

Access to W2 and W2 Electronic Consent Instructions

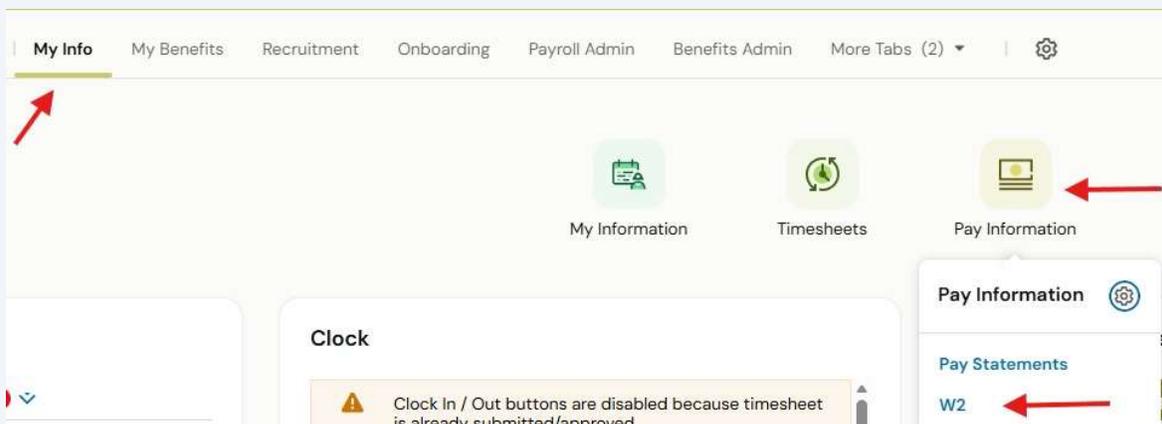


Finalized W2s can be accessed and downloaded using the following instructions:

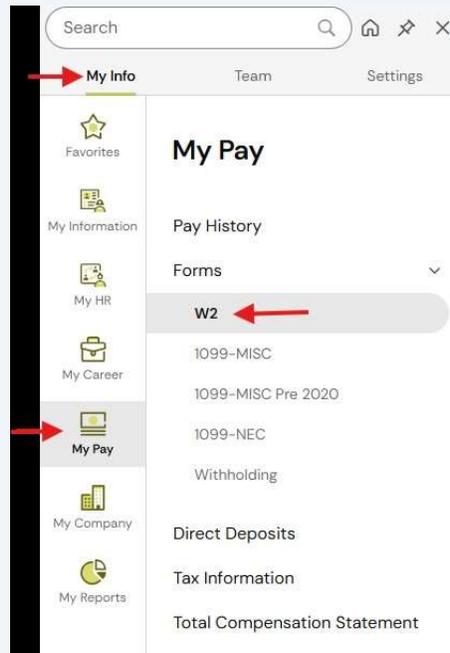
- Hovering over the My Taxes or Pay Information buttons (depending on your dashboard) and clicking W2.
- Using the hamburger on the top left
 - My Info -> My Pay -> Forms -> W2

1

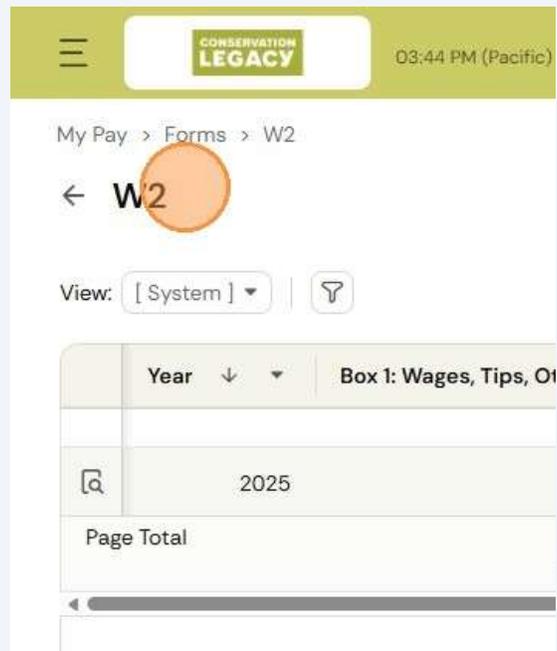
W2 access through the dashboard



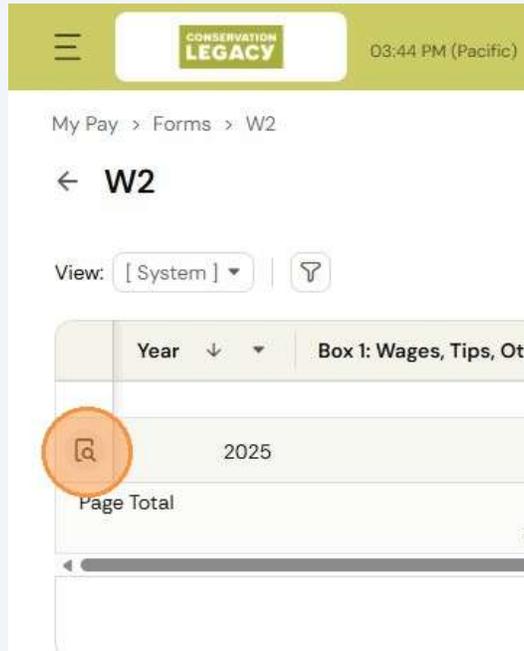
2 W2 Access through the hamburger



3



4 Click Preview



5 Click "Download PDF" at the bottom of the preview page.



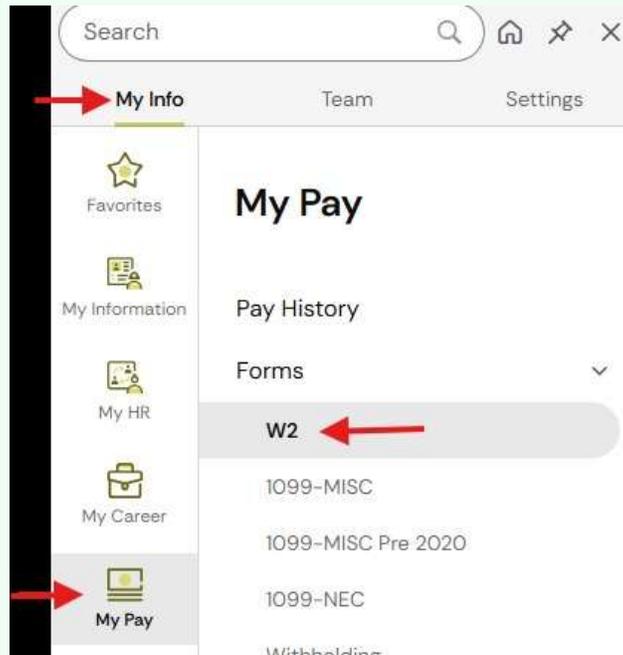


Consenting to receive an electronic W2 is in the same location.

- Hovering over the My Taxes or Pay Information buttons (depending on your dashboard) and clicking W2.

- Using the hamburger on the top left

- My Info -> My Pay -> Forms -> W2



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Previous employees and members can find the direct link on the "My Info" tab dashboard, "Consent for Electronic W2" in blue.

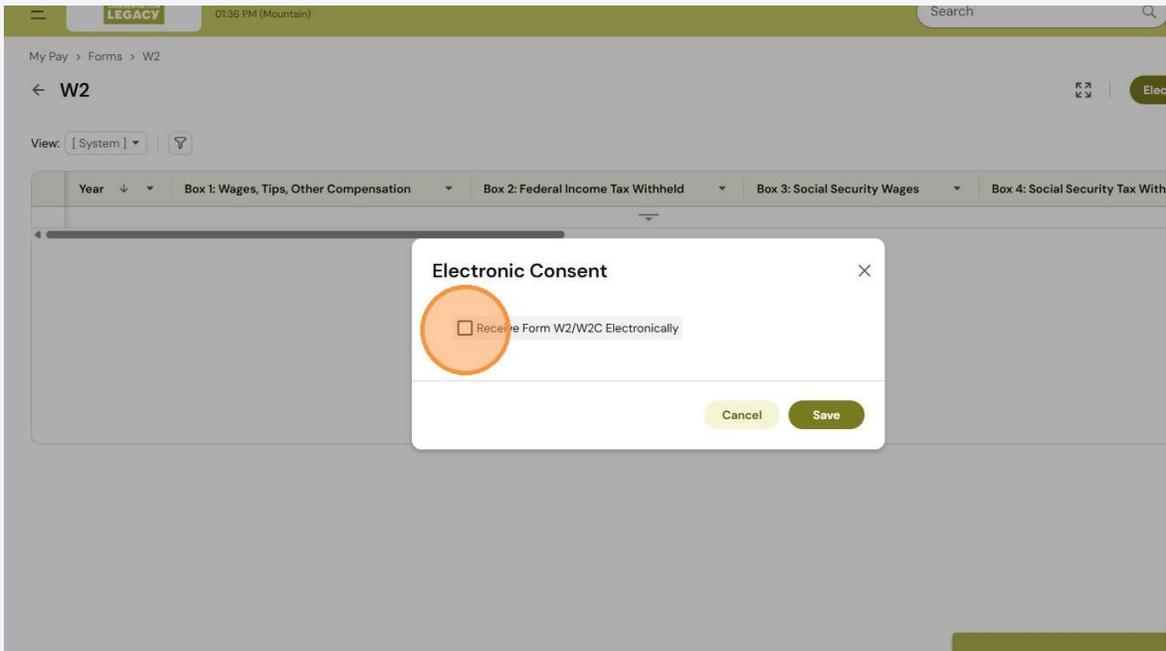
The screenshot shows a user interface for 'YatziriTest'. At the top, there is a green header with the user's initials 'YT' and the name 'YatziriTest'. Below this is a navigation bar with 'My Info' selected. The main content area features three icons: 'HR Actions', 'My Profile', and 'My Taxes'. A section titled 'Electronic W2 Consent' contains the text 'Receive your W2 faster!' and instructions to click on the 'Electronic Consent' button and then the 'Consent for Electronic W2' link. A red arrow points to this link. A 'Time to change your password' notification is visible at the bottom right.

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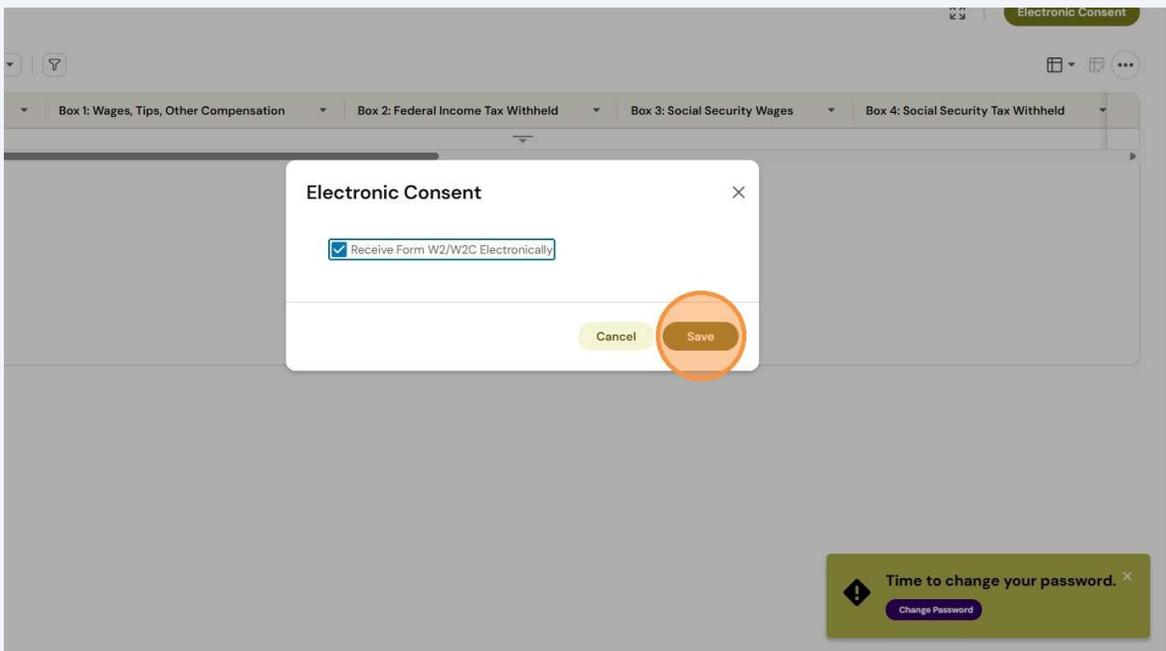
Once in the W2 page, Click "Electronic Consent"

The screenshot shows the 'W2' page for 'YatziriTest TEST' (Employee ID: 01043). The page has a green header with the user's name and a search bar. Below the header, there are four tabs: 'Box 1: Wages, Tips, Other Compensation', 'Box 2: Federal Income Tax Withheld', 'Box 3: Social Security Wages', and 'Box 4: Social Security Tax Withheld'. The main content area displays a 'No data available' message with a calendar icon and the text 'There's nothing to display'. An 'Electronic Consent' button is circled in orange in the top right corner of the page.

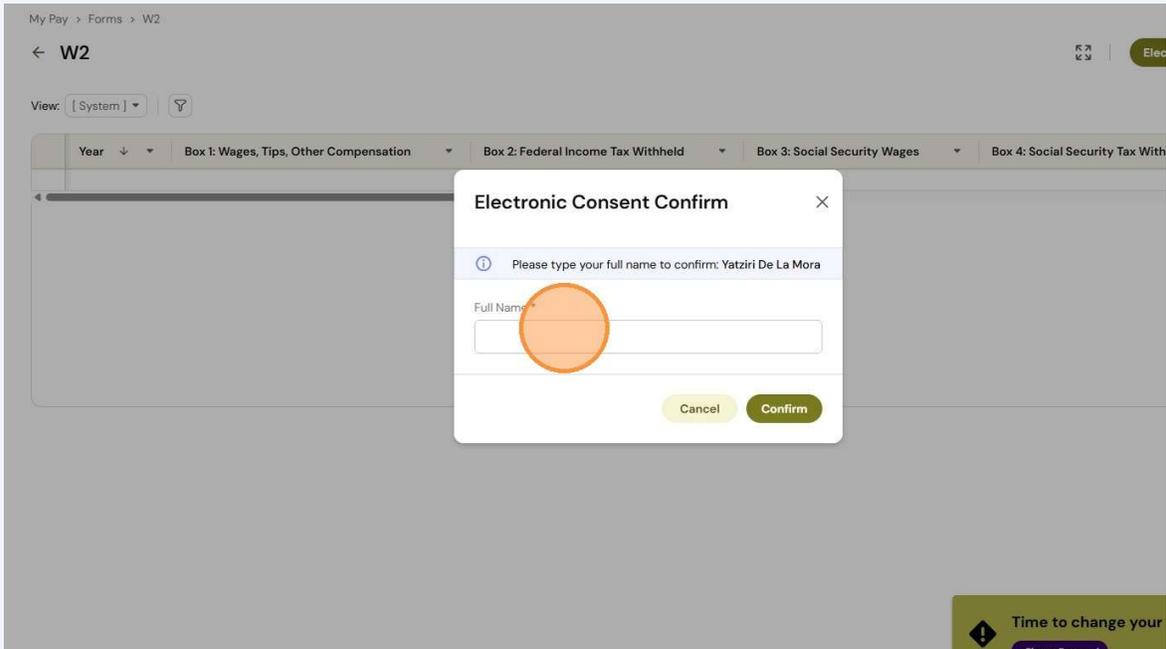
8 Click "Receive Form W2/W2C Electronically"



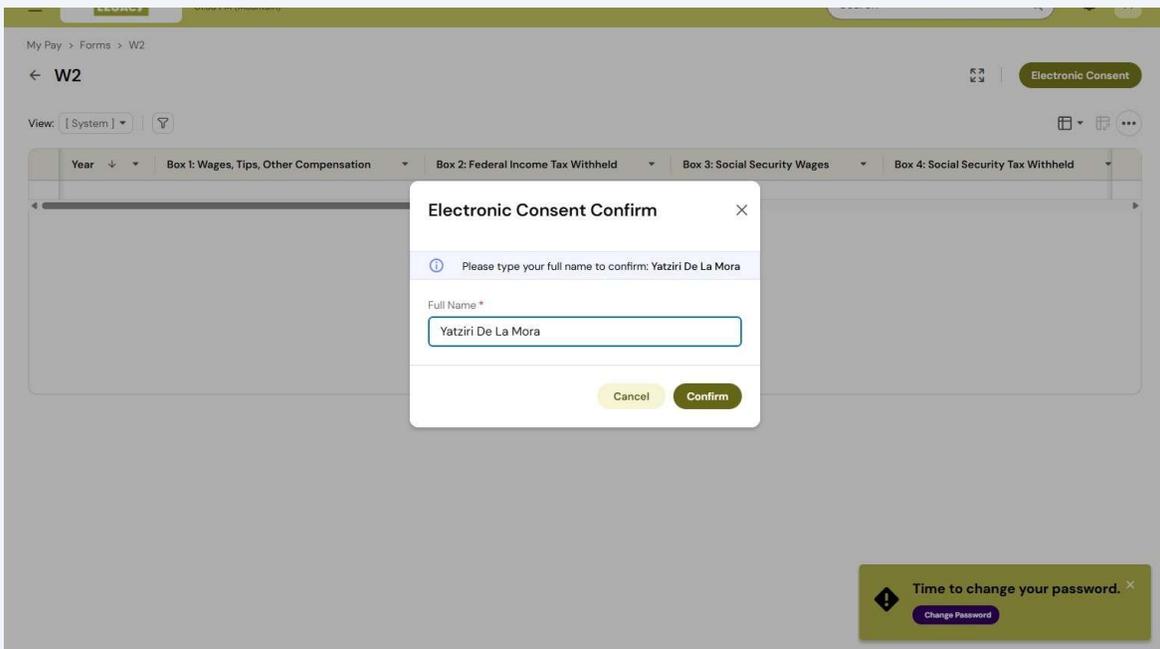
9 Click "Save"



