

Extracted from the IHSS ESP Provider User Guide Pgs. 85-87

Para ver esta forma en español presione aquí

IHSS Electronic Services Portal: Financial – Taxes

You have the ability to view copies of your W-2 forms directly through IHSS ESP on the W-2 Forms screen. This does not change how you receive original W-2 forms. You will continue to be mailed paper copies of your W-2 form if you earned taxable income.

How to View Your W-2 Forms in the ESP:

1. Access the ESP website at: [Electronic Services Portal](#)
2. Log in to the ESP using your username, password, and select 'Login.'
Note: *If you forget your login information, you can reset your Username and Password by selecting the Forgot Username or Password link. You will receive an email link to reset your username or password. Follow the instructions in the email. See Figure 1.*
3. Once you log in to your ESP account, you will be on the Provider Home screen. Select the 'Financial' menu in the navigation bar, then select the 'Taxes' drop-down option, and then click on 'W-2 Forms' See Figure 98.

[Skip To Content](#)

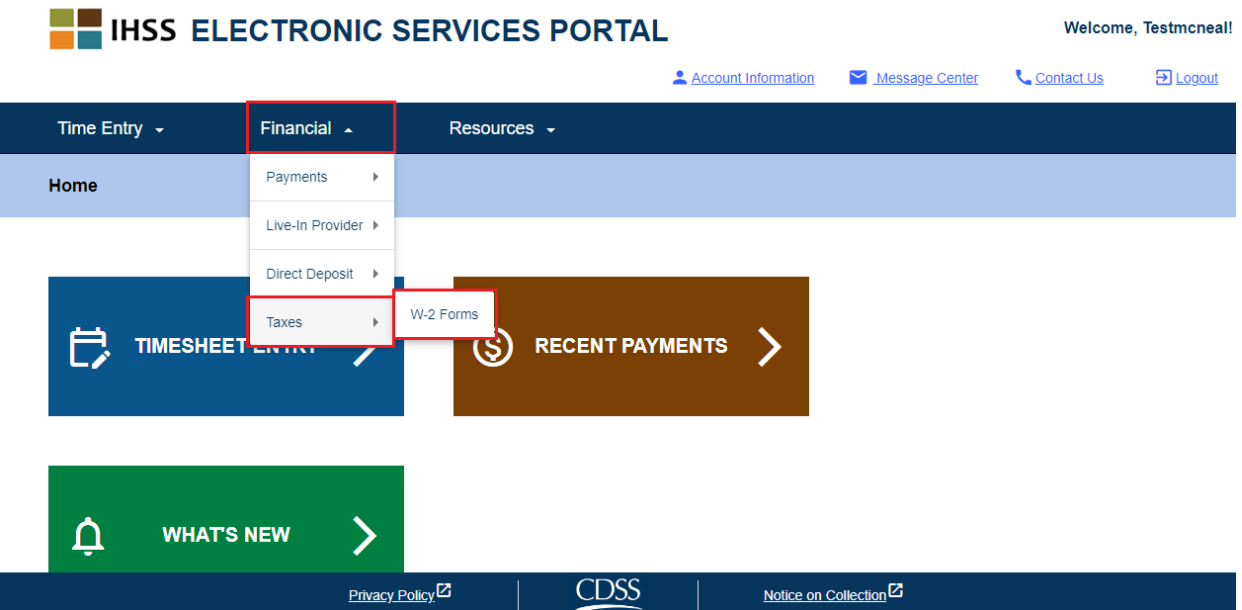


Figure 98: Provider Home screen – Taxes drop-down option

4. Select a Tax Year using the drop-down menu.

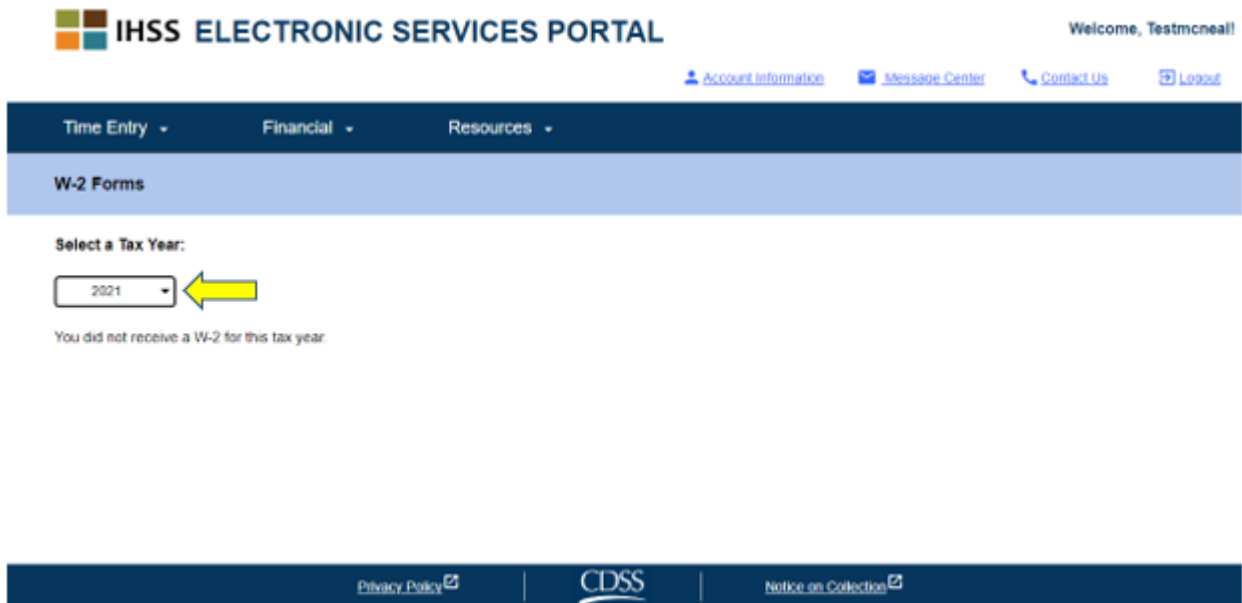


Figure 99: W-2 Forms screen – Tax Year drop-down menu

5. Click on the **View W-2** button to view the W-2 for that recipient.
 - a. A pdf will open that you can view, save, or print.

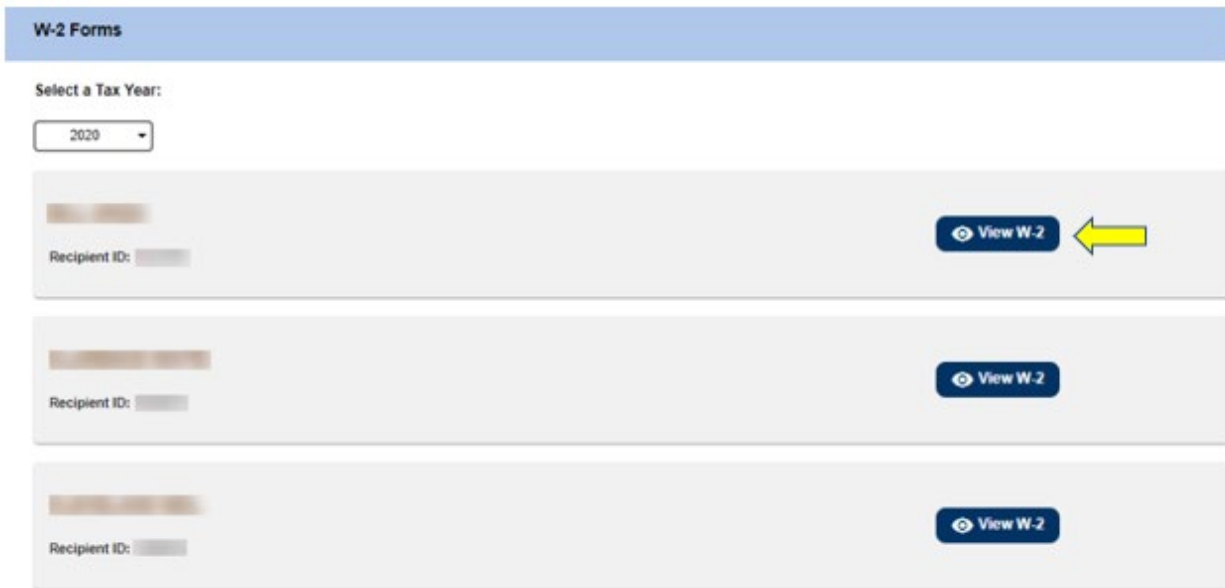


Figure 100: W-2 button screen

This concludes how to access and view your W-2 forms using the ESP.