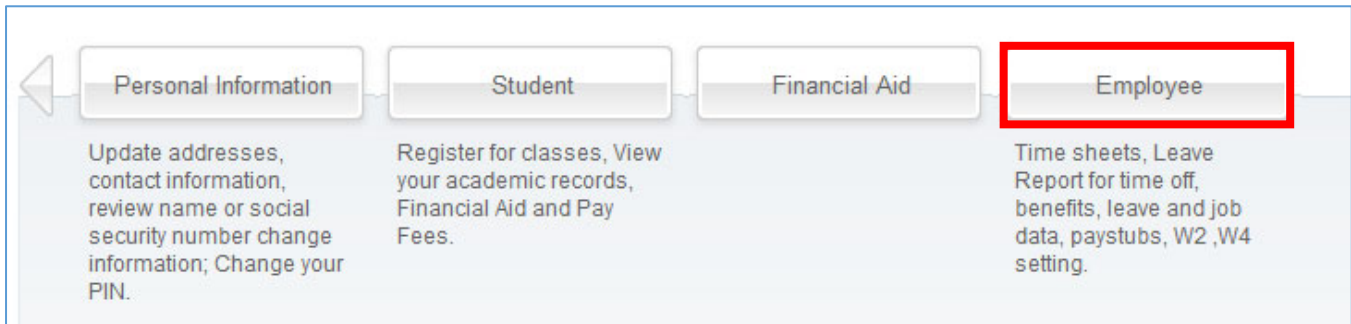


Electronic W-2 Consent Instructions

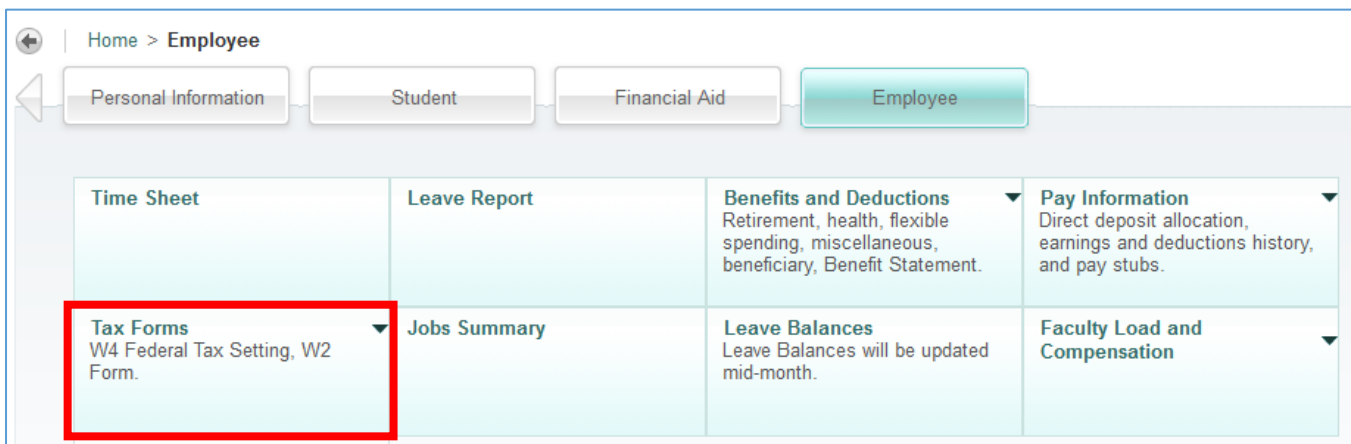
1. Log in to your Employee Portal in SSB 9
2. Select **Employee**



The screenshot shows a navigation menu with four options: Personal Information, Student, Financial Aid, and Employee. The 'Employee' option is highlighted with a red rectangular box. Below each option is a brief description of its functionality.

