ESS W2 Online Election Quick Start Guide

To make your selection use the following:

1) Type **ESS/** in the address bar of your **GOOGLE CHROME** browser and press enter:

   ![Image of a web browser with ESS URL](image)

   ***NOTE: Also, you can access ESS through OneView.***

2) Log in to ESS using your network log-in ID and password:

   ![Image of ESS login page](image)

3) Select “Employee Self Service” option in the upper left:
4) Select “MAP Tab”, then on the MAP Tab select the PAYMENT icon option:

5) Select “W2 Online Selection” option:
6) Click on “New Election” button to open:
7) Highlight the **ELECTION PERIOD OPEN** row (Click the row to highlight).

8) Next, click to choose your selection to **RECEIVE W-2 Online**:
9) Once you have made your selection the following screen will appear for you to confirm your election:

10) Click OK and you will now receive your W2 online through the ESS website. If you have any questions, please contact the Payroll Department at (904)390-2022 for assistance.

11) “Data Saved Successfully” is the final acknowledgement your selection has been saved:
12) To View or Print your available W2s, go back to Step #5 and select “W2 Online”:

13) Select “Reset to Default”, THEN select “SEARCH”. This action will display ALL W2 options by year:
14) Click to highlight the row for the DCPS W2 year you are requesting (this grid represents ALL W2s available to you online at this time). NOTE: If you need a W2 for a year that does not appear in the grid for selection, you may request that W2 for a small fee through the Payroll Department at (904) 390-2022.

15) Now, click to select “Display” and your selected W2 will appear in the window below. Now you can either follow the toolbar to Print, Save As or View. Also, you can right click within the screen to Print or Save As: