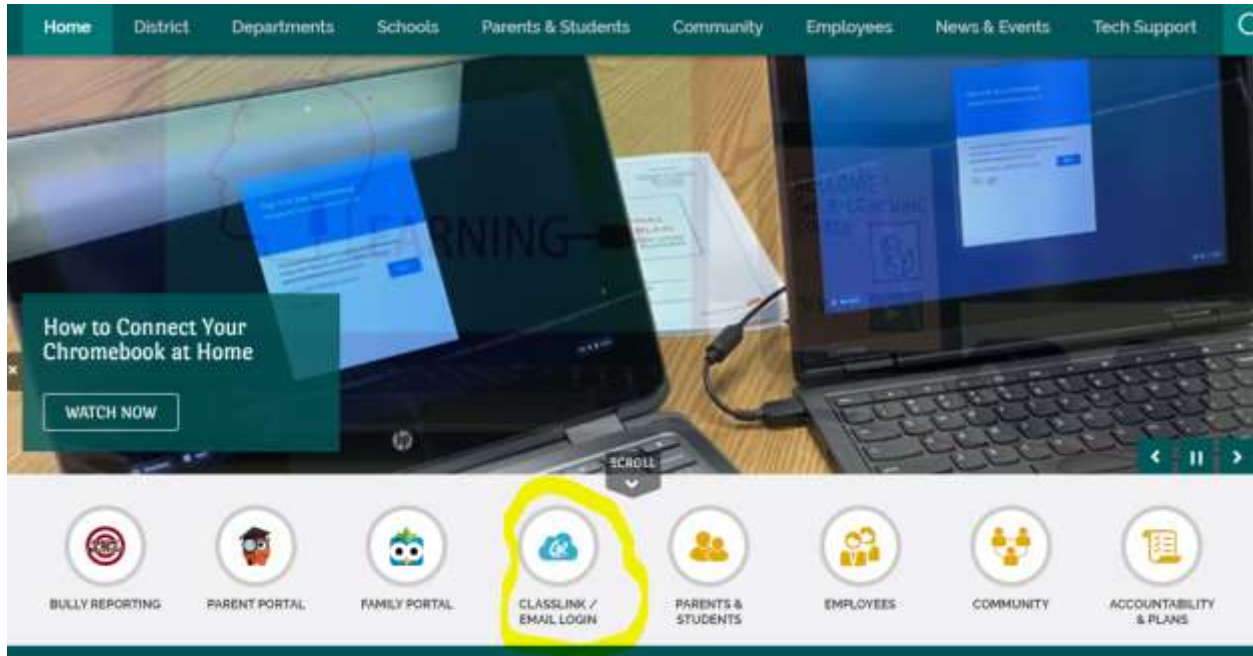
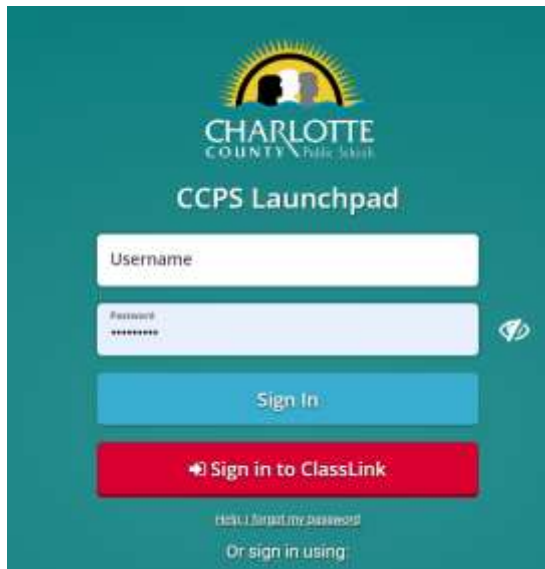


