AYS
At Your Service

A PROFESSIONAL EMPLOYER ORGANIZATION

Employee Guide
Printing W-2's Online

Just like the Employee Check Stubs, all Employees have access to their Year-End W-2 Forms online through the Employee Login access on our website: www.ayspeo.com

On our At Your Service Payroll homepage, please select **WEB ACCESS** at the top of the page and chose the **Employee Login** link to get started. Employees who have already registered their account can simply log in. if an employee has not yet registered their account, they will select Register near the login button and follow the prompts for creating a username and password.

Once logged in, please use the following path to access your W-2

1. Click Taxes from the menu
2. Choose W-2
3. Select 2023 from the drop down menu
4. Click the Download Button

The W-2 Form can be saved or printed once downloaded.

If you experience any difficulties please email info@ayspeo.com for immediate assistance.