

## The 2018 Electronic W-2 Form is now available in the State of Kansas Employee Self Service (ESS)!

**Attention first time users!** If you are logging in to the State of Kansas web site for the first time, you must contact K-State Human Capital Services at (785) 532 – 1888 before proceeding forward with the instructions below. HCS will provide the needed password to be used with initial login. After the password has been received, sign in to the [State of Kansas ESS web site](#) using your employee ID and the password provided. Select “Update My Profile” to update password, set up a security question for forgotten password help, update your e-mail address, and click “Save”.

### Steps to Access Your W-2 On-Line in the State of Kansas Employee Self Service (ESS):

1. Use your State of Kansas Employee ID and Password to sign in the Kansas Employee Self Service Center by copying and pasting the following link into your web browser:  
[www.da.ks.gov/ps/subject/ssc](http://www.da.ks.gov/ps/subject/ssc)

#### Quick Tips:

- Use the [Forgot Your Password?](#) link if you are not a first time user and have forgotten your password.
- Your State of Kansas Employee ID consists of a letter followed by a ten-digit number. Typically, this ID starts with “W” but may differ if you have worked for other State of Kansas agencies. Be sure to use a capital letter when entering the employee ID number (Example: W1234567891).

2. Select [W-2/W-2c Consent](#) link to view the consent form. If you agree, click on the checkbox to consent. Submit and confirm by typing in your State of Kansas ESS password and click continue and OK. **By consenting, you will be able to immediately review your W-2 electronically. Printed W-2 forms for employees who do not consent will be mailed the last week of January in accordance to IRS regulations.**

#### Quick Tips:

- If you are experiencing issues in a particular web browser such as Internet Explorer, it often helps to use a different web browser such as Mozilla Firefox or Google Chrome.
- You may also call the State of Kansas Help Desk at 785.296.1900 or 1.866.999.3001 if you experience technical issues.

3. Select [View W-2/W-2C](#) link in the State of Kansas ESS Menu. Select the [Year End Form](#) link to view/print your W-2. Click on [View a Different Tax Year](#) link to view/print W-2s for earlier years.

#### Quick Tips:

- If you are unable to view your W-2 form after successfully completing your consent, ensure that the pop-up blocker is turned off for your web browser. If you continue to experience difficulties, please contact the Help Desk at 785.296.1900 or 1.866.999.3001.