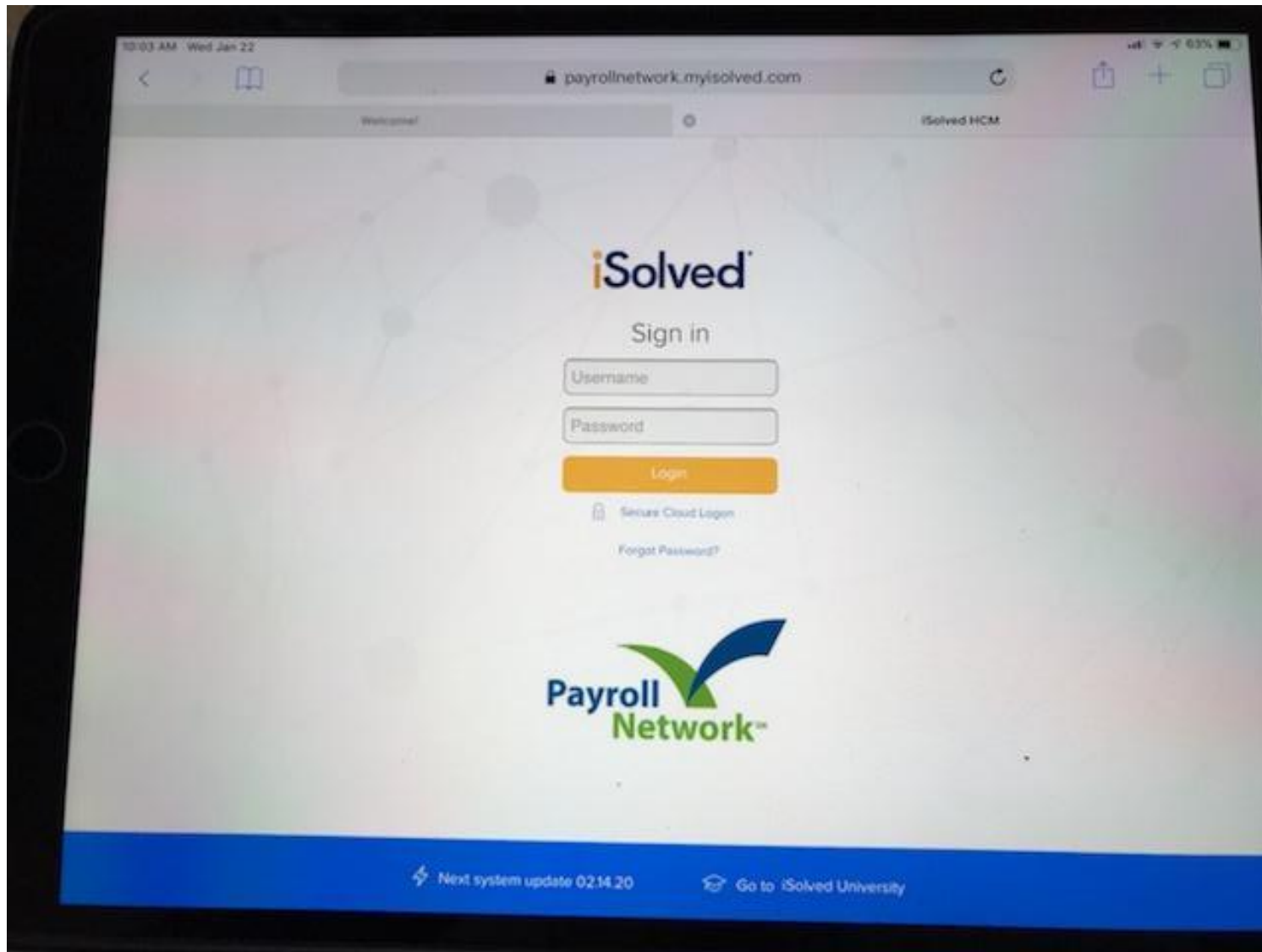


How to View or Print your W-2 on the iPad

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”

The screenshot displays the iSolved Human Capital Management portal interface. At the top, the logo 'iSolved Human Capital Management' is visible, along with the text 'Delivered by Payroll Network'. The header area contains several fields for user identification: Employee#, Pay Group, Hire Date, Hourly rate (displayed as #####), Work Location, Project Code, Department, Enumerator Hours, Supervisor Hours, and Client. A 'Welcome back' message is shown next to a user profile picture placeholder. The left-hand navigation menu is titled 'EMPLOYEE SELF SERVICE' and lists various options. The 'W2/ACA/1099 Forms' option is highlighted with a red arrow. Other menu items include Time, Employee Welcome, Employee Messages, SS Misc Data Sets, Miscellaneous Data, Pay History, Benefits Summary, Benefit Updates, Benefit Plan Details, Benefit Enrollment Wizard, Contact Information, Employee Contacts, Certifications/Licenses, Certification/License Updates, Direct Deposit Updates, Documents, Employee Contacts, Employee 1-9, Employee Contacts Updates, and Pending Reviews. The main content area is divided into sections: 'NOTIFICATIONS' (Important Company Messages), 'MY HUMAN RESOURCE CONTACTS' (listing Erika Whiting and Julie Donahoe), 'MY PROFILE' (showing Field Supervisor, Length of Service, and Anniversary), 'MY PAY' (displaying Check Number, Gross Pay, Net Pay, and Direct Deposit for the period 1/24/2020 to 1/10/2020), and 'MY BENEFITS'.

