

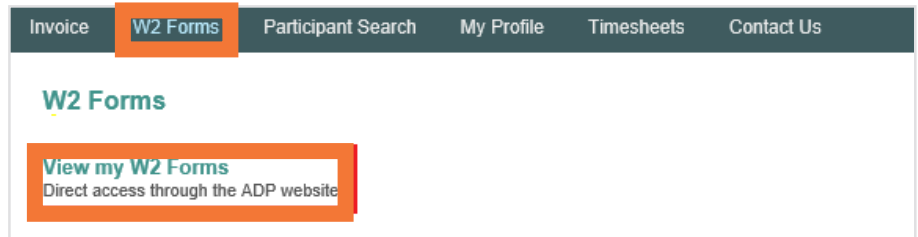
# How to Access Online Form W-2

## STEP 1

Log into BetterOnline at [fms.publicpartnerships.com](https://fms.publicpartnerships.com). If you do not have an account, you'll need to create one by clicking "Sign up".

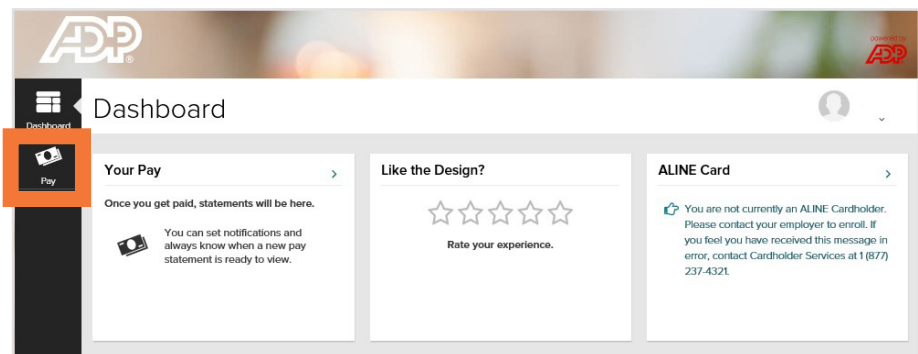
## STEP 2

Once you're logged in, click on the "W2 Forms" option on the menu bar, example to the right. This view may be different per program, but the option will have the same name.



## STEP 3

The "W2 Forms" link will take you to an external site at ADP and should look like the example to the right. Click the "Pay" menu option on the left side menu.



## STEP 4

Once on the Pay menu page, look under the "Tax Statements" box and click on "Download Statement." A picture to help you see this is on the right. This will download your W-2 to your computer and can be printed out or you can save it to look at it later.

