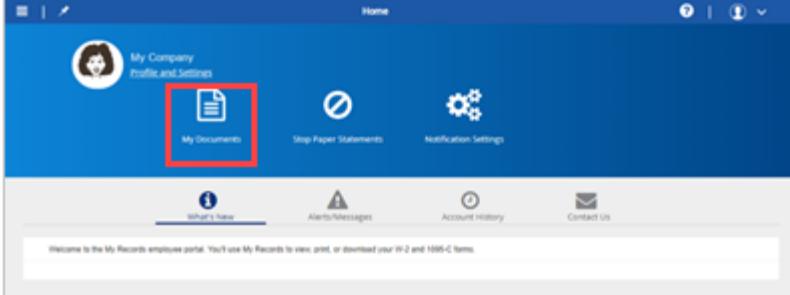
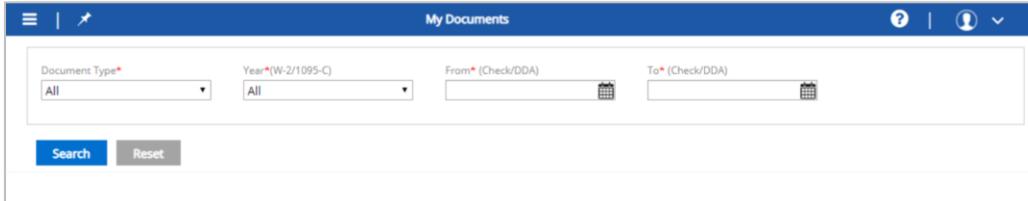
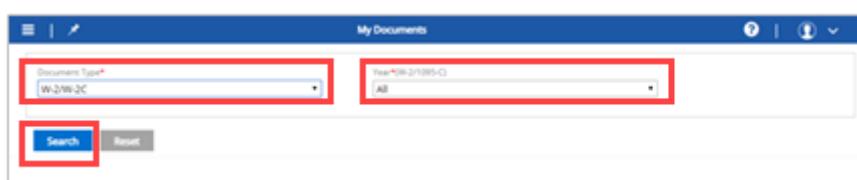


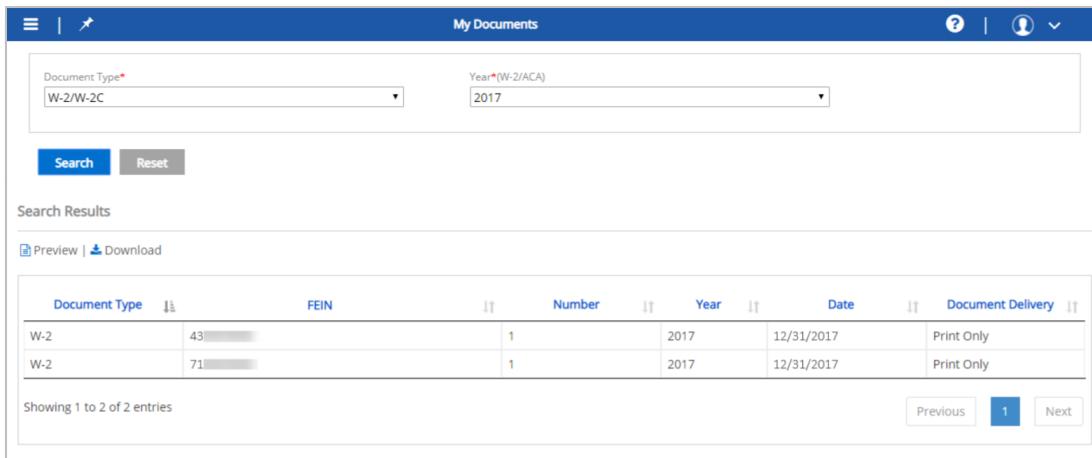
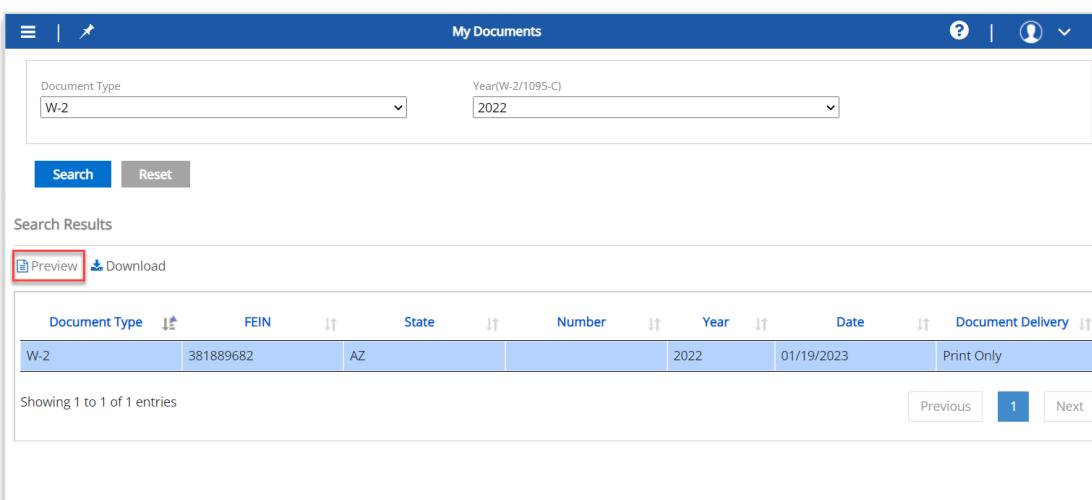
# Digital W-2 Accessing Your Records QRG

