Step 1 – Click on UTShare/PeopleSoft link from UTSA home page, within myUTSA.

Step 2 – Identify The University of Texas at San Antonio as your institution. You may enter UTSA, SAN, or The University of Texas at San Antonio.
Step 3 – Login with your network ID and passphrase.

Step 4 – Click on View W-2/W-2c Forms link
Step 5 – View W-2

A. Click on check box of Year End Form link

B. Click on Filing Instructions

If you have having issues opening documents or links in ESS, review *Opening or Downloading Documents in ESS* document for a list of solutions. This document is located in the Payroll Office home page, [www.utsa.edu/payroll/](http://www.utsa.edu/payroll/).

End of instructions.