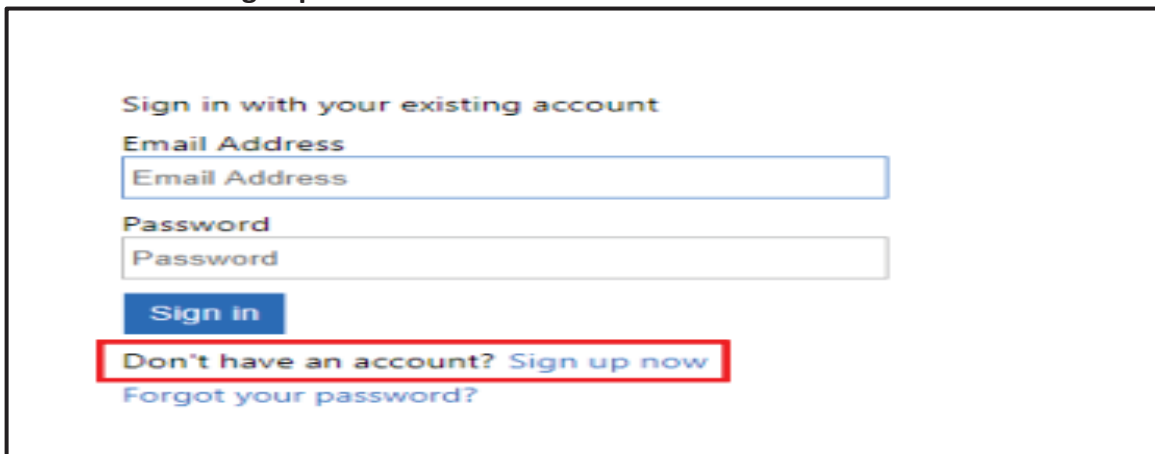# Dayforce Electronic Form W-2 Download Instructions

Follow these instructions to set up your Dayforce account and download an electronic copy of your Form W-2. You can access Form W-2s from the last seven years from the site.
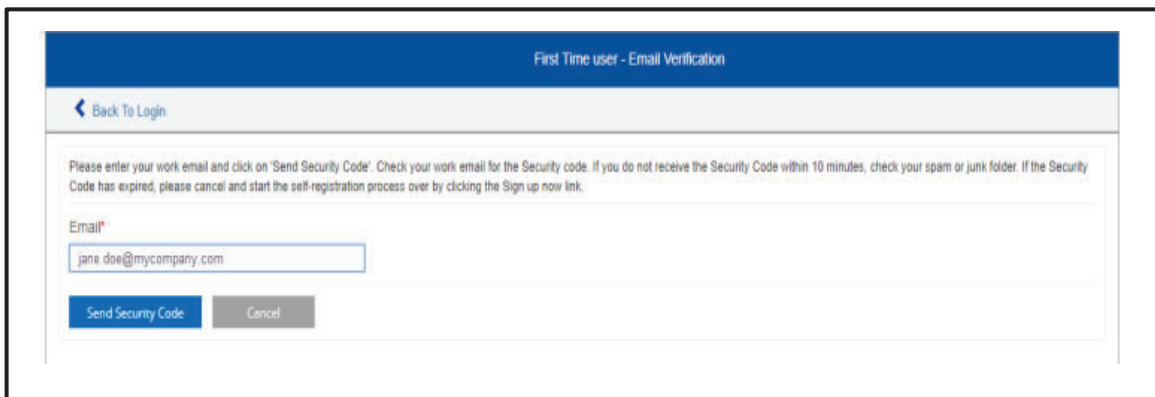
When you first log in to dayforce **you will be required to register your account** even if you have done so in the past.

1. Click **HERE** to access the dayforce Form W-2 portal.

2. Click on the link to **Sign up now**.

3. Enter your email address.

   - This is your primary work email address. If you are unsure, your email address is listed on your profile page in Workday under *"Contact".*
   - The login is case sensitive. Enter the entire email address in **lower case**.

4. Click on **Send Security Code.**

   - This step will take a few moments as it triggers an email to you with a security code.

5. Find the email that was sent to you and retrieve the security code.

6. Verify your identity.

- Enter the **security code** from the email that was sent.
- Enter the last **4 digits of your SSN.**
- Click on **verify.**

7. Set up your password.

- Enter and confirm a password, using the password criteria shown on the screen.
- Click on **Next**.

