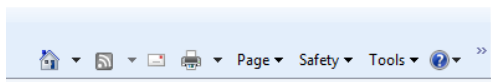




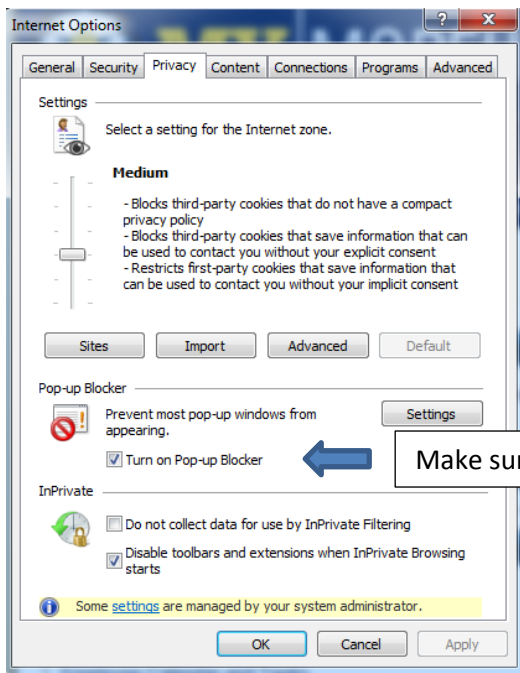
Instructions on How to View and Print W-2's

"First Things First"

- The W2 Form will "pop up" in another browser, so be sure you have your popup blockers turned off for this site. Instructions below:



Click tools, then Internet Options



Make sure the popup blocker box is checked.

- You also want to make sure you have the latest version of Adobe; if not you will have to download. (Download Instructions are under the W2 Statements tab.)
- Internet Explorer is the recommended browser. Issues have happened when using Google Chrome and Safari.

“Now You’re Ready”

Go to My Morehead State

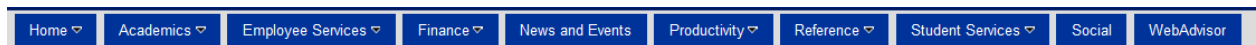
Enter MSU ID and Password

- Click the WebAdvisor icon or tab



WebAdvisor

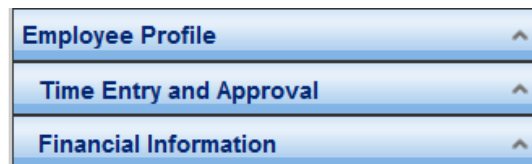
Or



- Click on Employees



- Click on Employee Profile



- You will need to choose Electronic Consent if you haven’t already. It will be the first box. You only have to do this once.

W-2 Electronic Consent

Notice: Users having trouble viewing WebAdvisor with Internet Explorer 10 on Windows versions 7 or 8 will need to use **compatibility mode** within the web browser.

W-2 Electronic Consent ✕



- By selecting this option, I agree to receive my official W-2 only in electronic format. I understand that by consenting to receive my W-2 in electronic format, I will not receive a paper W-2 statement. I understand that by consenting I will have access to view and print all of my prior, current and future W-2 statements until I remove my consent. I understand that I have the ability at any time to return to this form and remove my consent.
- I choose to withhold my consent and understand by doing so that I will not receive my official W-2 in electronic format. I also understand that by withholding my consent, I will not have access to prior or future W-2 statements electronically. I understand that I have the ability at any time to return to this form and consent to view my W-2 statements electronically.

SUBMIT

- Then click **W-2 Statements**

You will see year(s) that are available for you to view/print:

W-2 Statements ✕

Tax Year	Notation
2013	
2012	
2011	

Electronic W-2 Consent History

01/24/12 01:43:10PM - Consent Given

OK

The pages linked here are displayed in Adobe Acrobat's Portable Document Format (PDF). For best results, use Acrobat Reader 4.0 or higher to view these files. Use the button below to go to the Adobe Web site and download the current version of Adobe Reader.

- Click on the year you want to view.
- Click Print (two options for printing is available).