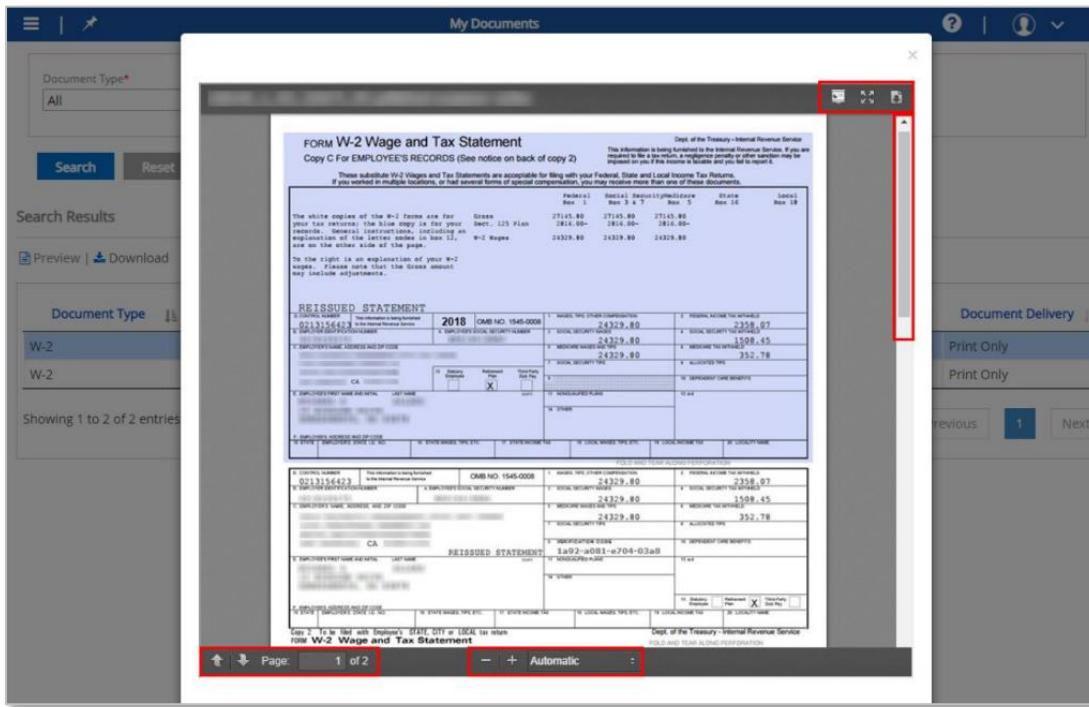
## Purpose and Overview

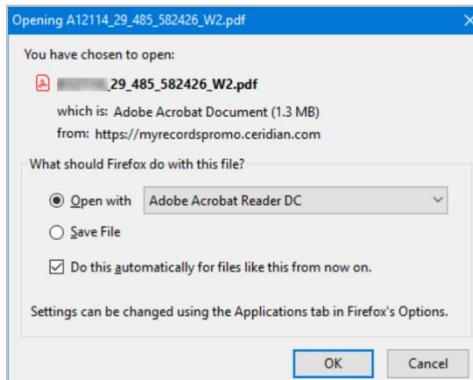
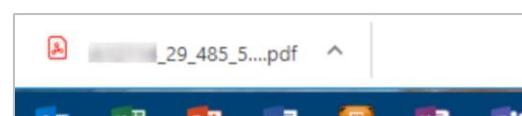
Once you have completed the self-registration process, you are ready to use My Records. This document will show how to view or download your W-2s in the 'My Records Employee Portal.'

## Steps to Access Your Records

Step	Action
1	<p>1 Navigate to the Ceridian My Records Sign In page:  <a href="https://myrecords.ceridian.com/">https://myrecords.ceridian.com/</a>.</p> <p>Enter your <b>Email Address</b> and <b>Password</b>. Then click <b>Sign In</b>.</p> <p><b>Note:</b> The email address field is not case sensitive.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p>Sign in with your existing account</p> <div style="display: flex; justify-content: space-between; width: 100%;"> <div style="width: 45%;"> <input style="width: 100%; height: 25px; border: 1px solid #ccc; margin-bottom: 5px;" type="text"/> <input style="width: 100%; height: 25px; border: 1px solid #ccc; margin-bottom: 5px;" type="text"/> </div> <div style="width: 45%;"> <input style="width: 100%; height: 25px; border: 1px solid #ccc; margin-bottom: 5px;" type="text"/> <input style="width: 100%; height: 25px; border: 1px solid #ccc; margin-bottom: 5px;" type="text"/> </div> </div> <div style="text-align: center; border: 1px solid #0072bc; padding: 5px; color: white; background-color: #0072bc; margin-top: 10px; border-radius: 5px;"> <span style="font-weight: bold;">Sign In</span> </div> <p style="font-size: small; color: #0072bc; margin-top: 5px;">Don't have an account? <a href="#">Sign up now</a></p> <p style="font-size: small; color: #0072bc; margin-top: 5px;">Forgot your password?</p> </div>
2	<p>2 The Home page will appear with links to all available My Records features. To view your W-2s, click the <b>My Documents</b> icon at the top of the page.</p> 
3	<p>3 Use the filters at the top of the page to easily locate last year's W-2.</p> 
4	<p>4 Select <b>Document Type</b> W-2. Select <b>Year</b>, using the list to find a specific W-2. Then click <b>Search</b>.</p>  <p><b>Note:</b> The available years displayed depend on the number of years your employer has used Ceridian for online forms. My Records will store up to seven years of history.</p>

Step	Action
5	<p>The Search Results section will display the documents that meet your search criteria.</p>  <p><b>Note:</b> Most employees receive one W-2 per year. However, if you earned wages and paid taxes in more than one state, you will receive more than one W-2. Each W-2 for each jurisdiction will be displayed on a separate line. If you earned wages by working at different locations, or for different parts of the organization, you may see multiple records showing the FEIN (Federal Employer Identification Number) your employer uses to report your wages and pay the taxes.</p>
6	<p>Select the line for the document you want to view and click <b>Preview</b> to open the online viewer.</p> 

Step	Action
7	<p>You can scroll through the document or move through the pages with the tools at the bottom of the viewer. You can also zoom in and out using "+" and "-" icons.</p> <p>Icons in the upper right-hand corner of the viewer allow you to:</p> <ul style="list-style-type: none"> <li>Open the file in Presentation or Fullscreen mode</li> <li>Download your document from within the online viewer (  )</li> </ul> 

Step	Action
8	<p>The document will open in one of the following ways, depending on your browser:</p> <ul style="list-style-type: none"><li>• The document will open in a separate tab</li><li>• You may be prompted to open or save the file</li><li>• You may need to locate the file in the system tray on your monitor</li></ul> <p>You may need to locate the file in your Downloads folder in Microsoft File Explorer ®Sample download window using Mozilla Firefox®:</p>  <p>Sample download message using Windows File Explorer® where you can open or save the file:</p>  <p>Sample of the file located above your system tray using Google Chrome®:</p> 

## Contact

If you any questions, please contact the appropriate group:

- Store / Warehouse / Maintenance Employees - Regional Office
- Corporate / DTD / Regional Employees - [payroll@discounttire.com](mailto:payroll@discounttire.com)