

Ceridian SeeMyW2 Services
Employee Self-Service
Quick Reference Guide

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About This Guide

Welcome to SeeMyW2. This guide provides an easy-to-use, quick reference and learning aid for SeeMyW2. It contains a demonstration, processes and procedures, and brief explanations of commonly used features.

Introducing SeeMyW2

Ceridian SeeMyW2 provides an internet solution for accurate, fast, and reliable review of Forms W-2. You use your web browser at work or elsewhere to manage your Form W-2, Wage and Tax Statement, and Form W-2c, Corrected Wage and Tax Statement. This approach gives you ultimate control over when, where, and how you can review your Form W-2 information.

This guide explains the steps for using SeeMyW2.

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SeeMyW2 Self-Service

Because your company chose the service level that allows employees to use the SeeMyW2 website, you can do the following in SeeMyW2:

- ▼ Search for information
- ▼ Review Form W-2 information

Introducing SeeMyW2 (continued)

- ▼ Print a Form W-2
- ▼ Import a Form W-2 into a tax preparation product
- ▼ Change your password

Before You Begin

***Note**

If you don't have the correct URL or code for your company, contact your human resources department.

Before you log into your SeeMyW2 account, be sure you have the following items:

- ▼ Uniform Resource Locator (URL) provided by your Payroll or HR department
- ▼ company access code
- ▼ basic personal Form W-2 information, such as name, address, phone number, and Social Security number

Starting SeeMyW2

To start SeeMyW2, complete the following steps.

✓ For complete details about each step, click [Help?](#).

▶ **To start SeeMyW2:**

1. Open your internet browser.

In Address, enter the URL for SeeMyW2 that you receive from your Payroll or HR department.

The Employee Welcome page appears.



2. Enter your login ID and password and click **Login**.

If you don't have an account or if you lost your ID or password, do **one** of the following:

- If you don't have an account, click **If you would like to register based on W2 document(s), click here**. To continue, see "Setting Up Your Account" on page 6.
- If you are already registered but lost your ID or password, click **Forgot Login Information**. To continue, see "Recovering Your Login Information" on page 10.

SeeMyW2 searches for your information and displays it on the View My Documents page. To continue, see "Reviewing Form W-2 Information" on page 11.

Starting SeeMyW2 (continued)

Setting Up Your Account

If you don't have an account, you can set up one by completing the following instructions.

▶ **To set up an account using W-2 information:**

1. On the SeeMyW2 Employee Welcome page, click **If you would like to register based on W2 document(s), click here.**

The Self Service Signup Using Your W-2 page appears.

[Help?](#)

[Go back to welcome page](#)
[Contact Us](#)

Self Service Signup Using Your W-2

You have selected to sign up by validating your information against W-2s that we have on file for you. The information you enter below must match against a W-2 for this tax year or a previous tax year. Once you have filled out all fields, click the submit button to register.

* Company Access Code: Provided by your employer

* First Name: Upper or lower case

* Last Name: Upper or lower case

* SSN: Digits only

* Zip Code: Digits only (xxxxx or xxxxxxxxx)

[Submit](#)

***Note**

If you don't have an access code for your company, see your Payroll or Human Resources department.

2. Enter your company access code.
3. Complete the remaining fields on the page and click **Submit**.

Starting SeeMyW2 (continued)

The Create Account page appears.

The screenshot shows a web browser window with a 'Create Account' form. The form includes fields for User ID, Password (with a 'Click Here' link for more information), Password (with the instruction 'Enter same password as above'), E-mail address, and Password hint. Below the form is a 'Terms and Conditions of Use' section with a scrollable text area and a checkbox labeled 'I have read the Terms & Conditions Statement and agree to them.' A 'Submit' button is at the bottom right. Annotations with arrows point to various elements: 'Enter your account information.' points to the form fields; 'Click here to accept the conditions.' points to the checkbox; 'Click here for password requirements.' points to the 'Click Here' link; and 'Click Submit.' points to the 'Submit' button. A blue button labeled 'Go back to welcome page' is in the top left, and a 'Help?' link is in the top right.

