

Online W2 Instructions for use with Lawson Employee Self Service

To sign up to receive your W-2 online, just use the following instructions:

- 1) Go to MissioNet and choose “Lawson Access Paystub & W2”; or from home, go to www.stbernards.info, to Employee Links icon at bottom left & click on “View Paystubs/W2”
- 2) Use same login that you use to view your pay stub (your Active Directory login – this is the same one you use to start your work computer or to get in Meditech if you use it)
- 3) If you are authorizing for the first time: Click on “Authorization Required” under the “W2” heading at left of screen **NOTE: If you have already signed up, this option will not appear.** – It will just say “Authorized” & show a green check mark. (Do not revoke your authorization or it will remove your authorization & you’ll have to start over again.)
- 4) Read the authorization notice that comes up.
- 5) Click on the “Print Test” button. You can print a test W2 form here if you desire by clicking on the “Tax Document in PDF Format” option, or you can just click the “Yes” button to say you’ve successfully printed a test, then click the “I Agree” button.
- 6) If you do choose to print the test W-2 form, click the small “x” on that tab at the top after viewing/printing to close out of the form and continue your authorization.
- 7) Click Yes that you printed the test successfully.
- 8) Click on “I Agree” to continue the process.
- 9) **Click on “Submit”** button to finish your authorization process.
- 10) After you click “Submit”, it will show a little green check mark and “Authorized” under the W2 option at left in the My Delivery Settings area.
- 11) Click on “My W2” in the View My Documents area at left to bring up your list of available W2 forms.
- 12) Click the little magnifying glass icon in the “View” column beside the form you wish to view.
- 13) Click on the printer icon in the tool bar that comes up mid-screen to print your form. If you don’t get the little tool bar with the printer icon, you can hold down the CTRL key and hit the “P” key“ (Ctrl-P) and that will allow you to print as well.
- 14) Be sure to click Log Out at top when you are finished **AND** Logout of Lawson in top right corner to exit completely and protect your information!

Remember – Human Resources will print the W2 forms for people who have termed and no longer have access, and they will be mailed to their home address. Active employees will just print their own form from Lawson self-service when it becomes available in late January.

Note – Communications regarding the electronic W2 process and the availability of online W2 forms will be made through inter-company communications such as the Plugged-In newsletter, pay stub messages, emails to department managers & employees, and so on.