Electronic W-2 Consent Instructions

1. From the Employee Self Service homepage, select the Payroll tile.

2. Select the W-2/W-2c Consent Tile

3. Check or uncheck the box to change your consent for electronic W-2 delivery. If you consent for electronic delivery, a paper W-2 will NOT be mailed to you. Please note: the text may read differently depending on your current W-2/W-2c consent status. Click “Submit” when finished.

4. After clicking “Submit,” you will receive a prompt to enter your password. In addition, you will receive an on-screen message along with an email indicating your W-2/W-2c choice has been set.