



View and Download W-2 Wage and Tax Statement

*This information is for employees who **do not** have a login and password to a school computer (an Active Directory login).*

Your W-2 is available to view and download today through the [Infinite Visions Web Portal](https://ivweb.whitfield.k12.ga.us/ess) at <https://ivweb.whitfield.k12.ga.us/ess>. If you do not already have a User Name and Password to log in, follow these instructions to access your information:

- After you reach the portal, look to the right and click the “Register” link. Don’t click “Login” until your account has been activated.
- After clicking “Register” fill in the requested information:
- You will get an email confirming your submission. Take no action until you get a 2nd email that says “We are pleased to advise you that you have been added as a Registered user to iVisions”.

Phase One is complete! Just a few more steps left. After you receive the confirmation email (which may not arrive immediately), return to the Portal home page and click on “Login” this time. Use the User Name and Password you entered during the registration process. You will see a box on the right that says “Employee Link.” Please fill in the three boxes with:

- Last four digits of your social security number
- Home ZIP code
- Your date of birth (mm/dd/yyyy)

After you click “Register,” the Portal will ask you to confirm your home address. Make any necessary corrections and click “Link.”

View your W-2

Congratulations! You are now confirmed as an authorized portal user! From now on, you will log in to the Web Portal using the same user name and password.

Move your mouse cursor over “Pay/Tax Information” in the navigation links to click on Employee W2, then click the link to review and print your W-2 Wage and Tax Statement. You should see a link directly to your pay stub on the Welcome page along with several options for you to explore in the menu bar.

Please review the information there to confirm your salary and deductions are correct. The people who work in the Finance Department want to help you if you find a problem. Staffing there is limited, so your best course of action to get help if you encounter a problem is to send an email to manda.clark@wcs.ga.net.