# How to obtain a digital copy of your W-2

1. Access ClassLink from your desktop or from our website.  
Yourcharloteschools.net



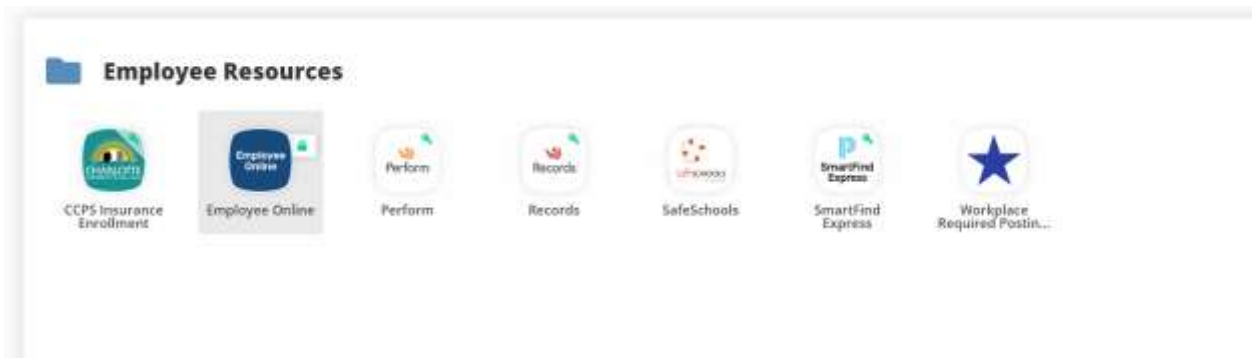
2. Login to Classlink with your employee credentials



3. Locate the Employee Resources folder



4. Click on the Employee Online icon



5. Login with your same employee credentials

**Login** Connect to bplus

**Welcome to Employee Online!**

User:

Password:

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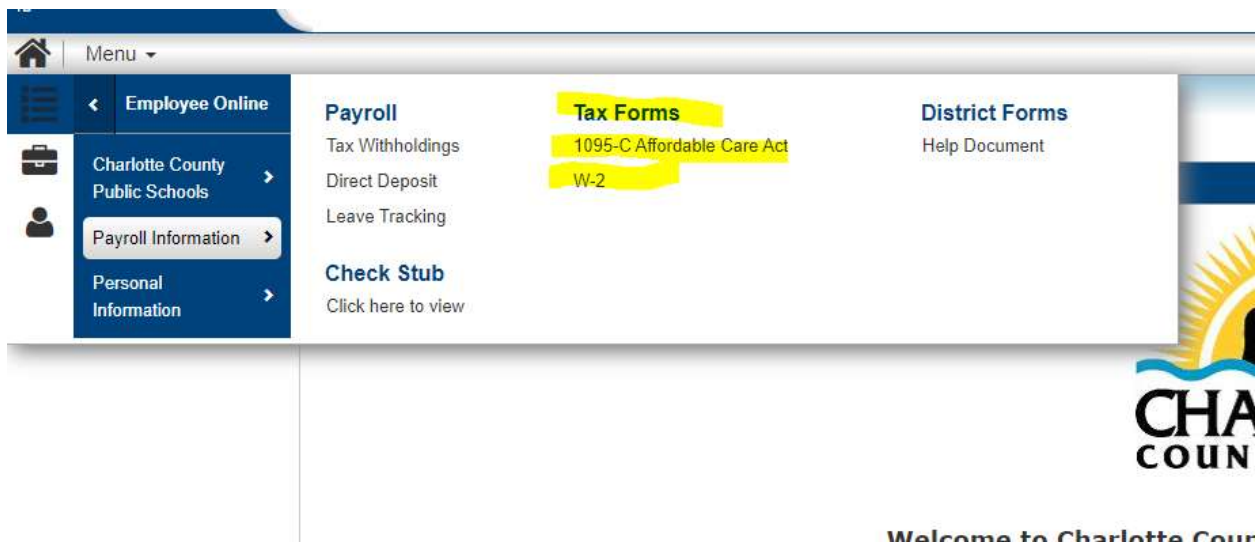
6. Locate the menu tab



7. Click on Payroll Information



8. Under Tax Forms you will see your available tax documents. Click on the desired form.



9. You will see each available tax year form.



10. The form will open as a PDF that can be downloaded or printed.

11. When you are done viewing your paystub it is very important that you log out. This will ensure your private information is not accessible to anyone else. Click on the lock in the top right-hand corner of the screen.



12. If you successfully logged off you will see this screen.

You have been logged off as requested.

