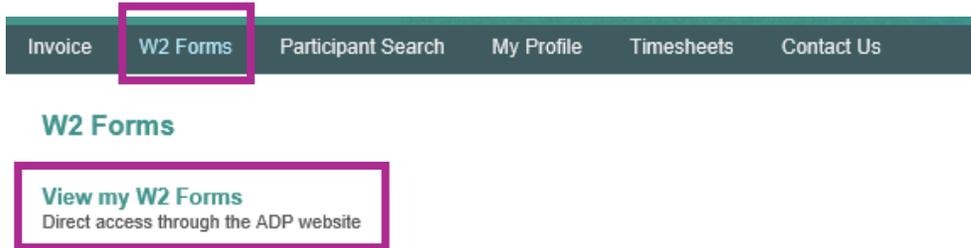


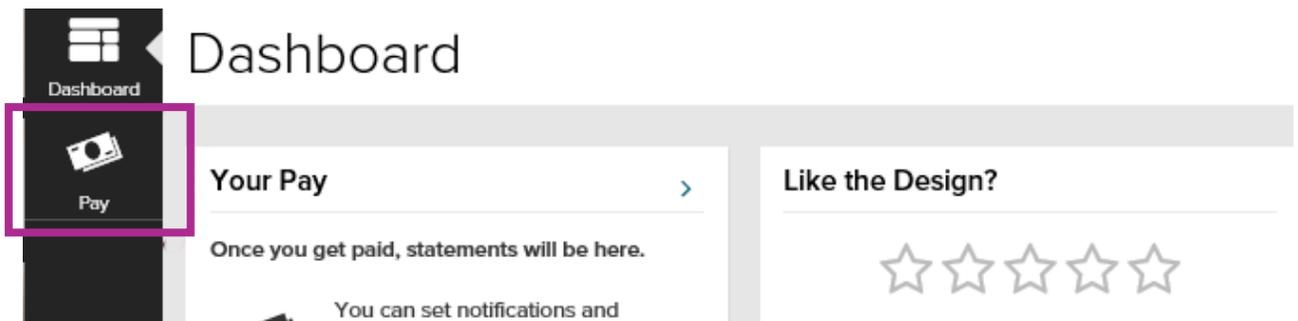
HOW TO ACCESS ONLINE FORM W-2

01 Log into BetterOnline at **fms.publicpartnerships.com**. If you do not have an account, you'll need to create one by clicking **"Sign up"**.

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



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



04 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 below. This will download your W-2 to your computer and can be printed out or you can save it to look at it later.

