

### How To Manage and Update Your Account Information

Once you have logged into your W-2 account, you can manage/update your account information by completing the following steps:

1. Click "My Account."
2. Select the "Change" link.
3. Update your information.
4. Click "Continue."

#### Note

To update different sections of your account information click the "Change" link associated with that section and complete steps 3 and 4.

When you have completed your updates, you may return to the home page of your account by clicking the Main Menu link in the left navigation bar.

The screenshot shows the W-2eXpress user interface. At the top is a 'Main Menu' with links for 'W-2 Features' (Consent for Online Delivery, W-2 Reprint, Annual Earnings Statement, Correct an Error on My W-2, Order Status, Instructions, E-file my Tax Return) and a 'Resource Center' (Tools, advice, and Tax Manager by Turbo Tax®, are just a click away. [more](#)). Below this is a 'My Account' section with a '1' callout next to the 'My Account' header and a 'Change Your Personal Information' link. A 'Customer Service' link is also visible. To the right, a 'My Account' panel displays 'Personal Information' with a '2' callout next to the 'Change Personal Information' link. The information shown is: Social Security Number: 123004567, Employee ID: 222222, First Name: John, Middle Name: Doe, Last Name: Doe, Date of Birth: 11/11/1979. Below this is a detailed form for updating 'Personal Information' with a '3' callout next to the 'Employee ID' field. The form includes fields for Title, First Name (\* John), Middle Initial, Last Name (\* Doe), Name Suffix, Employee Status, Marital Status (dropdown), Gender (--Select-- dropdown), and Date of Birth (\* 11/11/1979). At the bottom right of the form are 'Back' and 'Continue' buttons, with a '4' callout next to the 'Continue' button.