View and/or Print W-2 Instructions

Via PeopleSoft

1. Access the Internet using a browser (i.e. Internet Explorer)
2. Type CWIS [enter]
3. Select the link to CSP9ROD
4. Log into PeopleSoft using your PeopleSoft account and password and press [Sign In]
6. You will see two links:
7. To view the W-2 instructions, click on the Filing Instructions link.
8. To view the actual W-2, click on the link for the Year End Form.
9. You may see a Yellow Bar appear on the screen. The message varies based on the browser used, but it will contain the word “Pop-up”. If that happens, do the following:
   a. For Internet Explorer, select Click here… and then temporarily Allow Pop-ups.
   b. For Firefox, select Options and then Show...
10. The W-2 will open in a new window. You may need to click on the new window to open it.
11. To print the W-2, click the right mouse button and select print.