

# How to Retrieve the Annual W-2 Wage and Tax Statement in MyPortal/SSB9 (Self Service)



This How-To document will show you how to retrieve your annual W-2 Earnings Statement in MyPortal/SSB9 (Self Service).

1. Go to the District/College website and click on MyPortal to log in.
2. Enter your W number and password

CHABOT LAS POSITAS COMMUNITY COLLEGE DISTRICT

Sign In

W#(Example W12345678)

Password (Not your PIN or DOB)

Sign in

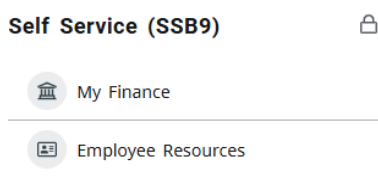
[Forgot Password?](#)

[Need Help?](#)

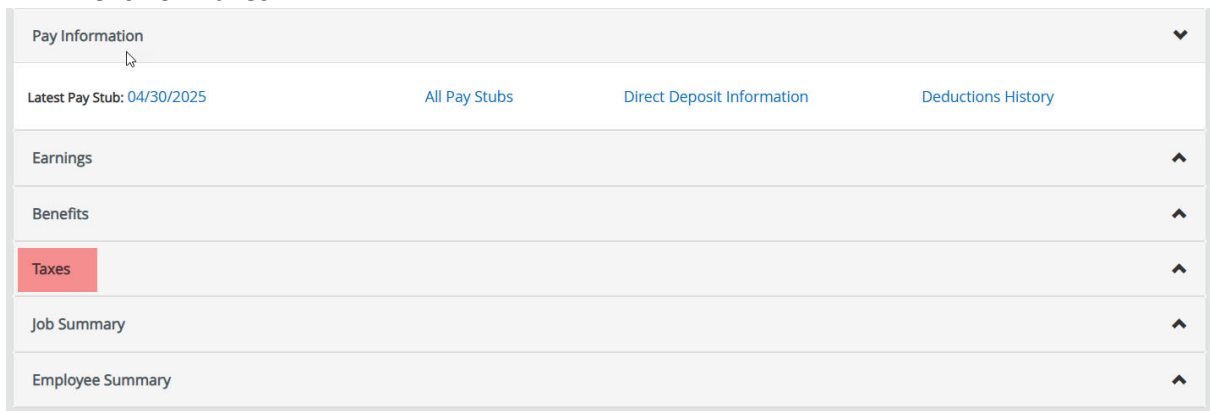
[Chabot Website](#)

[LPC Website](#)

3. Click Employee Resources under Self Service (SSB9)



4. Click on Taxes



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## 5. Click on W-2 Wage and Tax Statement

Pay Information ▼

Latest Pay Stub: 04/30/2025      All Pay Stubs      Direct Deposit Information      Deductions History

Earnings ▲

Benefits ▲

Taxes ▼

FEDERAL INCOME TAX WITHHOLDING      W-4 Employee's Withholding Allowance Certificate      **W-2 Wage and Tax Statement**

Electronic Regulatory Consent      W-2c Corrected Wage and Tax Statement

1095-C Employer Provided Health Insurance Offer and Coverage Statement

## 6. Select the Tax Year needed from the Drop Down arrow and click on Display

### W-2 Wage and Tax Statement

You may adjust the display size by selecting View in the menu at the top of your browser.

**Tax Year:**      Select ▼

**Employer or Institution:**      Chabot-Las Positas CCD ▼

**Display**

W-2c Corrected Wage and Tax Statement

## 7. Click on Printable W-2 to print

**Printable W-2**