Step 4- Tap on the form you wish to open

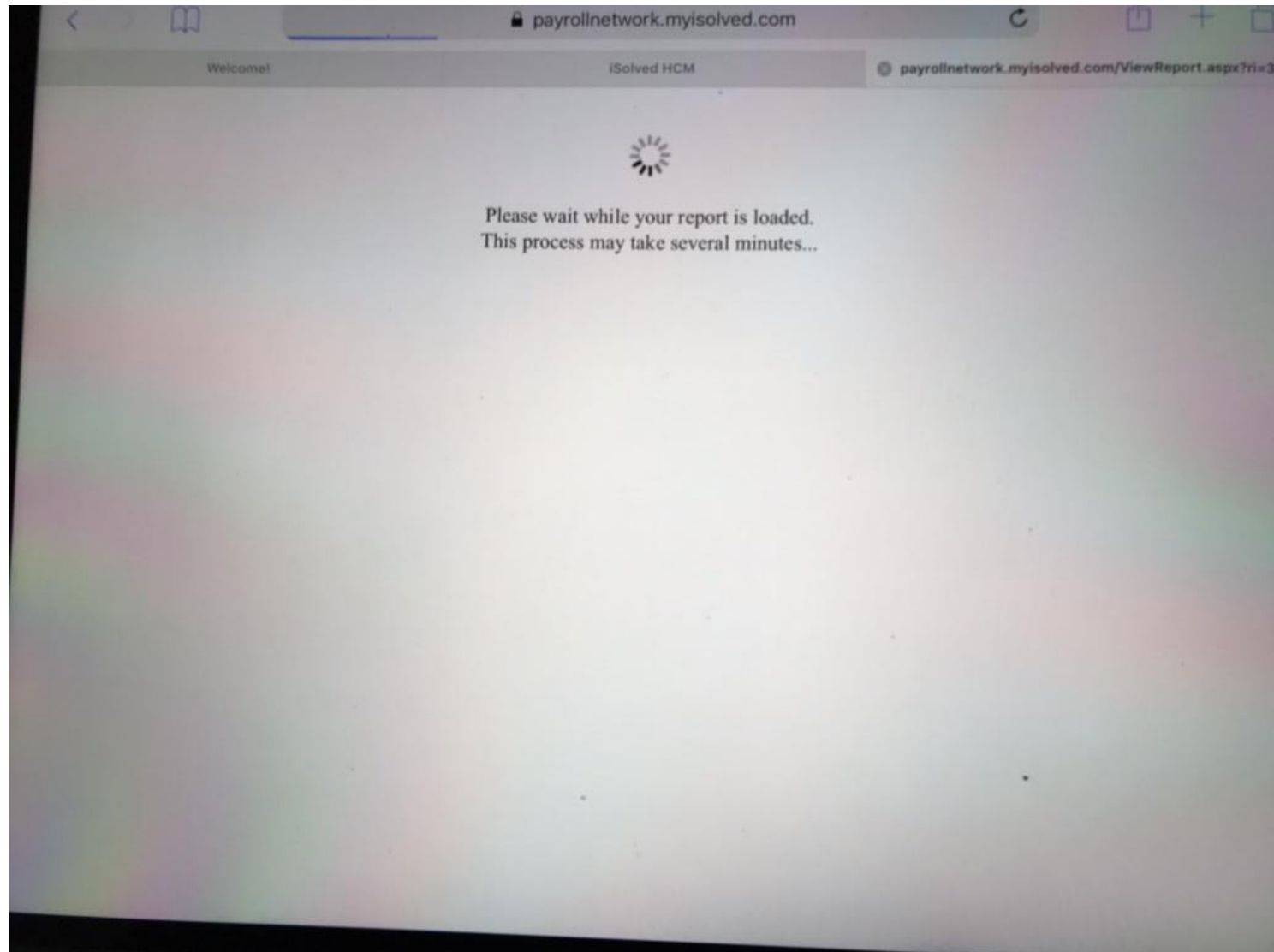
The screenshot shows a web portal interface for 'Solved Human Capital Management' and 'Payroll Network'. The main content area is titled 'W2/ACA/1099 Forms' and contains a table with the following data:

