

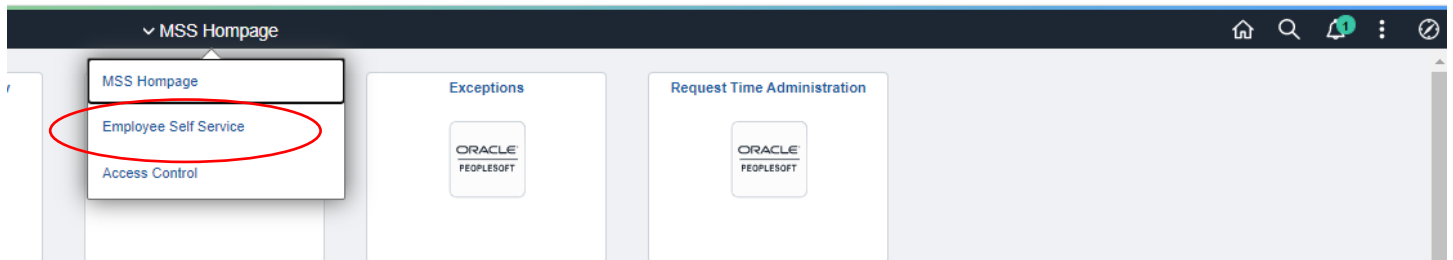
Instructions to Consent to Electronic W-2 and 1095-C

Login to HCM: <https://prd.hcm.ndus.edu/psp/hehp/?cmd=login&languageCd=ENG&>

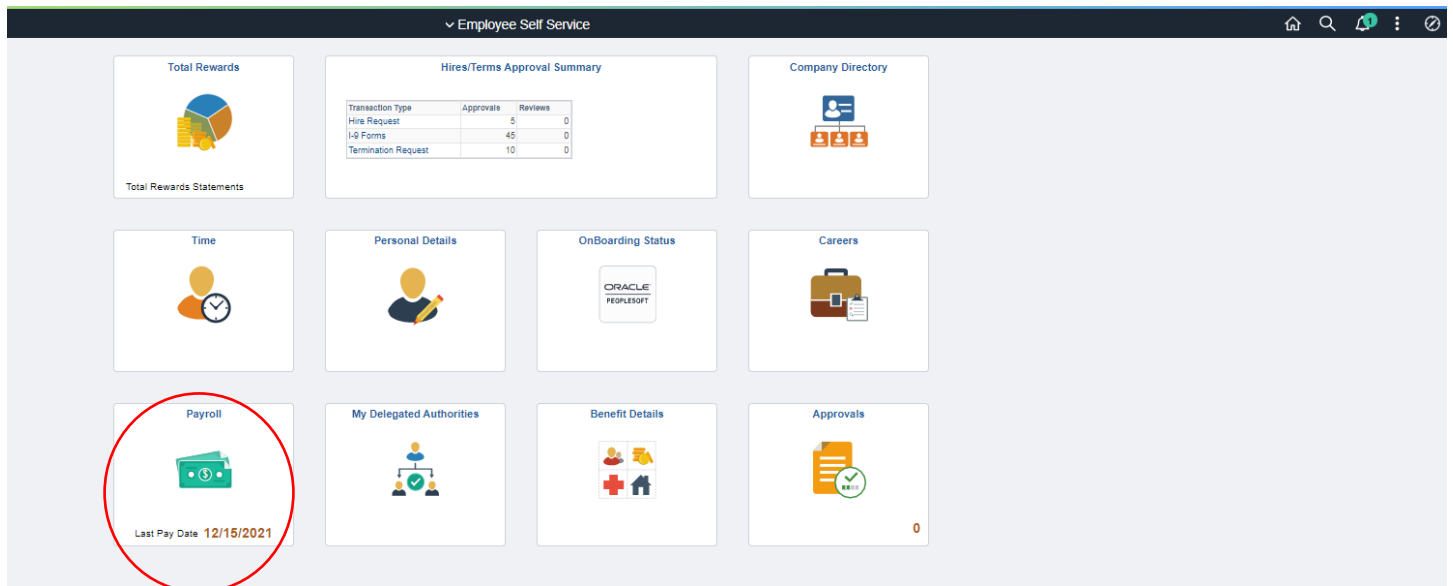
Electronic W-2 Consent:

Navigation

Choose Employee Self Service



Choose Payroll



Choose W-2/W-2c Consent


Payroll

Home
Search
Notifications
Settings

Paychecks


Pay Date	12/15/2021
Net Pay	\$1,681.88
Taxes	\$463.66
Deductions	\$213.50
Total Gross	\$2,359.04

W-2/W-2c Consent



Consent received

W-2/W-2c Forms



2020 W-2 Form available


Direct Deposit

1

Account

Updated 11/27/2009

Tax Withholding



Updated 01/05/2017

Check the box and submit.

