

Dear Milwaukee County Employee,

Our payroll provider, Ceridian, is providing online access to your 2008 W-2. While you will continue to receive a printed W-2 in the mail before the end of January, you also have a fast, easy way to generate your own reprinted W-2's or import your W-2 data into tax preparation software.

To view your online W-2, you must register for the SeeMyW2 application.

Here's how it works:

1. Register for SeeMyW2
  - a. Click on the **See My W2 – online access to W2** link on the Ceridian Self Service Page under Payroll & Tax section.
  - b. Choose [If you would like to register based on W2 document\(s\), click here.](#)
  - c. Provide the following company code along with your personal information on the next screen that appears on your computer: This will validate your SSN and Zip Code against a W2.

### MCW208

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.

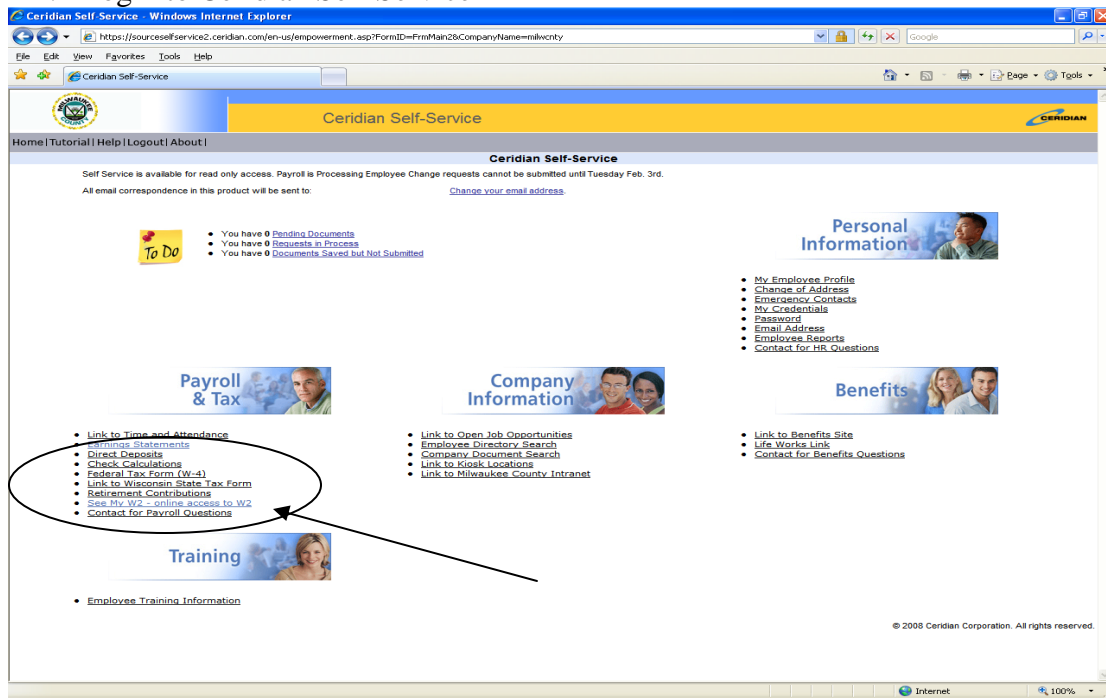
Company Access Code:	<input type="text" value="MCW208"/>	Provided by your employer
* First Name:	<input type="text"/>	Upper or lower case
* Last Name:	<input type="text"/>	Upper or lower case
* SSN:	<input type="text"/>	Digits only
* Zip Code:	<input type="text"/>	Digits only (xxxxx or xxxxxxxxx)

- d. Set up a Userid and password. For the User ID we recommend that you use your clock #. Passwords must be alpha numeric and contain one special character. It must be at least 7 characters in length. A password might look like this "abc123#".
2. After you finish setting up your id, you will return to the Logon to SeeMyW2 screen. Here you must now enter the user id and password you set up in step 1d above, in order to log into the system
  3. You will now be able to view, print or save your W-2 or access the tax preparation software vendor of your choice. The tax software will guide you through the data import function. Vendors available this year are:
    - Intuit's Turbo Tax
    - CCH's CompleteTax

More detailed instructions can be found on Ceridian Self Service. Click the link to See My W2 then click on Quick Reference Guide. They are also available in Lotus Notes Ceridian Documents.

