

## How Do I Request a Reissued W-2?

### Navigation

1. Log into OneUSG HCM.
2. If the **Employee Self Service** page is not displayed, click on the blue **NavBar** and select **Employee Self Service** from the drop down listing.
3. On the **Employee Self Service** page, click the **Taxes** tile.
4. Then, click the **W-2 Reissue Request** link.

#### Select the W-2 to Reissue

5. On the **W-2 Reissue Request** page, validate the **W-2 Request for Year** and make any needed updates.

#### Select a Mailing Address for your Reissued W-2

6. Click the **Select Where You Want Your W-2 Delivered** field.
7. Review the drop down listing and select a "valid" address. NOTE: in this instance, a "valid address" is defined as a **Home** or **Mailing Address** displayed on the **W-2 Reissue Request** page. Reissued W-2s will only be sent to valid addresses or a Work Location.

#### Submit the Request

8. Click the **Submit** button.
9. The system displays an informational message, indicating the reissue request was successfully submitted or identifying errors which must be corrected. Resolve any noted issues and click the **Submit** button again, as needed.
10. When the message indicates the submittal was successful, click the **OK** button.



**Complete the Task/Sign Out of Application**

11. If finished working in the system, sign out of the application by clicking the **Action List** icon on the **NavBar**.



12. Click the **Sign Out** option in the listing.

