

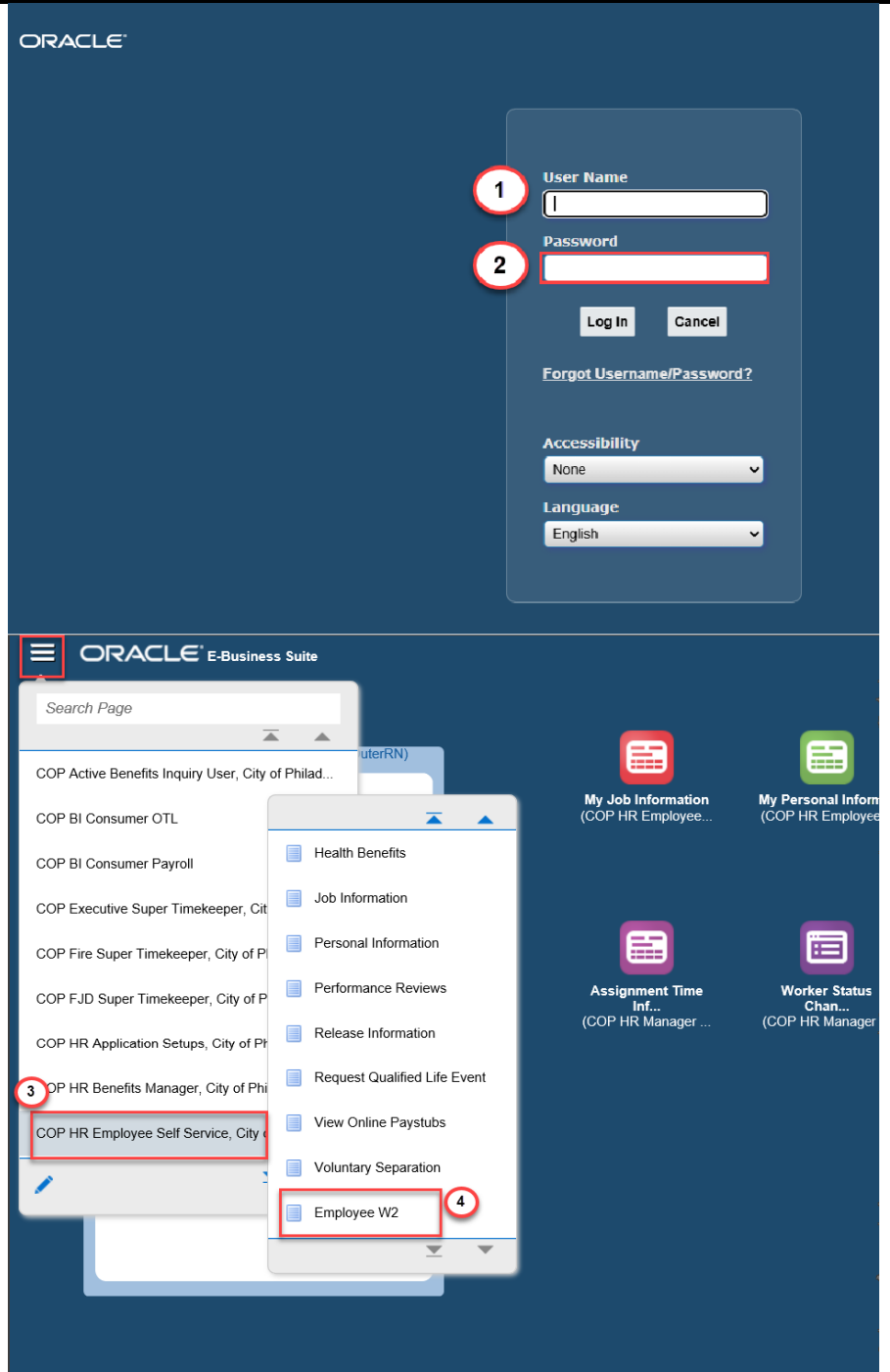
Quick Reference Guide: View and Print Your W-2

Your **W-2** can be viewed and printed in **Employee Self Service**.

