




How to access Documents like a W2 and/or a 1099 from a Work Based Training service:

-  **Step 1:** Determine who issued payments. These payments would have come from the platforms CSS, Career Catalyst or DPI. **In some cases, a participant may receive documents from one or more (i.e., A W2 from Career Catalyst and a W2 from DPI).*
-  **Step 2:** After selecting who issued the participant payment, click the link provided to sign into the participant account for next steps for retrieving documents.
-  **Step 3:** If unsuccessful after attempting to retrieve documents (i.e., trying to reset password, submitting a ticket and no response), please send an email to help@summerworkspdx.org with the participant I-Trac ID and a brief description of the problem.



For CSS Stipend Payments

All 1099s can be retrieved in the [participant account](#) even for inactive participants. Log in or utilize the “Forgot Username or Password” options as needed.

For Career Catalyst 1099s and W2s

All 1099s and W2s can be requested through the [public ticketing system](#). Log ins are NOT required.



For DPI W2s

W2s for wages earned the previous year are mailed to the address on file and uploaded to the [Avionte](#) portal.

Participants have access to Avionte after their work experience ends to access these documents. If the participant has forgotten their password, they can use the password reset function on the Avionte home screen to request a password reset.

