How to Access Your Electronic W-2:

1. Log in to [https://patriotweb.gmu.edu](https://patriotweb.gmu.edu)
2. Click “Employee Services”
3. Choose “Tax Forms”
4. Choose “W-2 Year End Earnings Statement”
5. *If you want to consent to receive electronically, read the W-2 electronic statement then click “Submit”*
6. Select the tax year from the drop-down menu
7. Click "Display"
8. Scroll to the bottom of the screen and choose "Printable W-2"
9. Re-enter your password to allow the display of your unmasked Social Security Number on the printable W-2
   - Your electronic W-2 will be automatically converted into the IRS approved format
10. Use the regular print function on your Internet browser to print as many copies as you need