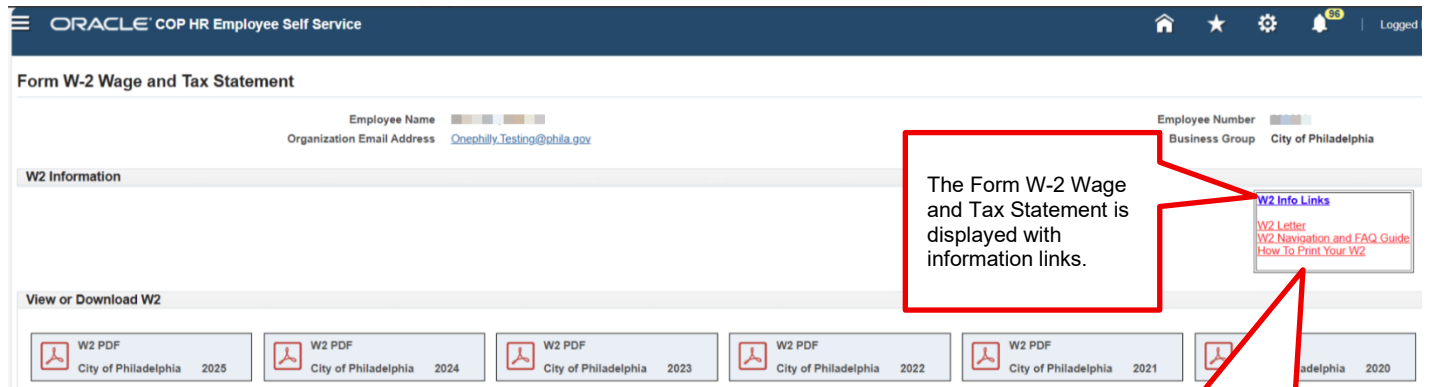
ACCESS ESS:

1. Open your internet browser and enter <https://onephilly.phila.gov> if you are onsite. **If you are working offsite/remote**, enter <https://ess-onephilly.phila.gov>.
2. Enter your OnePhilly **User Name** and **Password**.
 - a. If you do not know your *User Name* and *Password*, proceed to the [Change Your Password](#) section (Page 6) of the Change Your Password guide**.
3. Select the menu icon in the top left corner.
4. To access your **W-2** from the **COP HR Employee Self-Service Navigator**, click **Employee W2**.

****If you do not have an email address in the system, contact your HR Representative who will update your organization email address.**



1.



The Form W-2 Wage and Tax Statement is displayed with information links.

The information links include:

- A memo from Central Payroll with explanations of specific boxes on the W-2
- A W-2 Navigation and FAQ Guide for 2025
- A step-by-step guide on how to view and print your W-2

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2. The following is an example of documentation from the W2 Info Links:



W-2 Navigation Guide

3.

ORACLE COP HR Employee Self Service

Form W-2 Wage and Tax Statement

Employee Name: [Redacted] Employee Number: [Redacted]
 Organization Email Address: Onephilly.Testing@phila.gov Business Group: City of Philadelphia

W2 Information

W2 Info Links
[W2 Letter](#)
[W2 Navigation and FAQ Guide](#)
[How To Print Your W2](#)

View or Download W2

W2 PDF City of Philadelphia 2025	W2 PDF City of Philadelphia 2024	W2 PDF City of Philadelphia 2023	W2 PDF City of Philadelphia 2022	W2 PDF City of Philadelphia 2021	W2 PDF City of Philadelphia 2020
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Click on the Adobe icon for the most recent year to open your 2025 W-2.

****Once the W-2 PDF launches, you may need to first save the PDF to your laptop/desktop prior to printing. Refer to [Step 5](#) for saving, printing, and downloading**.**

Quick Reference Guide: View and Print Your W-2

4.

Click and drag the vertical scrollbar down to view all of the W-2 pages, including the employee notice and filing instructions.

For confidential purposes, personal information on the W-2 has been hidden from your view; however, your appropriate information will be displayed accordingly.

5.

Click the Print button to obtain a physical copy of the W-2.

To save the W-2 to your computer, click the Save icon and the Save as window will appear. Be sure to select Adobe Acrobat as the Save As type.

NOTE: If you are downloading the W-2 on a mobile device (Android/iPhone), please be aware that based on the mobile device, the download features will vary.