8. Set up your **Security Questions/Answers**.

- Select the **5 questions** that you want to use.
- Enter **answers** that you will remember.
- Click on **Next.**

9. Agree to the **Terms of Use**

- **Read** the Terms of Use.
- Click in the **checkbox** provided to indicate that you agree to the Terms of Use.
- Click on **Continue.**

After you have registered, you are able to log in to the dayforce Form W-2 Portal to obtain an electronic copy of your Form W-2 at any time with the ID (email address) and password that you just registered.

1. Click **HERE** to access the dayforce Form W-2 portal.

2. Enter your **email address** and **password.**

   - If you registered and have forgotten your password, click on the link **"Forgot your password?"** and answer the security questions that you selected during the registration process.
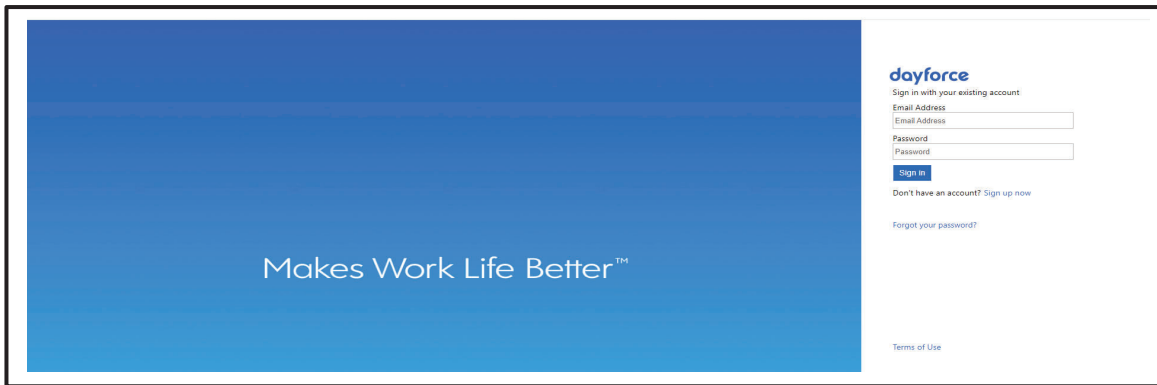
3. Click on **My Documents.**
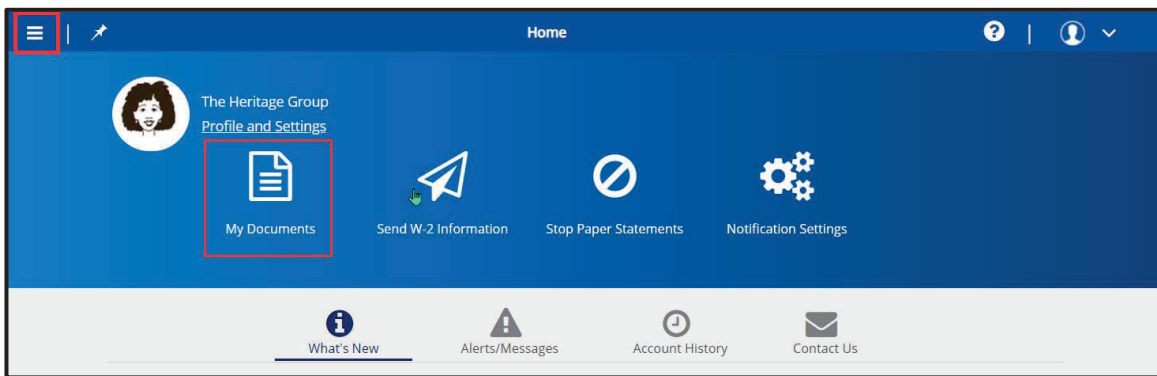
Note: If **My Records** is not available on your landing page, click on the ▤ icon on the top left of the screen and select **My Documents**.

4. Click on **Document Type** and select **W-2.**

- Select the **Year** for the **W-2.**
- Click **Search.**
- Select a different year to obtain Form W-2s from prior years. **All available documents from the past seven years will display.**

5. **Highlight** the document you want to see.

- Click on **Preview** or **Download**.
- Save the document in the directory where you want it stored.

6. **Logout.**

- Click on the at the top right of the screen.
- Click on **Logout.**