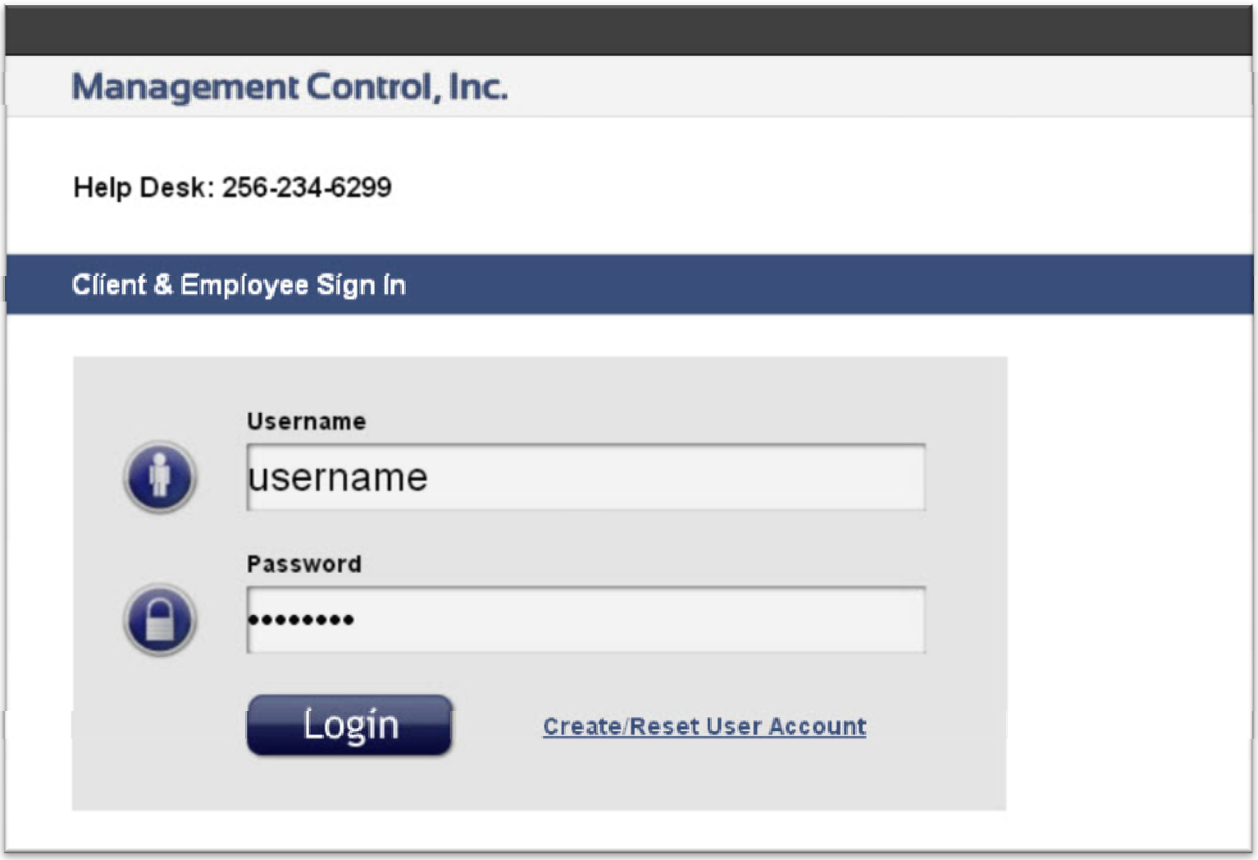
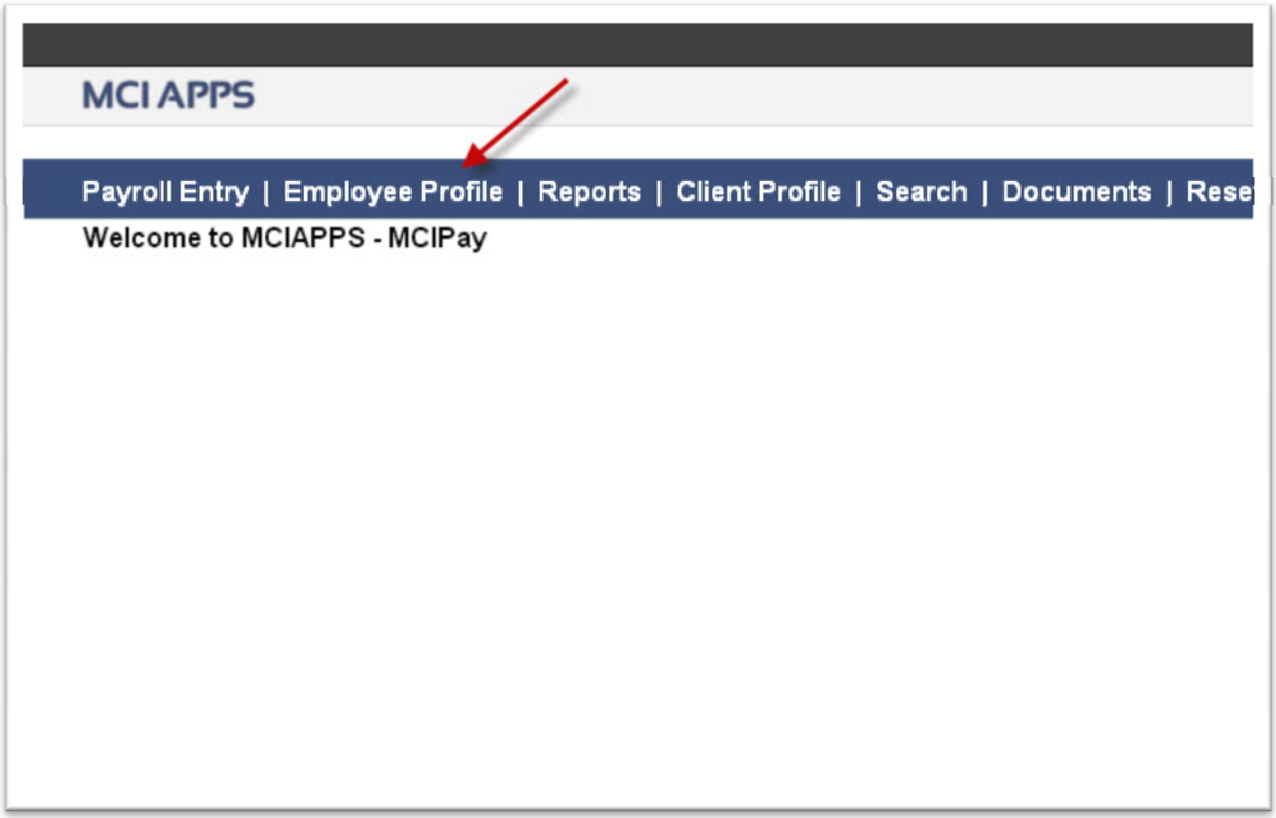
How-To Download W2s – (Manager Profiles)

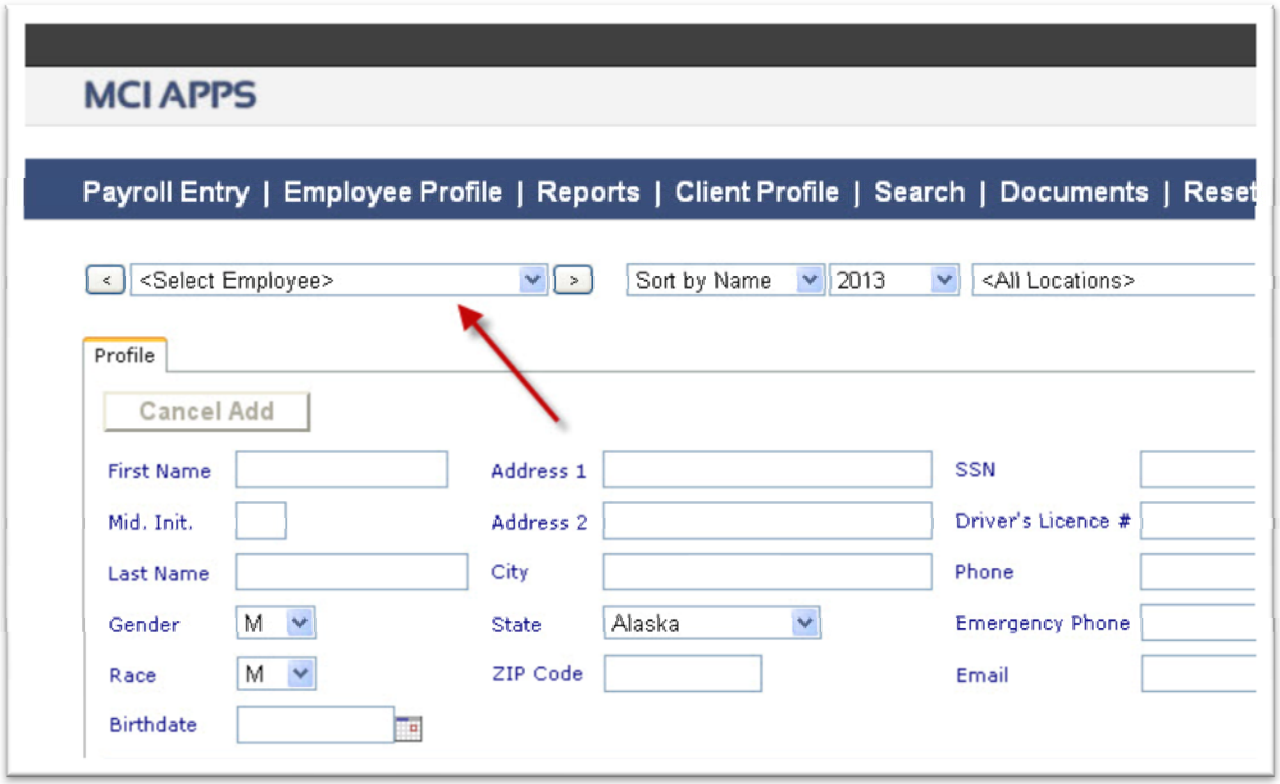
