

1. Is there any special equipment or software I need to view my W-2?

You must have access to the Internet, Adobe Acrobat Reader version 6.00 or greater installed on the PC you are using, and a printer.

2. Where may I get a copy of the Adobe Acrobat Reader software?

Either follow directions in the W-2 application during the registration process, or select the button below to download a free copy.
<http://www.adobe.com/products/acrobat/index.html>

3. What does PDF stand for?

Adobe Portable Document Format (PDF) is a universal file format that preserves all the fonts, formatting, graphics, and color of any source document, regardless of the application and platform used to create it. Adobe PDF files are compact and can be shared, viewed, navigated, and printed exactly as intended by anyone with the Adobe Acrobat Reader software.

4. Does it matter which Internet browser I use?

DFA recommends that Internet Explorer (IE) versions 6.0 and higher be used to access the ACE application for W-2 viewing and printing.

5. How do I save my PDF document when the Save Icon is not accessible?

This generally happens when launching the Acrobat Reader software from Netscape Communicator. To save the PDF document, select the following options from the Acrobat Reader navigation:

File
Save As
Save in: <Directory>
File name: filename.PDF
Save as type: Acrobat (*.pdf)
Save

6. How do I print my PDF document when the Print Icon is not accessible?

This generally happens when launching Adobe Acrobat Reader from Netscape Communicator. To print the PDF document select the following options from the Acrobat Reader navigation:

File
Print
OK

7. Can pay stubs and W-2s be viewed on mobile devices and smart phones?

DFA/MMRS does not support mobile device / smart phone connectivity to ACE for viewing W-2, Leave Balance, and Direct Deposit Pay Stub information. Some mobile devices / smart phones may work, but will not be supported by DFA/MMRS.