***Note**

The password must:

- Be at least seven characters.
- Not contain the login ID (exact or partial).
- Contain at least one letter, one number, and one special character (\$&#_).
- Not contain any repeated characters.
- Not contain (/'\").

4. Enter your user ID.
5. Enter your password, and then enter it again for verification.
6. Enter an email address where password hints can be sent.
7. Enter a password hint that Ceridian can send to you if you forget your password.
8. Read the privacy disclosure and click the box to indicate that you agree to the conditions.
9. Click **Submit**.

The SeeMyW2 Employee Welcome page appears again with the message Account successfully created.

To log in, enter your ID and password and click **Login**. The View My Documents page appears. To continue, see "Reviewing Form W-2 Information" on page 11.

Starting SeeMyW2 (continued)

Managing Your Account

If you have an account, you can use the My Account page to change your password, your password hint, or email address.

► **To manage your account:**

1. On the SeeMyW2 Employee Welcome page, enter your login ID and password and click **Login**.
2. On the View My Documents page, click **My Account Information**.
The My Account Information page appears.

✓ For complete details about each step, click [Help?](#)

Enter your new password, and then enter it again.

Enter your email address.

Enter a hint that can be sent to you if you forget your password.

Click here for password requirements.

*Click **Submit** to save your changes.*

3. Enter your new password, and then enter it again to confirm it.
4. Enter the email address where a password hint can be sent.
5. Enter a password hint that you can request if you forget your password.
6. Click **Submit**.

Starting SeeMyW2 (continued)

Viewing Your Account History

If you have a SeeMyW2 account, you can use the Account History and Audit page to review the activity in your account.

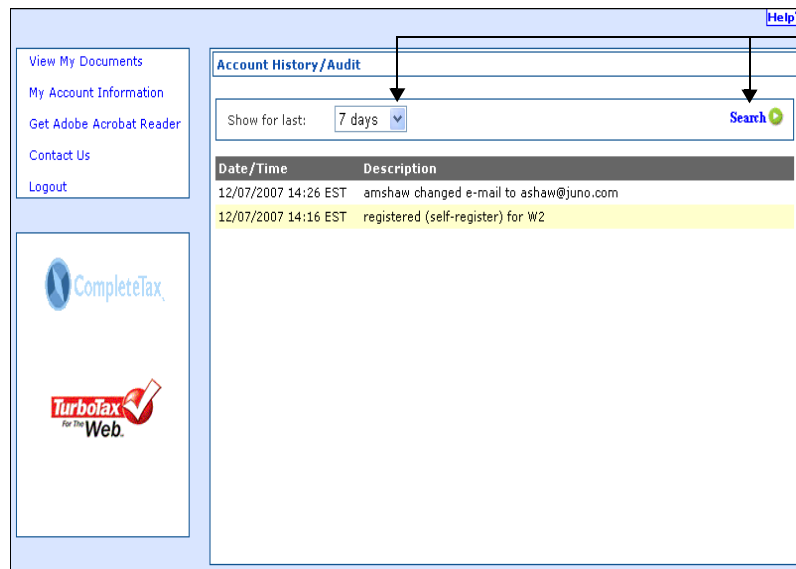
▶ **To review your account history:**

1. On the SeeMyW2 Employee Welcome page, enter your login ID and password and click **Login**.

The View My Documents page appears.

2. On the View My Documents page, click **View Account History**.

The Account History and Audit page appears.



*Pick the number of days to display activity for and click **Search**.*

The page displays your account activity for the last seven days.

