## HOW TO ACCESS ONLINE FORM W-2

Log into BetterOnline at fms.publicpartnerships.com. If you do not have an account, you'll need to create one by clicking "Sign up". 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. Contact Us Invoice W2 Forms Participant Search My Profile Timesheets W2 Forms View my W2 Forms Direct access through the ADP website 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. Dashboard Dashboard FO. Your Pay Like the Design? > Pay Once you get paid, statements will be here. You can set notifications and 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.

SET YOUR NOTIFICATIONS				
ALINE Card	Tax Statements			
You are not currently an ALINE Cardholder. Please contact your employer to enroll. If you feel you have received this message in error, contact Cardholder Services at 1 (877) 237-4321.	Tax Year:	2018	~	
	W2 PUBLIC PARTNERSHIPS FOR \$ 12345.67 DOWNLOAD STATEMENT			

