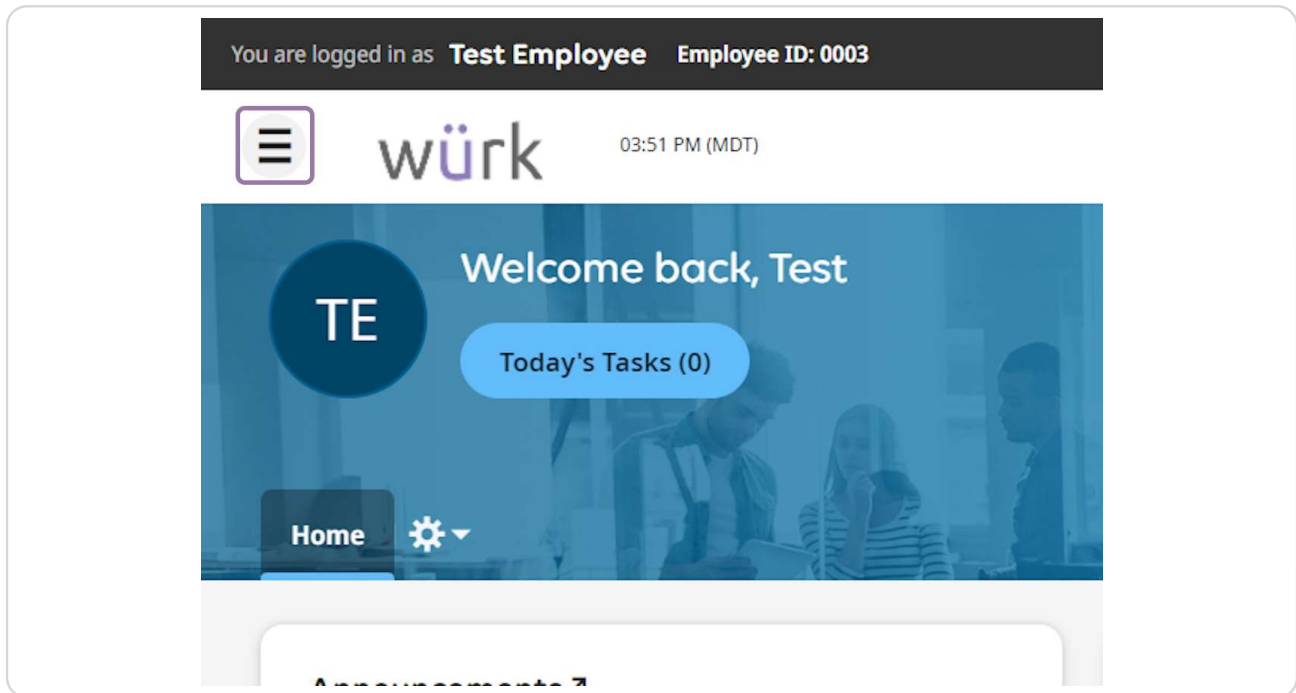


STEP 1

Start by navigating to your hamburger menu on the left side of your screen

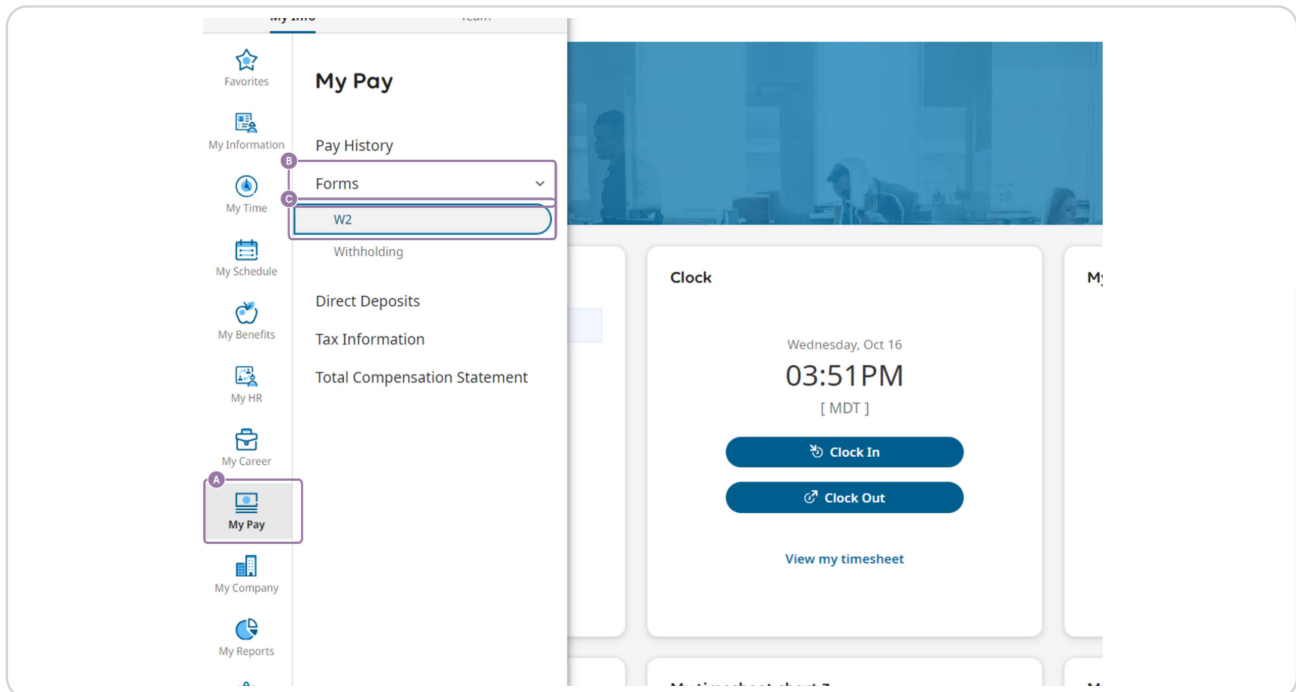


STEP 2

A. Under My Info Tab → Click on My Pay

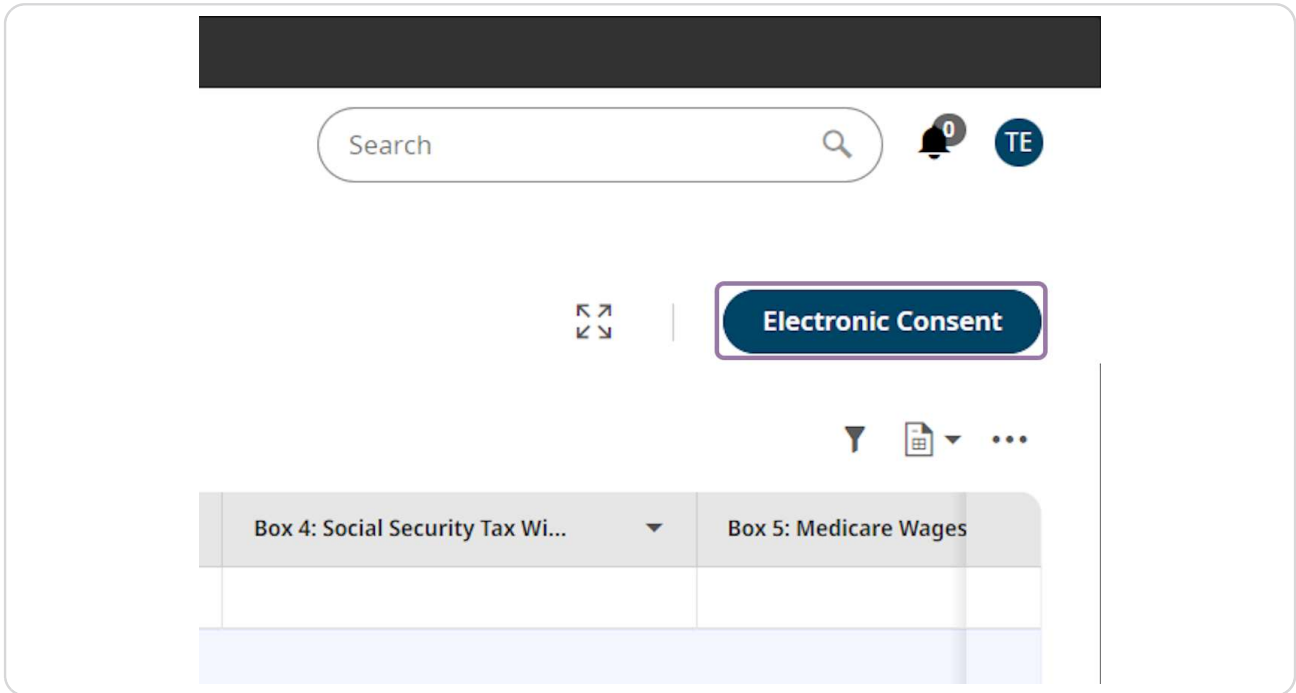
