Instructions to display your 2020 W-2 Statement on My Web Services aka Self Service Banner:

1. Go To the district Website: [www.wvm.edu](http://www.wvm.edu)
2. Choose the WVM Employee Portal option
3. Sign on to My Web Services aka SSB- Self Service Banner
4. Select Employee

5. Choose Tax Forms

6. Select W-2 Wage and Tax Statements
Use the drop menu to choose:

7. Tax Year

8. Employer or Institution

9. Select Display

10. To Print- Go to the bottom of the page

11. Select Printable W-2

Congratulations! You are done.