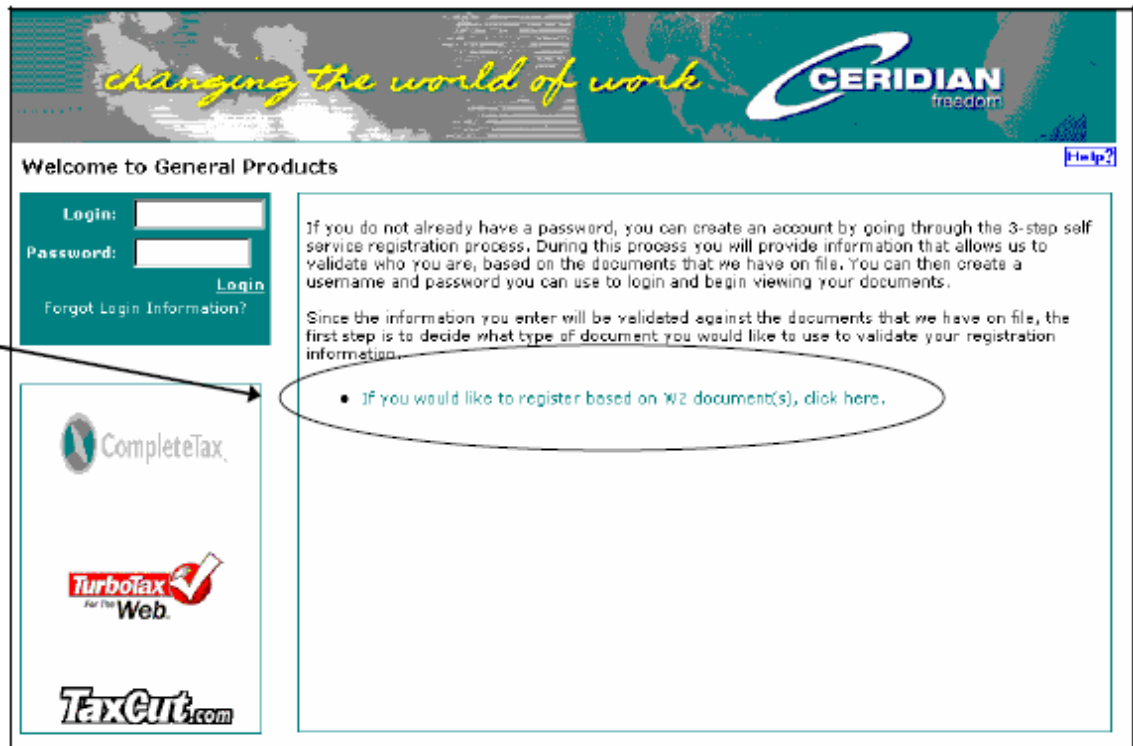
# Registering for See My W2

## 1. Log into Ceridian Self Service



## 2. Select the link for See My W2 under the Payroll Tax Section.

### See My W2 – online access to W2



3. Click **If you would like to register based on W2 document(s), click here.**

The Self Service Signup (or Create Account: Step 1) page appears. Because employee self-registration is allowed, employees are only given the option to enter the Company Access Code. If the employee feed file had been uploaded, there would be a place to enter the Employee Access Code.

The screenshot shows a web form titled "Self Service Signup Using Your W-2". The form contains the following fields and instructions:

- Company Access Code:** A text input field with the instruction "Provided by your employer".
- First Name:** A text input field with the instruction "Upper or lower case".
- Last Name:** A text input field with the instruction "Upper or lower case".
- SSN:** A text input field with the instruction "Digits only".
- Zip Code:** A text input field with the instruction "Digits only (XXXXX or XXXXXXXX)".

A "Submit" button with a green arrow icon is located at the bottom right of the form.

4. All fields are required. Once the information is completed, click **Submit**. The Create Account page appears.

The screenshot shows a web form titled "Create Account". The form contains the following fields and instructions:

- User ID:** A text input field.
- Password:** A text input field with a "Click Here" link for more information.
- Password:** A text input field with the instruction "Enter same password as above".
- E-mail address:** A text input field.
- Password hint:** A text input field with the instruction "In case you lose your password, the following password hint will be e-mailed to you."