B. Click on Forms

C. Click on W2



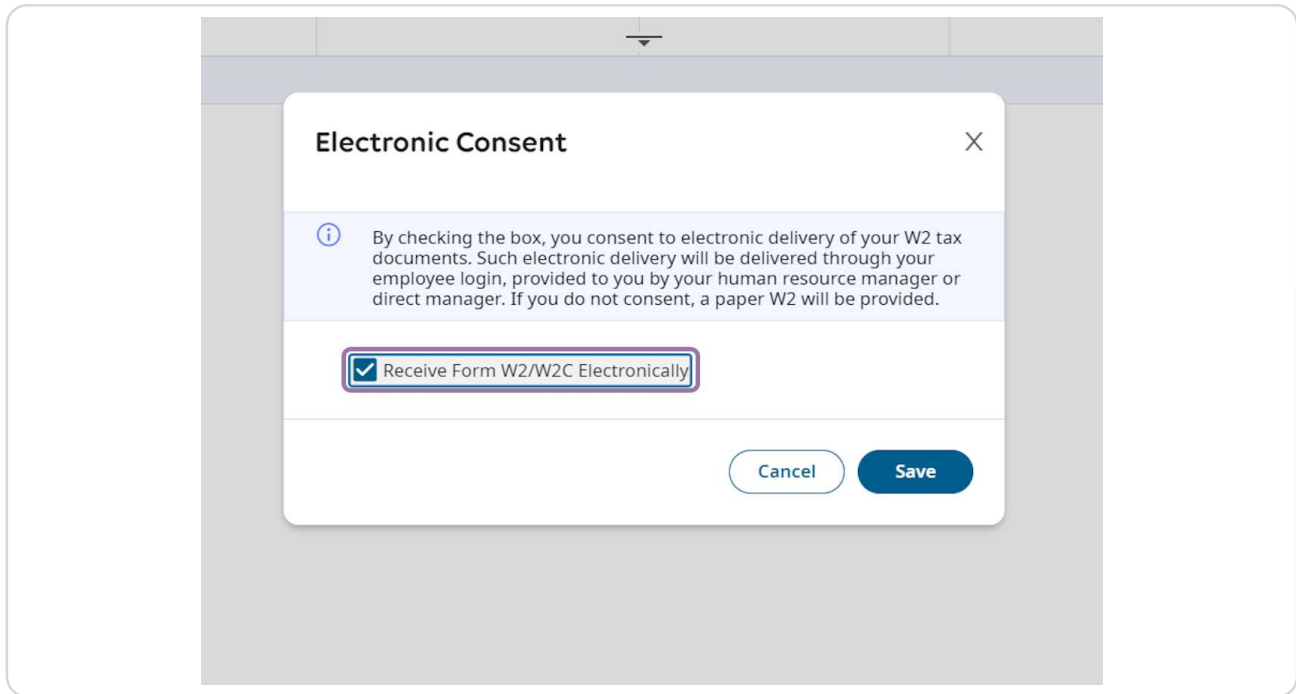
STEP 3

Click on Electronic Consent button.



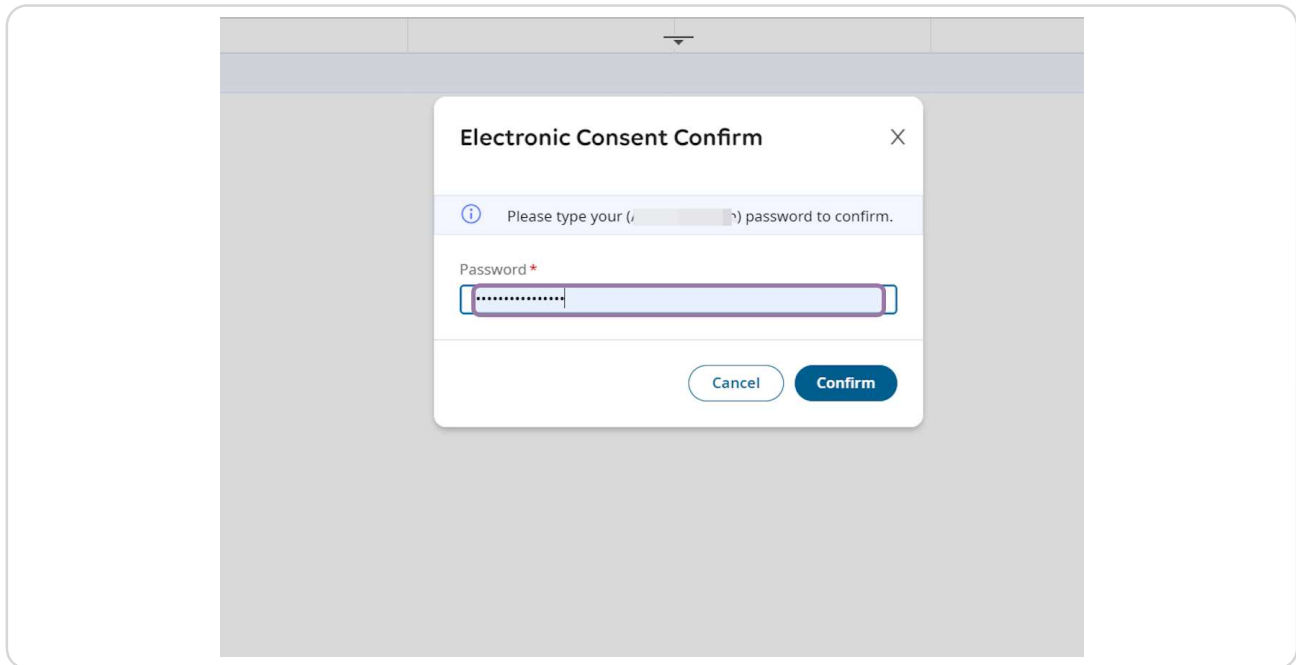
STEP 4

Once the Electronic Consent button has been selected the below pop-up will appear, then checkbox for Receive Form W2/W2C Electronically . Click Save.



STEP 5

You will need to provide your password and select save.



STEP 6

You have now Opted to Receive your W2 electronically! Click on OK.

