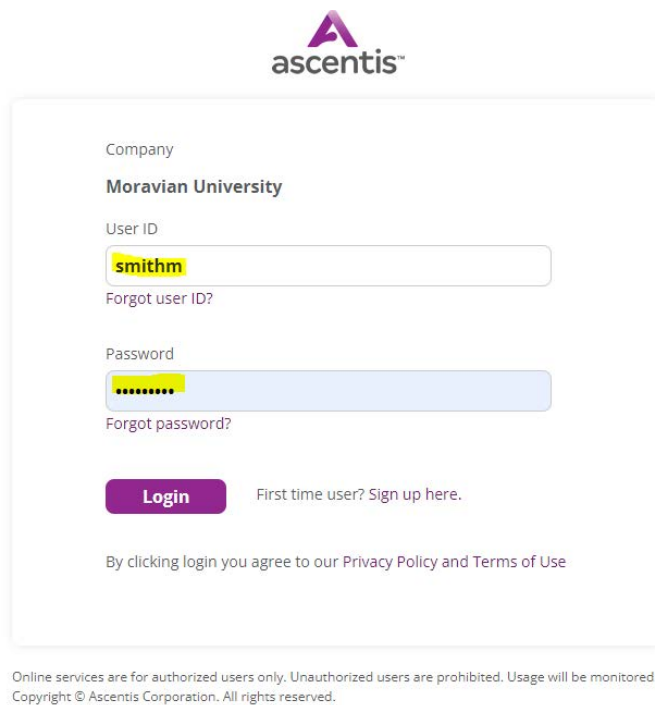


MORAVIAN UNIVERSITY

HOW TO ACCESS DIGITAL W-2

1. Go to: [HRportal.moravian.edu](https://hrportal.moravian.edu)
2. Type in Net ID username and password (This is the username and password you use to log into the computer. Your network ID is either your 'me' account or your last name first initial)



The screenshot shows the Ascentis login interface. At the top is the Ascentis logo. Below it, the company name "Moravian University" is displayed. The "User ID" field contains the text "smithm" and has a "Forgot user ID?" link below it. The "Password" field is masked with dots and has a "Forgot password?" link below it. A purple "Login" button is positioned to the left of the text "First time user? Sign up here.". At the bottom of the form, a line of text reads: "By clicking login you agree to our Privacy Policy and Terms of Use". Below the form, a small disclaimer states: "Online services are for authorized users only. Unauthorized users are prohibited. Usage will be monitored. Copyright © Ascentis Corporation. All rights reserved."

3. Click on "Login"

Should you require assistance using these instructions or the HRportal in general, please contact HR@moravian.edu or call 610-861-1527.

MORAVIAN UNIVERSITY

4. Select My Self > My Paycheck > W-2 Forms:

MORAVIAN UNIVERSITY

Home **My Self** Timekeeper My Company

Personal Information

Family Members

Benefits

My Paycheck

Last Payroll

Pay Stub History

Direct Deposit

Pay & Taxes

Paycheck Simulator

W-2 Forms

Messages

My Attachments

My Notes

No W-2 forms have been created yet.

You have no direct deposits setup.



Go Paperless with your W-2?

You have the option to go paperless. By going paperless you will or

Benefits include:

- Convenient - 24/7 access to view and print if desired
- Secure - avoid potential mail fraud and theft
- Environmentally friendly

To go paperless, **edit your preferences.**