1. Login: SAP Portal your ID and password then click on Log On
2. Click on SAP Employee Self-Service
3. Click on the payroll link
4. Scroll down to Reporting Online W-2
5. Click on box to highlight. Then click on Display.
6. On the question, click Open.
8. Click on the “X” to Close
9. Click on Log-Off
10. Click on the X, located at the upper right hand corner of the screen, to close the SAP Portal