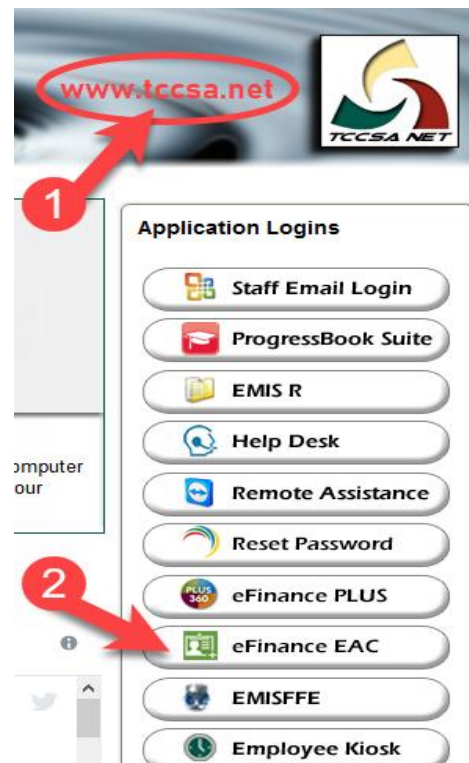


HOW TO RETRIEVE W2'S

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
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.



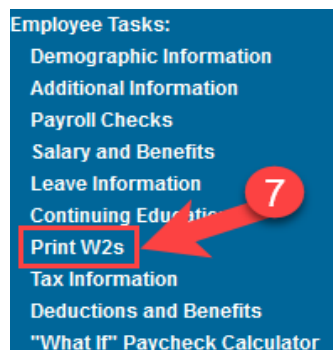
User Logins by District 3 Select district

- | | |
|------------------------------------------|------------------------------------|
| 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>	0	2017
<u>2018</u>		2018

9. Select **LOGOUT**.

