Instructions for Logging on to Banner Self-Service for Accessing Your Electronic W-2

1. Open preferred Browser (i.e. Internet Explorer, Chrome, Mozilla/Firefox, etc.).

2. Go to www.uncg.edu.

3. Click on the UNCGENIE icon in the upper right hand corner.
   or you may go directly to the following website: https://ssb.uncg.edu
   Click on Enter Secure Area.

4. Enter your User ID # and PIN #. Click Login. ITS has created a new tool (getmypin.uncg.edu) to allow students, faculty, and staff to retrieve their initial PINS or reset/unlock PINS themselves.
   (If you do not know or have forgotten your university ID and/or password proceed to the following university website: https://its.uncg.edu/Accounts/University_ID/.)
   Enter your Novell User Name and password. Click Submit.

5. Click on the tab titled Employee.

6. Click on Tax Forms.

7. Click on W-2 Wage and Tax Statement.

8. Select Tax Year from the drop down menu box.

9. Click Display

10. In the upper right hand side of the window, select HELP from the page navigation menu for printing instructions specific to your Browser. Set all Headers & Footers in Page Setup to ‘blank’.
   The HELP menu item also contains the IRS Notice to Employee which would normally be found on the back of the W-2. [Note: It may a moment for the HELP menu item to load.]

11. Select the Printable W-2 button at the bottom left of the page.

12. Enter your PIN #

13. Click Submit to obtain a printable form W-2

14. Access the File/Print menu of your browser.

15. Set the page orientation to Landscape.

16. Select the number of copies you wish to print (usually you have 4 copies – federal, state, local, and employee)

17. Log out of UNCGenie.