

## HOW TO SIGN UP FOR ELECTRONIC W2'S

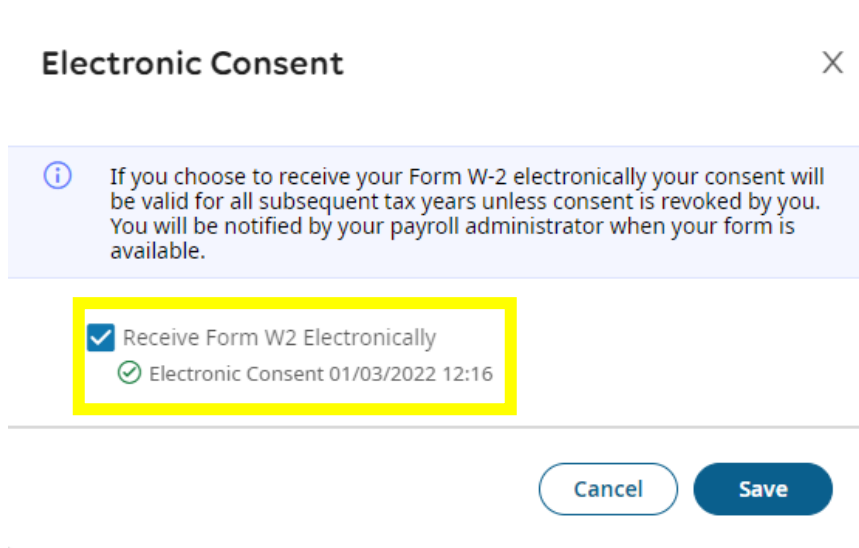
My Info > My Pay > Forms > W2

1. Once on this page find the Electronic Consent button to the far right screen

2. Click the **Electronic Consent** button

A blue rounded rectangular button with the text "Electronic Consent" in white.

3. The below pop up will appear and employees will need to check the box that says **Receive Form W2 Electronically**, Save, and enter their login password

A white pop-up dialog box titled "Electronic Consent" with a close button (X) in the top right corner. It contains an information icon and a text block explaining that consent is valid for all subsequent tax years unless revoked. Below this is a yellow-bordered box containing a checked checkbox for "Receive Form W2 Electronically" and a timestamp "Electronic Consent 01/03/2022 12:16". At the bottom are "Cancel" and "Save" buttons.

**Electronic Consent** ×

i If you choose to receive your Form W-2 electronically your consent will be valid for all subsequent tax years unless consent is revoked by you. You will be notified by your payroll administrator when your form is available.

Receive Form W2 Electronically  
 Electronic Consent 01/03/2022 12:16

Cancel Save

4. Once complete Success Message will appear