



## DENVER PUBLIC SCHOOLS

### View and Print your W2 and 1095-C

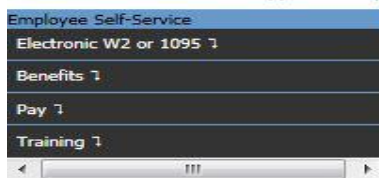
If you have registered to receive your W2 and/or 1095-C statements electronically, you have access to view and print your statements.

**Step 1:** Using Internet Explorer from a district computer within a district building, type in the following path in the address field:

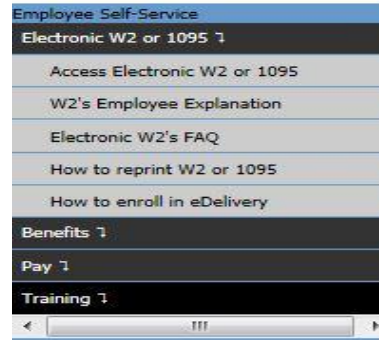
<https://employeeinfo.dpsk12.org> – Click where it says [Click here to access Pay, Benefits, Leave Balances, W2s and Training](#) and enter your User Name and Password for the Employee Self Service/Lawson Portal.

If you do not have a login ID OR have forgotten your password, please contact the DoTS Hotline at 720-423-3888 or email the Hotline at [DoTS\\_Hotline@dpsk12.org](mailto:DoTS_Hotline@dpsk12.org)

**Step 2:** Click on “Electronic W2 and 1095” at the top, left-hand corner of the page. If you do not see this option, click on the Employee Self Service Menu to expand the contents:



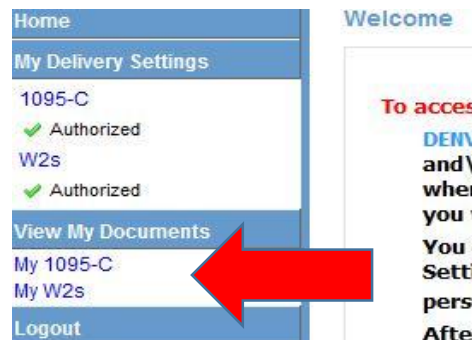
**Step 3:** Click “Access Electronic W2 or 1095”:



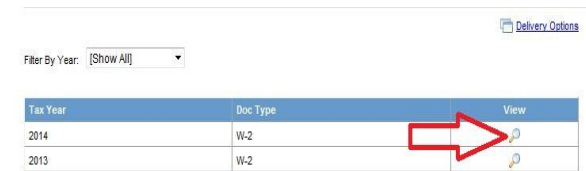
**Step 4:** If prompted, enter your username and password on the Document Self Service Page:



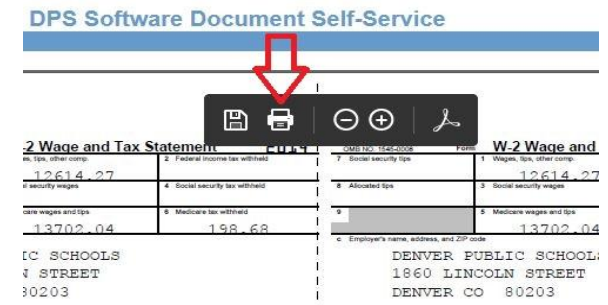
**Step 5:** Click either “My 1095-C” or “My W2s” under “View My Documents”:



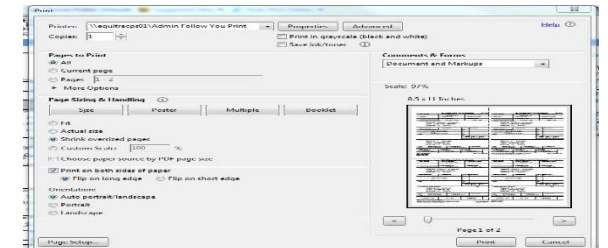
**Step 6:** At the bottom of the page, select or filter your respective document by “Tax Year” and click on the “View” icon next to your document:



**Step 7:** Once your Tax Document appears, use your cursor to hover over the document and click the “Print” icon on the PDF document:



**Step 8:** From the print screen, select a printer, your preferences, and print your document:



**Congratulations!** You have now printed your electronic W2 or 1095-C and can Logout.