

To access your W-2 please follow these directions:

- 1) Click the link that is on our website.
- 2) Click register
- 3) Fill out the boxes it requires that have the * beside them then it will redirect back to the login page
- 4) Login to your employee portal with the username and password you just created
- 5) Once you are in go to the tab that says Taxes then click W-2
- 6) Click the year that you are looking for and the Employer name S2 HR Solutions stays the same
- 7) Click the blue arrow that is pointing down with the image that looks like a box or a envelope
- 8) It will automatically download to your device and there you will be able to view or print it if you wish.

To access your check stub:

- 1) From the homepage of the website (dashboard)
- 2) Click on the date you are looking for which displays the most recent three weeks or to get previous weeks click view more then it will load more weeks
- 3) Click view paystub then view check it will automatically download to your device there you can view or print it if you wish.

If you have any issues please call Engage PEO (Aztec's payroll company) at 888-780-8807 extension 20225 Wendy Markham tell her your name, your issue and that you are employed by Aztec.