Below the fields, there is a section titled "Terms and Conditions of Use" with a scrollable area containing the text: "1. Service Definition and Service Selection. This service has been established to provide employees access to".

A checkbox is present with the text "I have read the Terms & Conditions Statement and agree to them." and a "Submit" button with a green arrow icon at the bottom right.

5. Users need to create a **User ID** and a **Password** in addition to entering a Password hint and e-mail address.
- The User Name must be at least 4 characters long and contain no special characters.
  - The Password follows strict guidelines. Click **Click Here** to see specific password requirements.
6. Read and accept the Terms and Conditions of Use.
7. Click **Submit** to complete the registration process.

## Reviewing and Printing W-2 Form Information

To review and print W-2 information (or W-2c if one has been created):

1. Select the appropriate year, then click **View**.

The screenshot shows a web interface for reviewing W-2 forms. On the left is a navigation menu with links: My Account Information, View Account History, Get Adobe Acrobat Reader, Contact Us, and Logout. Below the menu are logos for CompleteTax, TurboTax for the Web, and TERCIT.com. The main area is titled 'W-2a' and contains a 'Show for year:' dropdown menu set to '2005' and a 'Search' button. Below this is a table with the following data:

Id	Year	Subsidiary	Type	Loaded
10043	2005	General Products GPC AS1	W2	01/01/2005 [View]

The selected form appears.

The screenshot shows a printed Form W-2 Wage and Tax Statement for the year 2005. The form is titled 'FORM W-2 Wage and Tax Statement' and includes the following information:

**REISSUED STATEMENT**

1. TAXPAYER'S IDENTIFICATION NUMBER: 1100304030  
 2. EMPLOYER'S IDENTIFICATION NUMBER: 23-9667496  
 3. TAXPAYER'S SOCIAL SECURITY NUMBER: 2005 (OMB NO. 1545-0048)  
 4. EMPLOYER'S SOCIAL SECURITY NUMBER: 607-90-5943