W-2/W-2c Consent Form

 You currently receive W-2 or W-2c paper forms by mail

You must complete this consent form to receive Form W-2 electronically. If you do not submit a consent form or a withdrawal of consent form, the Payroll Department will process your year-end forms based on the information currently on file. After you submit your consent form, it will remain valid until you submit a withdrawal of consent form. The exception is when your employment is terminated or electronic access to forms is discontinued.

If you have any questions, please contact your Payroll Administrator.

I consent to receive W-2 or W-2c forms electronically

Submit

Enter password and continue

[Help](#)

Verify Identity

To protect your privacy, verify your identity by typing your password. If you are not this user, click Cancel.


User ID: joanne.barstad

Password:

Continue
Cancel

Confirmation Screen

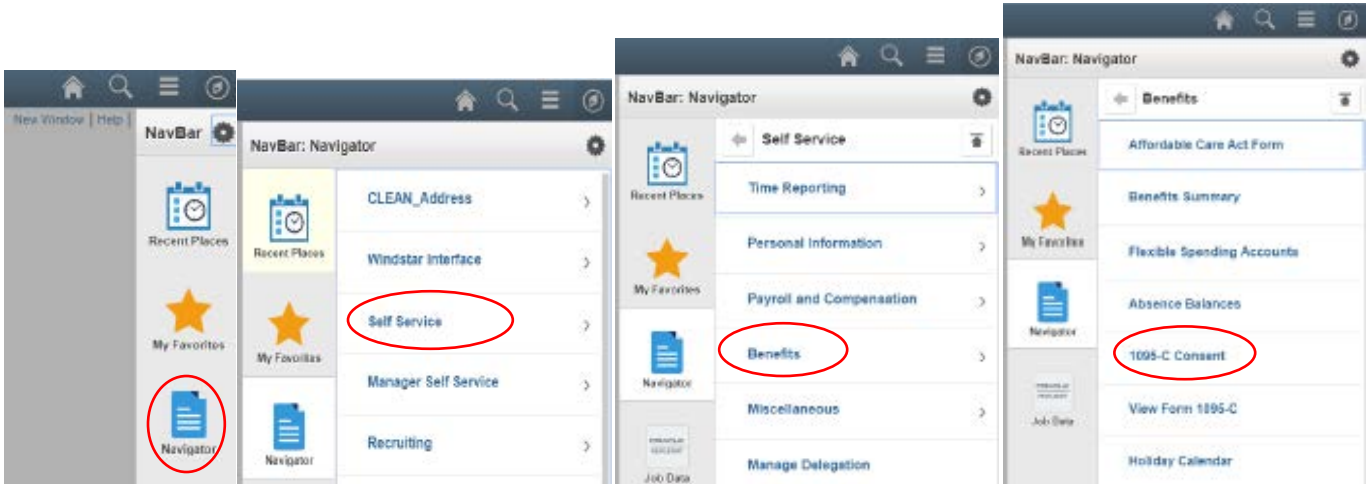
W-2/W-2c Consent Form

 You will receive W-2 or W-2c forms electronically

You have consented to receive Form W-2 electronically. If you prefer to receive a paper Form W-2, you must submit a withdrawal of consent form. After you submit the withdrawal of consent form, it is valid until you submit a new consent form. To withdraw consent, after logging into HCM, go to the Employee Self Service homepage, select the Payroll tile, W-2/W-2c Consent. If you terminate employment, your access to view and print Form W-2 will remain active until May 1st of the calendar year following the date your last paycheck was issued.

1095-C Electronic Consent

Navigation



Check the box and submit.

Form 1095-C Consent



You currently receive Form 1095-C paper statements by mail

You must complete this Consent Form to receive an electronic copy of Form 1095-C. If you do not submit a Consent Form, the Benefits Department will process your Form 1095-C based on the most recent information you have provided. Once you submit the Consent Form, it will remain valid until you submit a Withdrawal of Consent Form, unless your employment is terminated or your employer stops providing electronic access to forms. If you have any questions, please contact your Benefits Administrator.

consent to receive Form 1095-C electronically

Submit

Enter Password and continue

The 'Verify Identity' screen displays the user ID 'joanne.barstad' and a password input field. Below the field are 'Continue' and 'Cancel' buttons. A 'Help' link is located in the top right corner.

Confirmation screen

Form 1095-C Consent

Joanne Barstad

You will now receive Form 1095-C statements electronically

Your Consent Form to receive an electronic Form 1095-C has been submitted. If you prefer to receive a paper Form 1095-C, you must submit a Withdrawal of Consent Form. If you have any questions, please contact your Benefits Administrator.