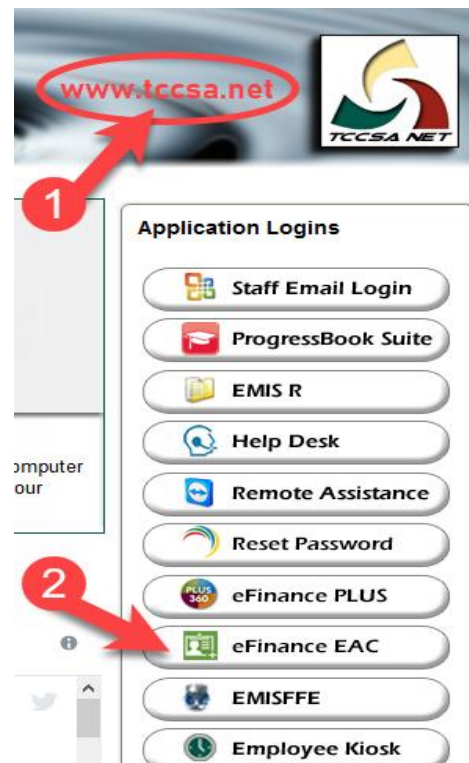


# HOW TO RETRIEVE W2'S

W2's may be obtained by logging into your eFinance EAC account. This is the Employee Access Center. Access is available 24/7 and you can print as many copies as needed.

1. Go to TCCSA website: [www.tccsa.net](http://www.tccsa.net)
2. Select eFinance EAC button located on right side of their home page.
3. Select the appropriate district. Substitutes will need to do this for each district they worked in.



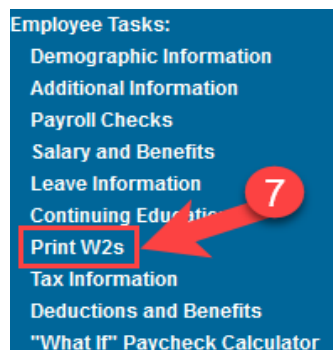
## User Logins by District 3 Select district

- |  |                                    |
|--|------------------------------------|
| Ashland County West Holmes Career Center | Orrville City                      |
| Chippewa Local                           | Rittman Ex. Village                |
| Green Local                              | Southeast Local                    |
| Hillsdale Local                          | TCCSA                              |
| Loudonville Ex. Village                  | Tri-County ESC                     |
| Norwayne Local                           | Wayne County Schools Career Center |
| Northwestern Local                       | West Holmes Local                  |

4. Enter **User ID** – entire email address including domain. EX: orvl\_jdoe@tccsa.net **OR** jandoe@gmail.com **OR** your eFP employee ID number.
5. Enter **Password** – last 4 digits of social security number unless you've changed this.
6. Select **LOGIN**.

User ID:

Password:



7. Select **PRINT W2s** located on left side of page.

8. Select the **UNDERLINED** year and the appropriate W2 will appear.

Available Years	Sequence Number	Control Number/ Batch
<u>2017</u>		2017
<u>2018</u>	0	2018

9. Select **LOGOUT**.

