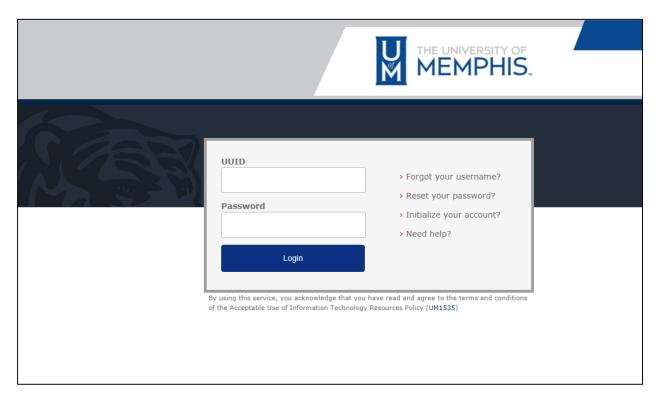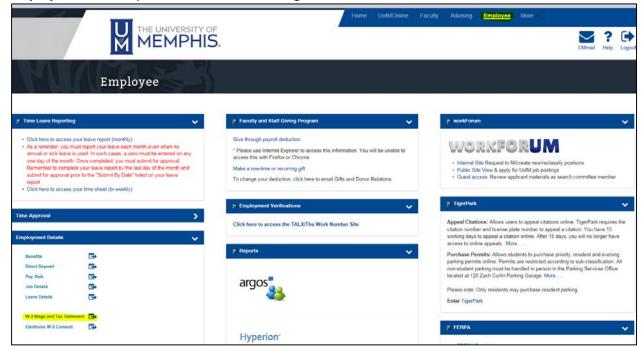To access your W-2, please login to your portal at my.memphis.edu.
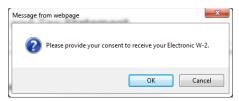

Once you have logged into your portal, navigate to the **Employee** page. Once there, scroll down to the **Employment Details** portlet and select **W-2 Wage and Tax Statement.**

The next screen you will be able to select which year to view and print.

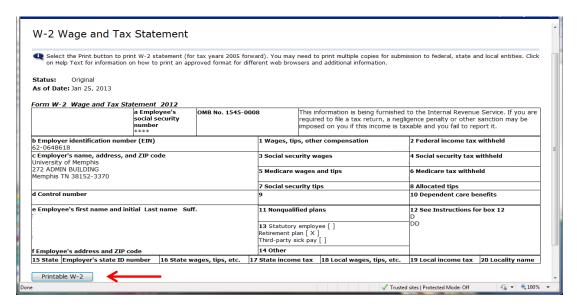If you have not given your consent, a pop up will display. Click the OK button.

You are now at the screen to give your consent. After reviewing the consent form, click the box and submit button.

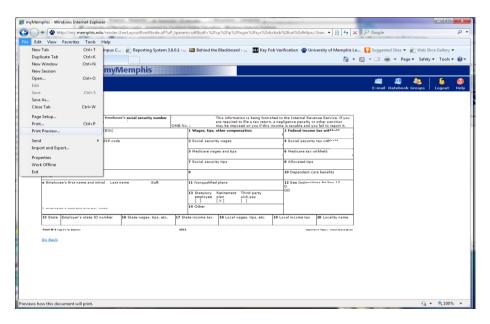Once you have submitted, return back to **Wage and Tax Statement**.

Your W-2 form should now display. If you would like to print it, click the **Printable W-2** button.

The next screen will ask for your portal password. This is your regular password. Enter your password and click the submit button.

You should now have a printable W-2. To ensure that the printed version is correct and shows all data, click the File tab and then click print preview. If you do not see a File tab, try right-clicking and choosing the Print Preview option.

We recommend changing the page to **Landscape** and **Only the select frame**.

Once the settings are changed, select the print icon to print.