Tax Year	Document Description	Document Type	Document Name	View Document	View Instructions
2018	W-2	W-2 Tax Form	2018 W-2.pdf	View Document	View Instructions
2018	W-2	W-2 Tax Form	2018 W-2.pdf	View Document	View Instructions
2017	W-2	W-2 Tax Form	2017 W-2.pdf	View Document	View Instructions
2016	W-2	W-2 Tax Form	2016 W-2.pdf	View Document	

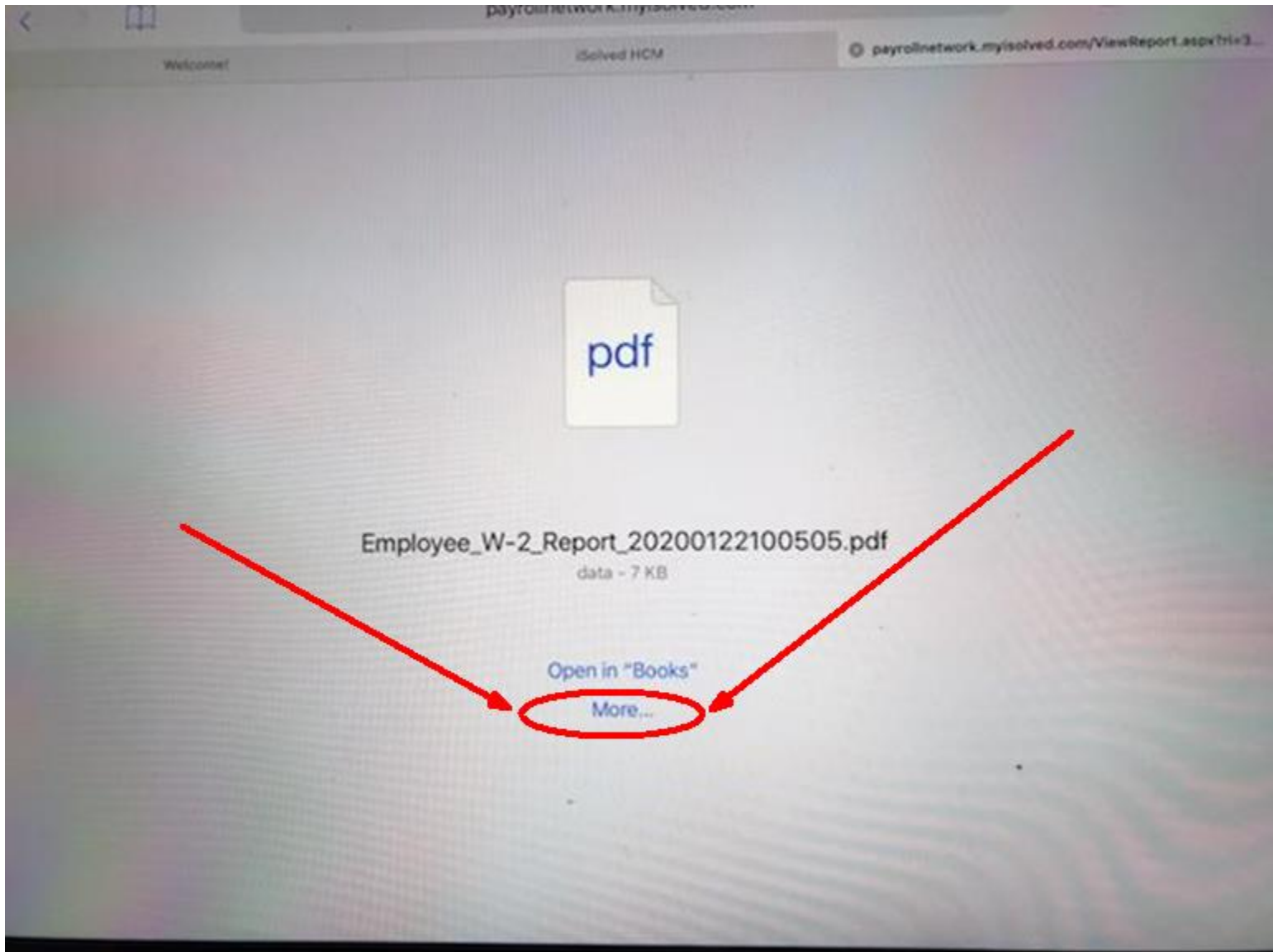
The left sidebar menu includes the following items:

- EMPLOYEE SELF SERVICE
- Home
- Employee Welcome
- Employee Messages
- SSA/Med Data Sets
- Work/Personal Data
- Pay History
- W2/ACA/1099 Forms
- Benefits Summary
- Benefits Updates
- Benefits Plan Details
- Benefits Enrollment Wizard
- Contact Information
- Employee Contacts
- Certifications/Licenses
- Certification/License Updates
- Direct Deposit Updates
- Documents
- Employee Contacts
- Employee ID
- Employee Contacts System
- Pending Review

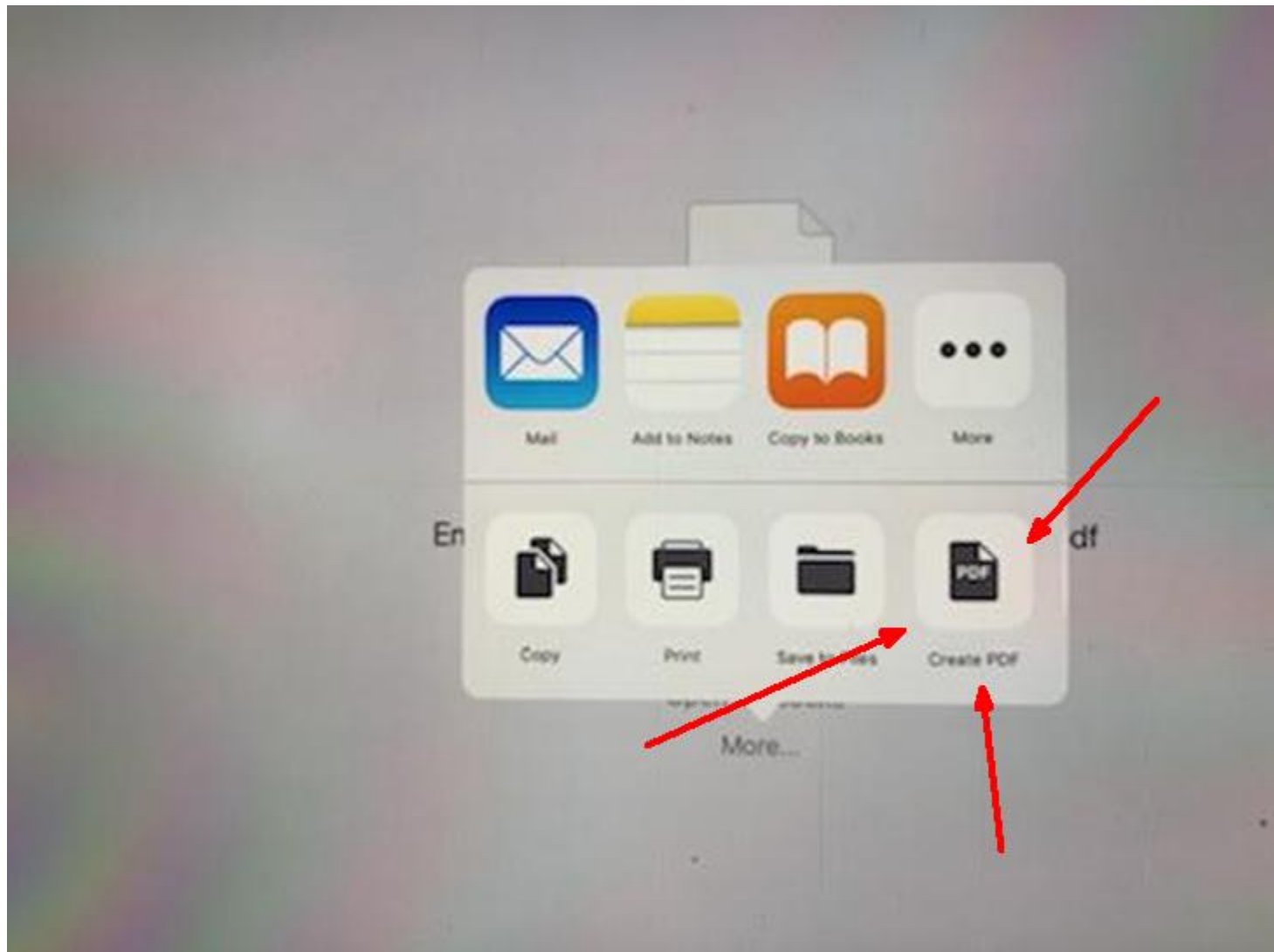
Step 5 – Wait for the wheel to stop spinning



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



Step 7 – Tap “Create PDF” in the 2nd 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.

The image shows a mobile application interface for viewing a W-2 form. The screen is divided into two main sections, each representing a different employer. At the top of each section is a blue box with a white arrow pointing upwards, indicating the action button for email or print. The form fields are organized into a grid-like structure with headers and sub-headers. The text is partially obscured by black redaction bars in several areas. The overall layout is typical of a mobile document viewer.

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