3. To view history for a different period, select the period in the Show for last box and click **Search**.

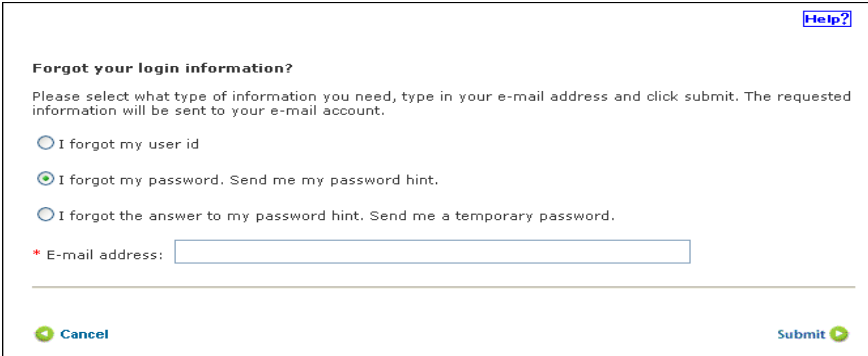
Starting SeeMyW2 (continued)

Recovering Your Login Information

If you don't remember your user ID or password, you can submit a request to receive your user ID, a password hint, or a temporary password by email.

▶ **To recover your login information:**

1. On the SeeMyW2 Employee Welcome page, click **Forgot Login Information**.
The Forgot Your Login Information page appears.



Forgot your login information?

Please select what type of information you need, type in your e-mail address and click submit. The requested information will be sent to your e-mail account.

I forgot my user id

I forgot my password. Send me my password hint.

I forgot the answer to my password hint. Send me a temporary password.

* E-mail address:

Click **Submit** to request
your password.

2. Select an option, enter your email address, and click **Submit**.
Your login information will be sent to your email address. If you requested a temporary password, you will have to change your password the next time you log in to SeeMyW2.
To use this feature, your email address must be on file with Ceridian. If your email address is not on file or has changed, contact your Payroll or HR department.

Reviewing Form W-2 Information

You can use SeeMyW2 to review wage and tax (Form W-2) information online and to print the form.

► **To review a Form W-2:**

1. On the SeeMyW2 Employee Welcome page, enter your user ID and password and click **Login**.

The View My Documents page appears..

The screenshot shows the 'W-2s' page in the SeeMyW2 system. On the left is a sidebar with links: 'My Account Information', 'View Account History', 'Get Adobe Acrobat Reader', 'Contact Us', and 'Logout'. Below these are logos for CompleteTax and TurboTax. The main content area is titled 'W-2s' and has a 'Show for year:' dropdown set to '2007' and a 'Search' button. Below this is a table with the following data:

Id	Year	Subsidiary	Type	
10137	2007	General Products EV3	W2	[View]
10167	2007	General Products EV3	W2C	[View]

An arrow points from the text 'Click View to review your Form W-2.' to the '[View]' link in the second row of the table.

Click **View** to review your Form W-2.

2. If applicable, select the year to display documents for and click **Search**.
3. Click **View** for the Form W-2 that you want to review.
Your wage and tax information appears.

Reviewing Form W-2 Information (continued)

Adobe® Reader® displays a printable copy of the Form W-2 in Adobe® Portable Document Format (PDF).

