



Access your Form W-2 PDF through Employee Self-Service!

1. Log in to [Employee Self-Service](#) (ESS)

The login screen for Employee Self-Service (ESS) features the Contra Costa County logo at the top. Below the logo are two input fields: 'User ID' and 'Password'. A green 'Sign In' button is positioned below the password field. At the bottom, there is a checkbox for 'Enable Accessibility Mode' and a link for 'Forgot your password?'.

2. Select the Payroll Tile



3. Click on **View W-2/W-2c Forms**
4. Make sure Tax Year selected is **2020** on the dropdown window
5. Click on **View Form**
6. The form will open as a PDF in a new window. You may need to temporarily allow pop-ups, to view the form.



7. Review and print as needed. PDF form prints on a standard letter size document (8 ½ by 11).
8. Once your review is complete, close out you PDF session and Sign out of ESS.