5. EMPLOYER'S NAME, ADDRESS, AND CITY/STATE/ZIP: GENERAL PRODUCTS COMPANY, 11 OUR LANE, EUGENE, OR 97401

6. EMPLOYEE'S NAME AND ADDRESS: CAROL P LEE, 6467 BERRY ROAD, MARIETTA, GA 30067-4545

7. SOCIAL SECURITY NUMBER: 1100304030

8. WAGES, SALARIES, AND TIPS: 1618.90

9. FEDERAL INCOME TAX WITHHELD: 74.82

10. SOCIAL SECURITY TAX WITHHELD: 1618.90

11. MEDICARE TAX WITHHELD: 45.47

12. STATE TAX WITHHELD: 25.54

13. RETIREMENT PLAN CONTRIBUTIONS: 0.00

14. UNION DUES AND FEES: 0.00

15. OTHER PREVIOUS YEAR ADJUSTMENTS: 0.00

16. TOTAL TAXES WITHHELD: 1800.80

17. FEDERAL INCOME TAX REFUNDABLE: 0.00

18. STATE TAX REFUNDABLE: 0.00

19. TOTAL TAXES REFUNDABLE: 0.00

20. TOTAL TAXES PAID: 1800.80

21. FEDERAL INCOME TAX CREDIT: 0.00

22. STATE TAX CREDIT: 0.00

23. TOTAL TAXES CREDIT: 0.00

24. TOTAL TAXES PAID LESS CREDITS: 1800.80

25. FEDERAL INCOME TAX PAID: 1800.80

26. STATE TAX PAID: 25.54

27. TOTAL TAXES PAID: 1826.34

28. FEDERAL INCOME TAX PAID LESS CREDITS: 1800.80

29. STATE TAX PAID LESS CREDITS: 25.54

30. TOTAL TAXES PAID LESS CREDITS: 1826.34

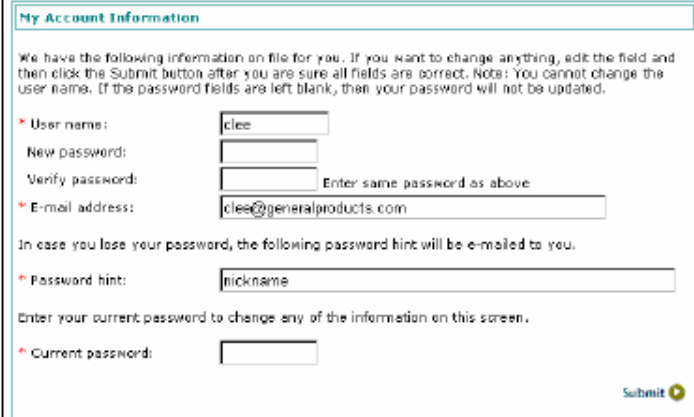
2. Print the form using the Adobe print options.

## Passwords

Employees can reset their own passwords by using the My Account Information page when they are logged into SeeMyW2.

To reset a password:

1. Log in to SeeMyW2.
2. Click the link to **My Account Information** link. The My Account Information page appears.



**My Account Information**

We have the following information on file for you. If you want to change anything, edit the field and then click the Submit button after you are sure all fields are correct. Note: You cannot change the user name. If the password fields are left blank, then your password will not be updated.

\* User name:

New password:

Verify password:  Enter same password as above

\* E-mail address:

In case you lose your password, the following password hint will be e-mailed to you.

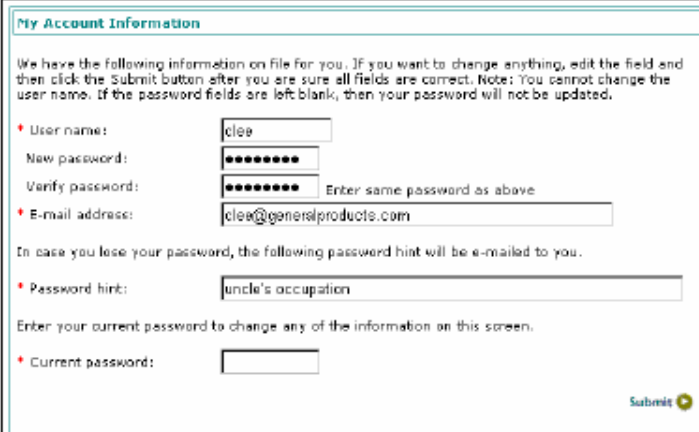
\* Password hint:

Enter your current password to change any of the information on this screen.

\* Current password:

Submit

3. Complete the page by entering your current password, new password, and Password Hint, then click **Submit**.



**My Account Information**

We have the following information on file for you. If you want to change anything, edit the field and then click the Submit button after you are sure all fields are correct. Note: You cannot change the user name. If the password fields are left blank, then your password will not be updated.

\* User name:

New password:

Verify password:  Enter same password as above

\* E-mail address:

In case you lose your password, the following password hint will be e-mailed to you.

\* Password hint:

Enter your current password to change any of the information on this screen.

\* Current password:

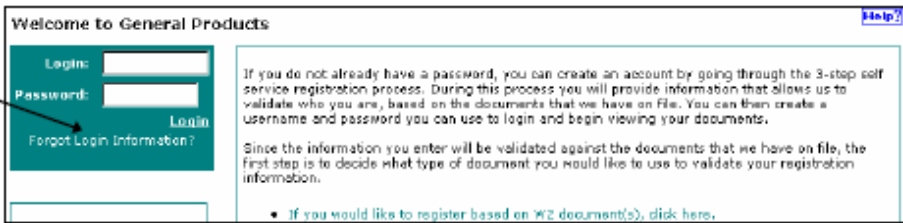
Submit

A message at the top of the window will notify the user that the account information has been updated.

If an employee is trying to log in and doesn't remember the password, they can submit a request to receive the password hint via e-mail.

