

## Section 1:

### When to expect your 2020 W2

- DXC Technology W2s are now available for download (see section 2 for instructions)

## Section 2:

### How to Download your W2

#### LEGACY CSC\*

- If you registered to receive W2s electronically (any time/any year) before December 31, 2020, go to <https://w2.adp.com> (Note: you need only register once to receive all W2s electronically)
- Login with your existing username and password. In most cases, your username is your shortname (without numbers) followed by @CSCUS (example: JSmith@CSCUS)
- If you have forgotten your username or password, use the available links on the home page (more details are in the next section)
- Immediately after login, the ADP site will prompt you to create a new password
- Once complete, select your W2 form to view or download
- **If you did not register to receive W2s electronically, DXC Technology will mail your W2 to your home address on record in Workday no later than January 31**

#### LEGACY ES\*

- Go to the [ESS portal/ESS MyView](#)
- Login using your Universal ID (Global Pass) and VIP Symantec MFA credentials
- Access your W2 in the MyForms section

## Section 3:

### If You Have Questions about Your 2020 W2

If you need a corrected W2, please do not open a case until **AFTER February 16, 2021.**

#### Current employees (have Global Pass/Universal ID)

- Use Chrome or Firefox to visit [HRConnect](#)
- **LEGACY CSC\***: Open a case under Make a Request > Payroll > Salary/Advance/Taxes (DXC)
- **LEGACY ES\***: Open a case under Make a Request > Payroll > Taxes (HPES)

#### Former employees (no Global Pass)

- Use Chrome or Firefox to visit the [external help portal](#)
- Complete a one-time registration
- Open a case under Make a Request > Former Employee > Payroll Support
- If you cannot connect to the external portal, click **Cannot Register** at the bottom of the registration page for technical assistance

## Section 4:

### Need a W2 from a prior year? (2019 and older)

- If you are a current DXC employee, follow the steps in section 2 or section 3
- If you are a former employee, follow the steps in section 3

## Section 5:

### Register to Receive W2s electronically

To register to receive your W2s electronically from ADP starting with tax year 2021, you must be a current DXC employee. Please visit this link to [HRConnect](#) for information on how to register. You need register only once to receive W2s electronically going forward. You cannot register to receive electronic W2s for the year 2020 as the deadline has passed.

## \* Section 6:

### CURRENT DXC EMPLOYEES ONLY

If you are not sure about your legacy company\*, follow these steps:

- Access [Workday](#)
- Click on your name or **profile** photo (upper right corner)
- Click **View Profile**
- On the left side navigation, click **Job**
- On the right side, click **Organizations** at the top
- Find the **Company Hierarchy** row; this will display your legacy company (CSC or HPES/ES)