Instructions to display your W-2 Statement on My Web Services – SSB

1. Go To the district website: www.wvm.edu
2. Choose the WVM Employee Portal option
3. Select My Web Services - SSB
4. Select Employee
5. Choose Tax Forms

6. Select W-2 Wage and Tax Statements

7. Use the drop menu to choose the Tax Year

8. Employer or Institution: West Valley-Mission CCD

9. Select Display

10. To Print - Go to the bottom of the page and select Printable W-2

   Congratulations, you are done!