Appendix: How to view your W-2 Online

STEP 1:

Open your web browser and go to: <http://webadvisor.puc.edu>

STEP 2: Click **Log In** STEP 5: Click on **W-2**



STEP 3: Enter the credentials to your student STEP 6: Click on the year that corresponds

account. This will be the same as your Canvas Login to the W-2 you want to see

Click **Submit** W-2 will automatically appear

STEP 4: Click **Employees** If you **cannot view your W-2,** go back to the Employees Menu and click on **W-2 Electronic Consent.** Choose the option below and Submit. Go back to Step 6

**Questions?**

**Contact Student Employment / Payroll at**

**707-965-7198 or stuemployment@puc.edu**