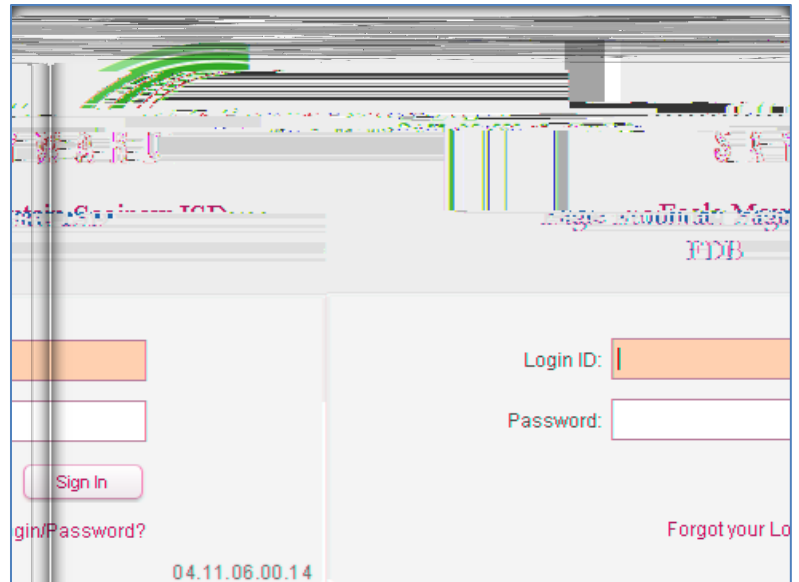


## Login to Employee Access

- f Go to [www.emsisd.com](http://www.emsisd.com)
- f Select Employees Tab
- f Click Skyward , and then select the link for Employee Access
- f Enter your Login ID and password

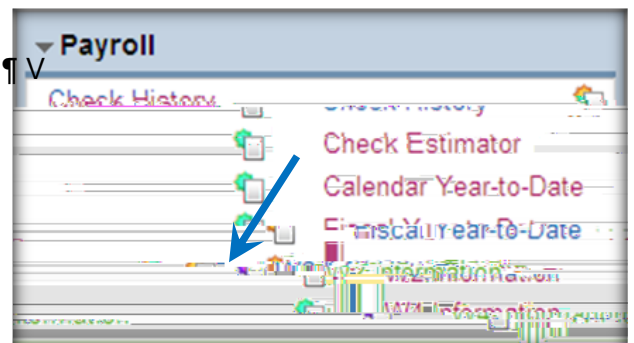


## Updating W2 Options

- f **Select Employee Information**



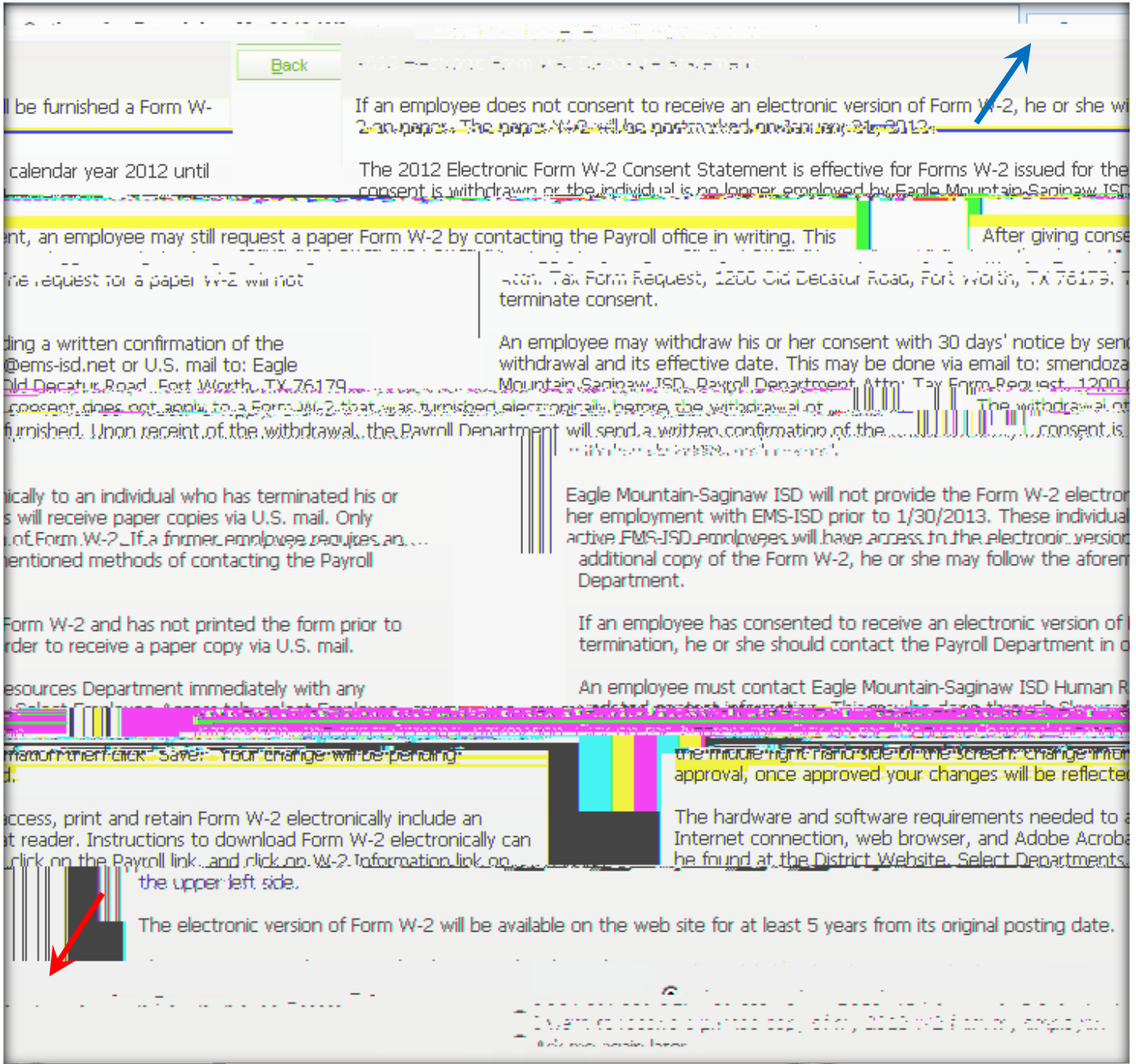
- f Under Payroll, **select W2 Information** to view \ R X U : 9 V



- f To the right, click **Options for Receiving My 20XX W2** «



- f On the W2 Options screen, **select an option to receive your W2 toward the bottom of the screen.**
- f Click Save.



For Payroll issues, contact:  
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