To recover a lost password:

1. On the SeeMyW2 Employee login page, click the **Forgot Login Information?** prompt.



Welcome to General Products [Help?](#)

Login:

Password:

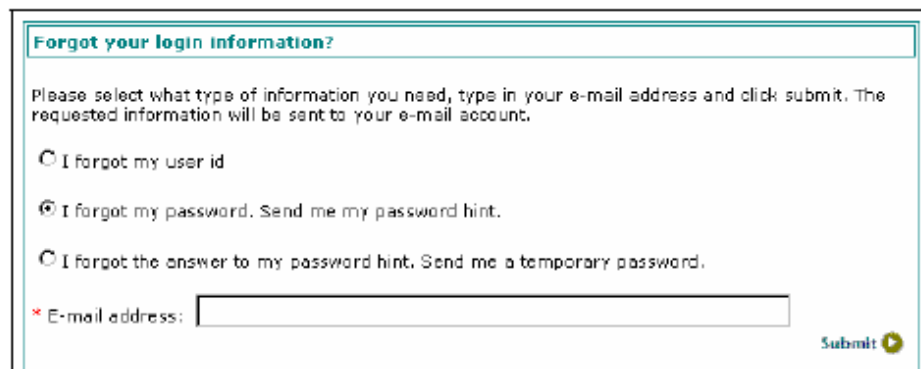
[Forgot Login Information?](#)

If you do not already have a password, you can create an account by going through the 3-step self service registration process. During this process you will provide information that allows us to validate who you are, based on the documents that we have on file. You can then create a username and password you can use to login and begin viewing your documents.

Since the information you enter will be validated against the documents that we have on file, the first step is to decide what type of document you would like to use to validate your registration information.

- [If you would like to register based on W2 document\(s\), click here.](#)

2. 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:

➔

The employee would select the type of information needed, enter the e-mail address, then click **Submit**. The User ID, Password Hint, or Temporary Password will be sent to the employee via e-mail.

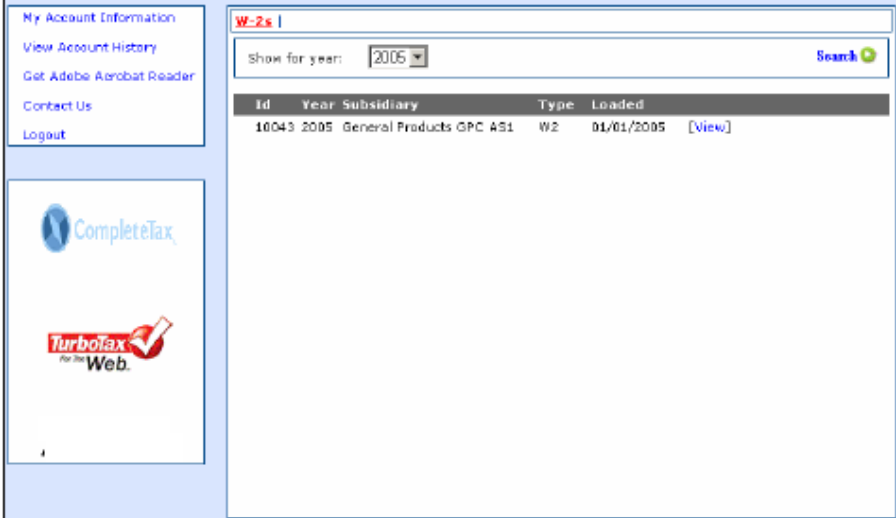
## Importing a W-2 Form Into Tax Preparation Products

From SeeMyW2, employees can import their W-2 form into the following tax preparation products:

- TurboTax for the Web from Intuit Inc.
- CompleteTax from CCH Incorporated

To import the wage and tax information:

1. Log in to SeeMyW2 using the employer-provided link.
2. Click the link to the applicable tax preparation product on the left side of the page.
3. Follow the instructions to import a Form W-2 into the product by referring to the instructions provided by the tax preparation product.



The screenshot displays the SeeMyW2 interface. On the left side, there is a navigation menu with the following links: My Account Information, View Account History, Get Adobe Acrobat Reader, Contact Us, and Logout. Below these links are logos for CompleteTax and TurboTax for the Web. An arrow points to the CompleteTax logo. The main content area is titled 'W-2s' and features a search bar with a dropdown menu set to '2005' and a 'Search' button. Below the search bar is a table with the following data:

Id	Year	Subsidiary	Type	Loaded
10043	2005	General Products GPC A31	W2	01/01/2005 [View]