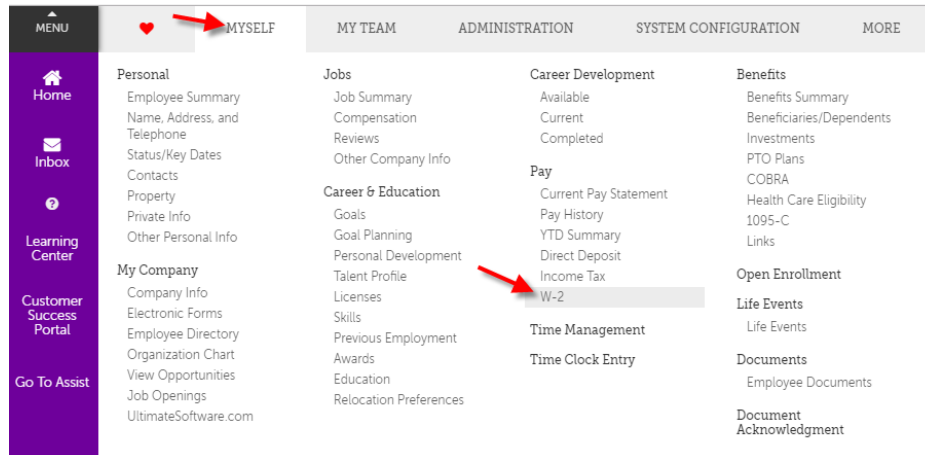


# How to Review Tax Documents in UltiPro

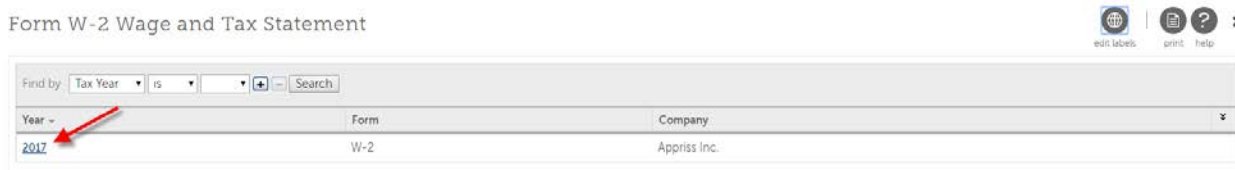
## How to View W-2

1. From your homepage in UltiPro, click the “Myself” tab at the top and then click “W-2” under “Pay”.



2. Select the hyperlink of the year you are looking for. This will bring up another window where you are able to print the document.

### Form W-2 Wage and Tax Statement



## How to View 1095-C

1. From your homepage in UltiPro, click the “Myself” tab at the top and then click “1095-C” under “Benefits”.



2. Select the hyperlink of the year you are looking for. This will bring up another window where you are able to print the document. If you would like to change your method of receiving this document, select “Change Form 1095-C Consent” under Things I Can Do.



3. Select the appropriate method and choose Save.