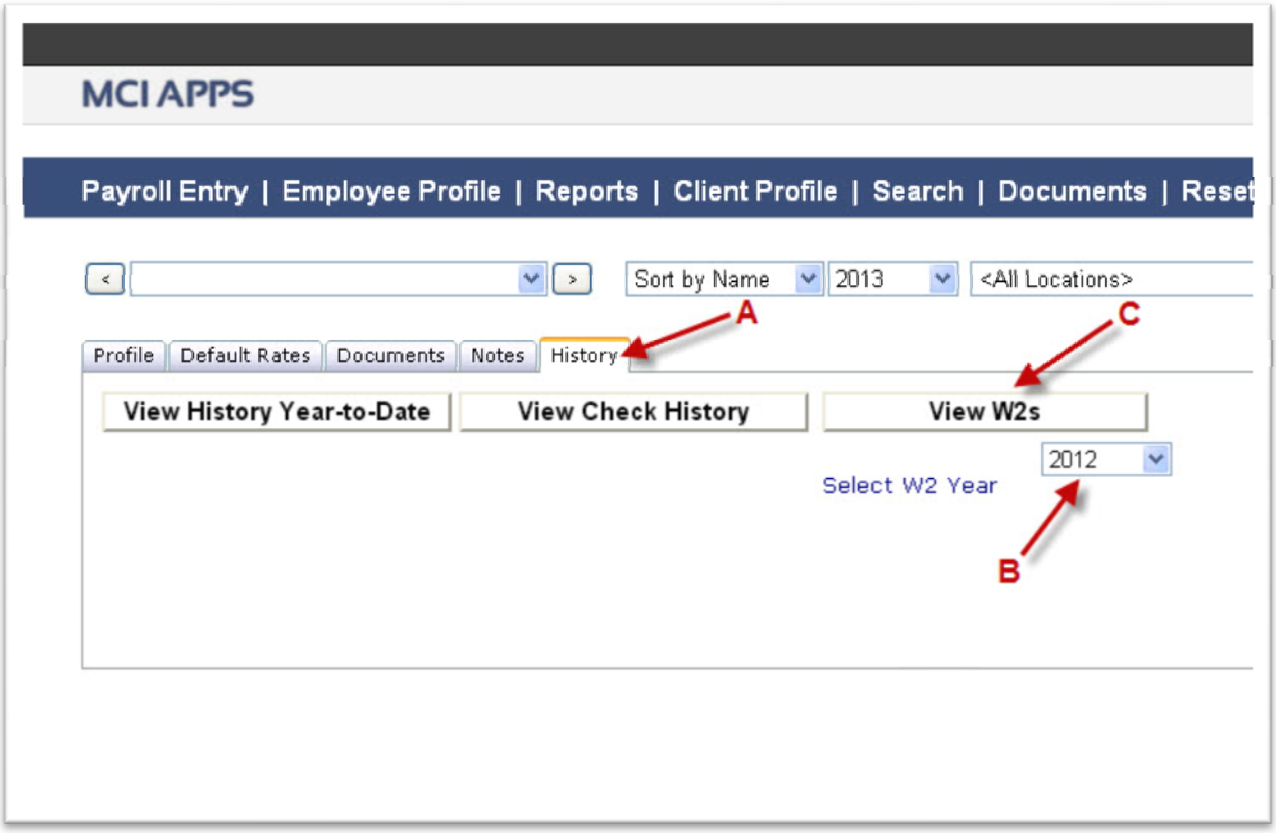
1. **Login to profile at www.mcigo.net**



2. **Select Employee Profile from the menu**



3. **Select an employee from the drop-down menu**



4. **(A) Click the History tab - (B)Select the desired W2 year - (C) Click View W2s**