FORM W-2 Wage and Tax Statement				Dept. of the Treasury - Internal Revenue Service			
Copy C For EMPLOYEE'S RECORDS (See notice on back of copy B)				This information is being furnished to the Internal Revenue Service. If you are required to file a tax return, a negligence penalty or other sanction may be imposed on you if this income is taxable and you fail to report it.			
These substitute W-2 Wages and Tax Statements are acceptable for filing with your Federal, State and Local Income Tax Returns. If you worked in multiple locations, or had several forms of special compensation, you may receive more than one of these documents.							
<p>All four copies of your W-2 are on this page, separated by perforations. The white copies are for your tax returns; the blue copy is for your records. General instructions for these forms, including an explanation of the letter codes used in box 12, are on the other side of the page.</p> <p>To the right is an explanation of the contents of the wage boxes on your W-2. Please note that the Gross amount shown may include adjustments.</p>				Federal Soc. Sec. Medicare State Box 1 Box 3 & 7 Box 5 Box 16		Gross 1200.00 1200.00 1200.00 1200.00	
				Deferred Comp. 72.00- Sect. 125 Plan 12.60-		12.60- 12.60- 12.60- 12.60-	
REISSUED STATEMENT							
A. CONTROL NUMBER 1100203050		This information is being furnished to the Internal Revenue Service		2008 OMB NO. 1545-0008		4 WAGES, TIPS, OTHER COMPENSATION 1115.40	
B. EMPLOYER IDENTIFICATION NUMBER 23-9687498		D. EMPLOYEE'S SOCIAL SECURITY NUMBER 835-56-9006		3 SOCIAL SECURITY WAGES 1187.40		2 FEDERAL INCOME TAX WITHHELD 10.00	
C. EMPLOYER'S NAME, ADDRESS AND ZIP CODE GENERAL PRODUCTS COMPANY 11 OUR LANE EUGENE OR 60001				5 MEDICARE WAGES AND TIPS 1187.40		4 SOCIAL SECURITY TAX WITHHELD 73.62	
				7 SOCIAL SECURITY TIPS 1187.40		6 MEDICARE TAX WITHHELD 17.22	
				9 ADVANCE EIC PAYMENT		8 ALLOCATED TIPS	
E. EMPLOYEE'S FIRST NAME AND INITIAL AMANDA S SHAW				13 Statutory Employee Retirement Plan Third-Party Sick Pay <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>		11 NONQUALIFIED PLANS	
875 MAPLE LANE STONE MOUNTAIN, GA 30360-0991						12 and D 72.00	
				14 OTHER			
15 STATE EMPLOYER'S STATE ID. NO. GA 123456-AA		16 STATE WAGES, TIPS, ETC. 1115.40		17 STATE INCOME TAX 50.30		18 LOCAL WAGES, TIPS, ETC.	
						19 LOCAL INCOME TAX	
						20 LOCALITY NAME	

A. CONTROL NUMBER 1100203050		This information is being furnished to the Internal Revenue Service		OMB NO. 1545-0008		1 WAGES, TIPS, OTHER COMPENSATION 1115.40	
B. EMPLOYER IDENTIFICATION NUMBER 23-9687498		D. EMPLOYEE'S SOCIAL SECURITY NUMBER 835-56-9006		3 SOCIAL SECURITY WAGES 1187.40		2 FEDERAL INCOME TAX WITHHELD 10.00	
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				7 SOCIAL SECURITY TIPS 1187.40		6 MEDICARE TAX WITHHELD 17.22	
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875 MAPLE LANE STONE MOUNTAIN, GA 30360-0991						12 and D 72.00	
				14 OTHER			
15 STATE EMPLOYER'S STATE ID. NO. GA 123456-AA		16 STATE WAGES, TIPS, ETC. 1115.40		17 STATE INCOME TAX 50.30		18 LOCAL WAGES, TIPS, ETC.	
						19 LOCAL INCOME TAX	
						20 LOCALITY NAME	

Copy 2 To be filed with Employee's STATE, CITY or LOCAL tax return

FORM W-2 Wage and Tax Statement 2008


Dept. of the Treasury - Internal Revenue Service
FOLD AND TEAR ALONG PERFORATION

To verify the information, either print your Form W-2 or import the information into a tax preparation product.

Printing a Form W-2

You can print the wage and tax (Form W-2) information from Adobe Reader.

▶ **To print a Form W-2:**

1. On the Adobe Reader page that displays the Form W-2, do **one** of the following:
 - Click  .
 - Click **File->Print**.
The Print window appears.
2. Click **OK**.

***Note**

For steps on how to review a Form W-2 in Adobe Reader, see "Reviewing Form W-2 Information" on page 11.

Importing a Form W-2 into Tax Preparation Products

From SeeMyW2 you can import a Form W-2 into the following tax preparation products:

- ▼ Jackson Hewitt Tax Service®
- ▼ TurboTax® for the Web from Intuit Inc.

▶ **To import a Form W-2 into a tax preparation product:**

1. Register for SeeMyW2.
2. On the SeeMyW2 Employee Welcome page, enter your login ID and password and click **Login**.
The View My Documents page appears.
3. Click the icon for your tax preparation product.
4. Follow the instructions in your tax preparation product to import your Form W-2 information.

