Get Your W-2 & 1095-C
Active Employees Only

Here's How:

- **Log into the PeopleSoft HR/Self-Service website using your Network Id and Password**
- **For security purposes, if you log on from a computer outside the Emory network, you will get a DUO Two-Factor Authentication challenge to verify your identity. If you are not enrolled in Duo, instructions can be found at it.emory.edu/duo.**
- **Select Payroll tile**
- **Select W2/1095C Reissue Request**
- **Click on the Equifax link www.hr.emory.edu/w2**
- **Login using your Network Id and Password**
- **DUO authentication for security purposes is needed to access the W2 web site from outside of Emory network**

Equifax Website

- **Check the W-2 and the 1095-C boxes for 2019**
- **Click "View" to display the 1095-C and W-2 forms**
- **In the right-hand corner click on the print icon**
- **Click on the downloaded tax documents & print**
- **Close the downloaded documents**
- **Select the Back button**
- **Log out of the Equifax website**
- **Log out of the PeopleSoft website**

Important Notice: If you are on a computer that is shared with others please close the browser to ensure that your session has been terminated.

This helps keep everybody's information protected

Follow the online instructions. If you have questions, contact University Payroll at 404-727-6100 or Emory Healthcare Payroll at 404-712-7106.