**Instructions to view or print W-2’s**

To access your W-2, follow the instructions below.

1. Log in to myApps (<https://www.wvsao.gov>).
2. Click on the green box labeled **ESS** (Employee Self Service).
3. On the left side of the screen, select the **My Info** tab.
4. At the top of the screen, click on **My Compensation**.
5. Go to **View Tax Forms** (example W-2).
6. Click the **Attachments** button then **Download**.