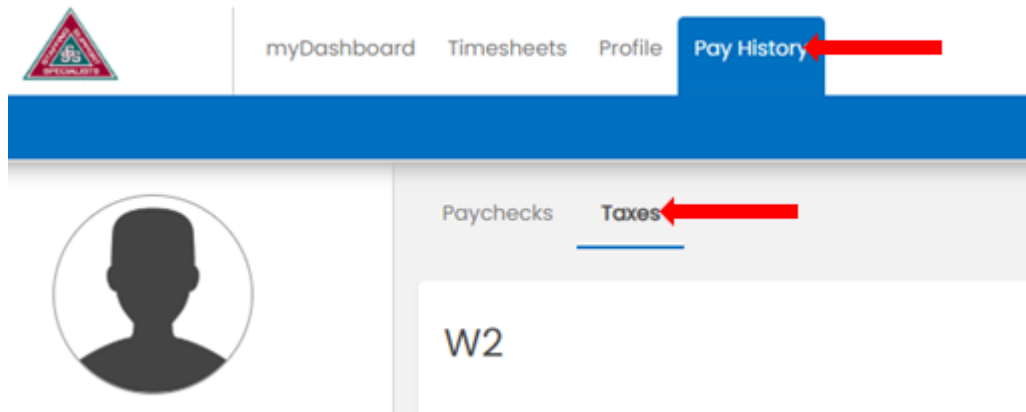



How to get your W2

- Access your employee portal through our main website or by utilizing this link: <https://staffing-support.com/employee-portal/>
- Click the red “Login” icon
- Enter your username and hit “Continue”. (*tip: your username is your email address!*)
- Enter your password and hit “Login”
- Once in your employee portal, click “Pay History” on the menu taskbar, and then click “Taxes” on the submenu bar.



- Your W2 can be printed by clicking the download icon

W2

Employer	Tax Year	Download
Staffing Support	2023	

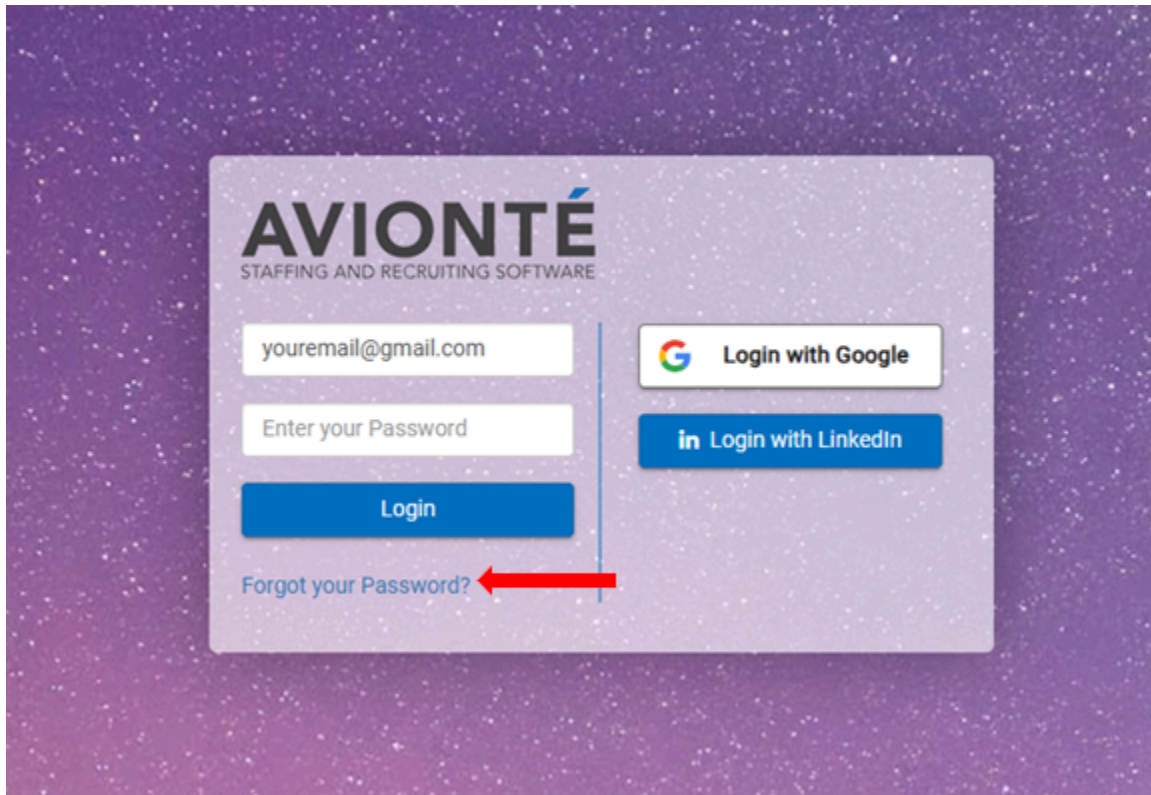
Troubleshooting:

Unable to print:

- If you are experiencing issues printing your W2, please check to ensure your printer is connected to Wi-Fi and clear any error messages that may be present
- If you do not have a printer, your local library should be able to provide printing assistance.

Forgot Password:

- From the enter password screen, click “forgot password”



- An email with a password reset link will be sent to your email address.
- Create your new password and login to the employee portal

While we are always happy to help you on the phone to answer questions, we anticipate there will be longer waiting lines than usual as we get through the tax filing season. Please be advised that if there are extenuating circumstances preventing you from printing your W2 as required, we can print out a copy for you in our office. You will need manager approval and will need to come in person with a current, valid photo ID to retrieve a hard copy of your W2. There are absolutely no exceptions to this policy – we are dedicated to protecting your personal information and will not release this document without verifying your identity.