Personal Information Update addresses, contact information, review name or social security number change information; Change your PIN.	Student Register for classes, View your academic records, Financial Aid and Pay Fees.	Financial Aid	Employee Time sheets, Leave Report for time off, benefits, leave and job data, paystubs, W2 ,W4 setting.
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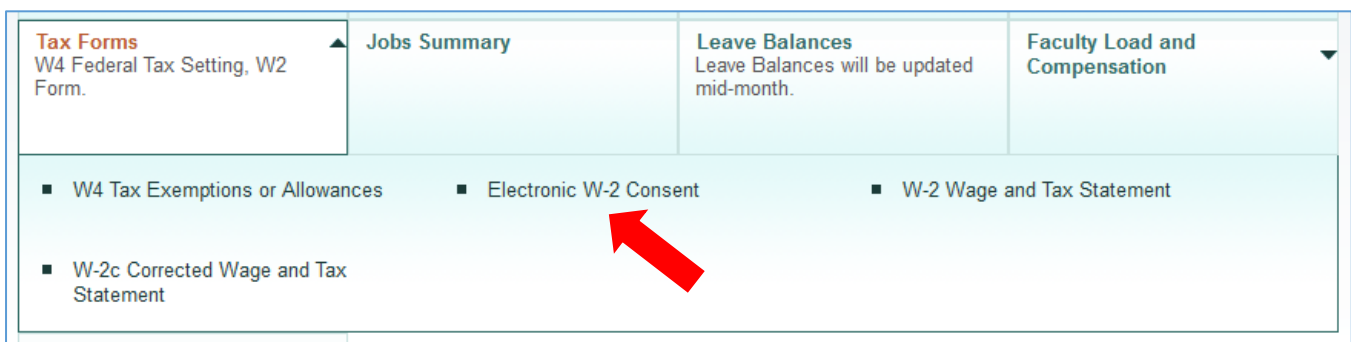
3. Choose **Tax Forms**



The screenshot shows the 'Employee' section of the portal with a grid of options. The 'Tax Forms' option is highlighted with a red rectangular box. The grid contains the following options:

Time Sheet	Leave Report	Benefits and Deductions Retirement, health, flexible spending, miscellaneous, beneficiary, Benefit Statement.	Pay Information Direct deposit allocation, earnings and deductions history, and pay stubs.
Tax Forms W4 Federal Tax Setting, W2 Form.	Jobs Summary	Leave Balances Leave Balances will be updated mid-month.	Faculty Load and Compensation

4. Select **Electronic W-2 Consent**



The screenshot shows the 'Tax Forms' section expanded to show a list of options. A red arrow points to the 'Electronic W-2 Consent' option. The list includes:

- W4 Tax Exemptions or Allowances
- Electronic W-2 Consent**
- W-2 Wage and Tax Statement
- W-2c Corrected Wage and Tax Statement

5. Select the first check box, **Consent to receive W-2 electronically**

Electronic Regulatory Consent

Home > Employee > Tax Forms > Electronic W-2 Consent

Select the check box to consent to receive your tax statement electronically, or uncheck to revoke consent.

By consenting to receive your tax statement(s) electronically, you agree to return to this site between January 31 and October 15 of the appropriate year to print each of your tax forms on-line. You may be required to print and attach your tax forms to Federal, State, or local income tax return and it is your responsibility to review the instructions for each statement as provided in the Help on the specific statement page.

Your consent for each electronic statement will be valid for all subsequent tax years unless revoked by you, upon termination, or this service is not supported in a future given tax year. You may revoke your consent and receive paper forms by accessing this site and unchecking the, My Choice consent box, or providing written notification to the Human Resources or Payroll office.

A paper copy of your tax statement(s) may be obtained by contacting the Human Resources or Payroll office. Updating of employee contact information is the responsibility of the employee by providing correct up-to-date information to the Human Resources or Payroll office.

Please do not select 1095-C. It is not available electronically

Selection Criteria

My Choice

Consent to receive W-2 electronically: ←

Consent to receive 1095-C electronically:

I understand the instructions provided to me for accessing and printing my electronic tax forms.

Submit

6. **Submit** your selection

Selection Criteria

My Choice

Consent to receive W-2 electronically:

Consent to receive 1095-C electronically:

I understand the instructions provided to me for accessing and printing my electronic tax forms.

Submit

7. A confirmation message will appear on the top of the form

✔ Electronic Statement consent was submitted successfully.

✓ Electronic Statement consent was submitted successfully.



Select the check box to consent to receive your tax statement electronically, or uncheck to revoke consent.

By consenting to receive your tax statement(s) electronically, you agree to return to this site between January 31 and October 15 of the appropriate year to print each of your tax forms on-line. You may be required to print and attach your tax forms to Federal, State, or local income tax return and it is your responsibility to review the instructions for each statement as provided in the Help on the specific statement page.

Your consent for each electronic statement will be valid for all subsequent tax years unless revoked by you, upon termination, or this service is not supported in a future given tax year. You may revoke your consent and receive paper forms by accessing this site and unchecking the, My Choice consent box, or providing written notification to the Human Resources or Payroll office.

A paper copy of your tax statement(s) may be obtained by contacting the Human Resources or Payroll office. Updating of employee contact information is the responsibility of the employee by providing correct up-to-date information to the Human Resources or Payroll office.

Please do not select 1095-C. It is not available electronically

Selection Criteria

My Choice

Consent to receive W-2 electronically:

Consent to receive 1095-C electronically:

I understand the instructions provided to me for accessing and printing my electronic tax forms.

Submit

8. You have completed the consent.