
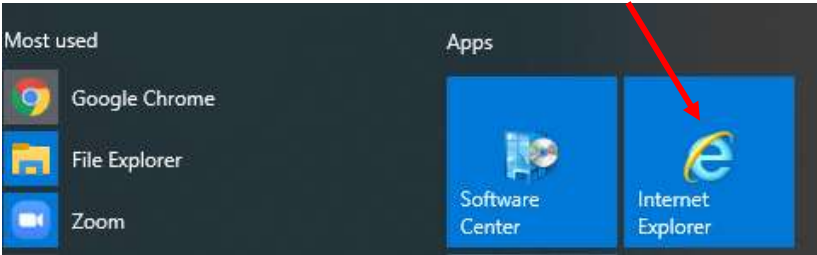
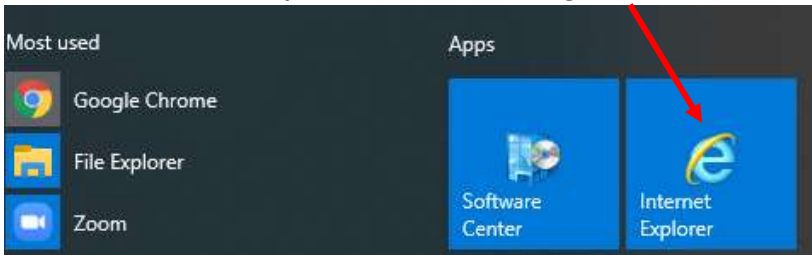



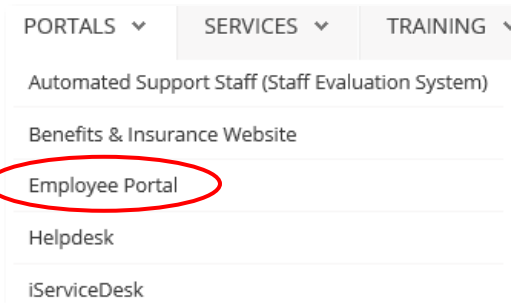
## How to Print Your W-2s

**Please Note:** These instructions are for CCPS issued Windows devices. Instructions may vary for personal devices.

1. Open Internet Explorer  
**PLEASE NOTE:** You have to use Internet Explorer in order to view and print your W2.
2. Click the **Start** icon on your desktop (lower left corner) 
3. Click on the **Internet Explorer** Icon on the far right-side 





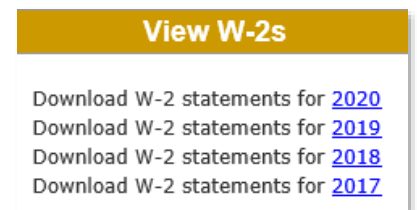
4. Go to [www.cchoe.com](http://www.cchoe.com)
5. Scroll down and click on the **MyCCPS Employee Portal** icon 
6. Click on **Employee Portal** from the Portals dropdown




7. Enter your user defined username and password  
**Please Note:** If you forgot your password, click the **'Forgot your password?'** link to reset it. Once you receive the link to reset your password, copy it into the Internet Explorer browser.



8. Click on the **Payroll** tab 
9. Click, **View W-2s** 
10. Click on the year for the W-2s you'd like to view and print  
**PLEASE NOTE:** Your screen will **idle gray for about 5-10 seconds** as it loads your W-2, please wait for it to load



11. Once your document loads, click the **exclamation point** in upper-left side of screen to unblock your sensitive data 

12. Click on **Options** dropdown.

13. Click **'Trust this document one time only'** 

14. Scroll all the way down and verify your W2 info

15. Go to File>>Print