

# Electronic Form Distribution W2 Consent Instructions

1. Log in to [Employee Self Service](#)
2. Click on the appropriate Tile



3. Click the box and click Submit

### W-2/W-2c Consent Form

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

To provide consent to receive your W-2 and W-2c forms through Employee Self Service only, please click in the box "I consent to receive W-2 or W-2c forms electronically"

After selecting your consent, click Submit.

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

Submit

4. Confirm Password and Click Continue to Confirm Submission

Verify Identity Submit Confirmation

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

User ID: rschrader

Password:

The Submit was successful.

[Employee Self Service](#) W-2/W-2c Consent

### W-2/W-2c Consent Form

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

To withdraw your consent, please check the box "I withdraw my consent to receive W2 or W-2c forms electronically."

After selecting, click Submit.

5. You will receive an email confirming your submission  
Consent Confirmation



6. Tile will update to reflect consent was received.



7. Once the forms are posted, current employees who gave consent will be able to view and print them immediately.