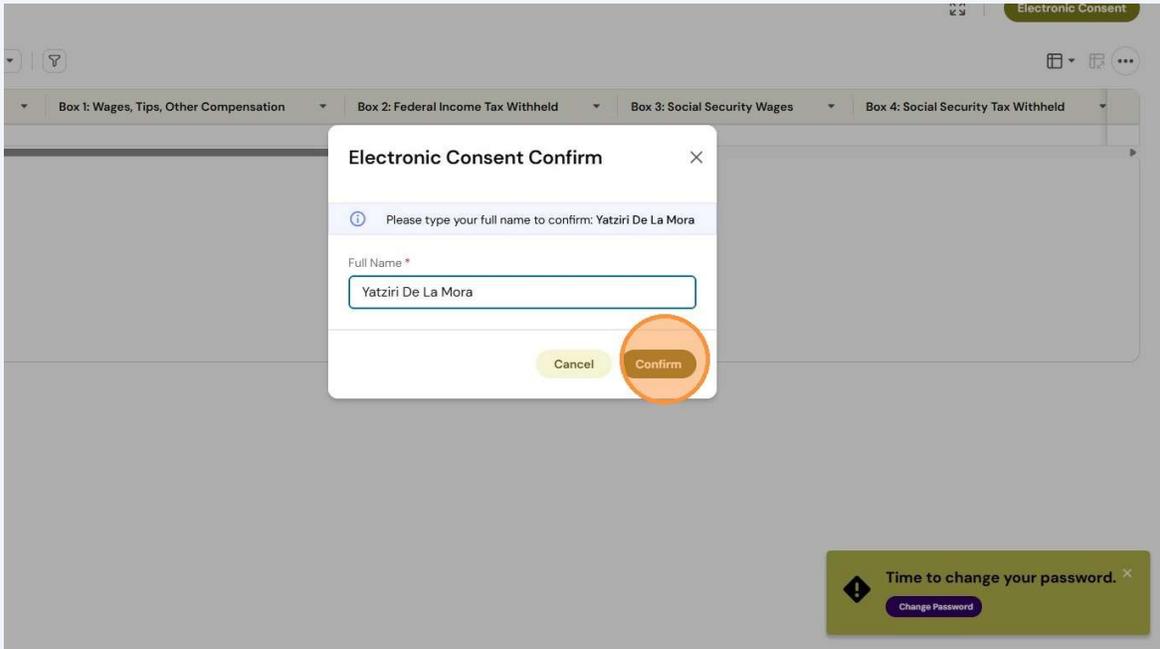
10 Click the "Full Name" field.



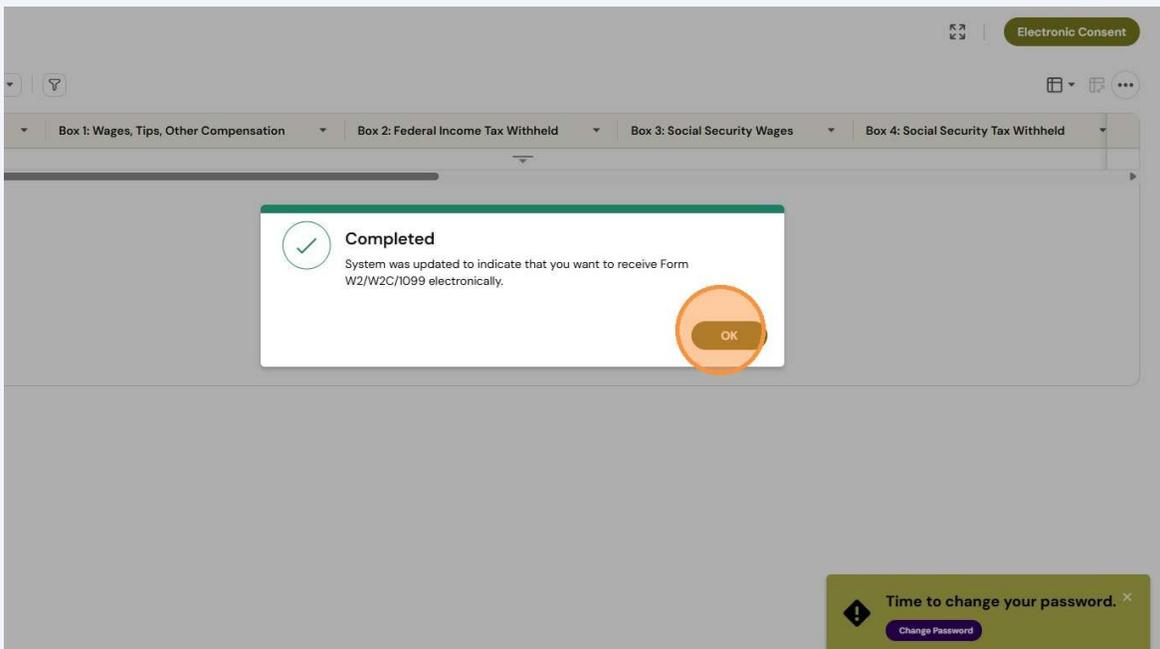
11 Type "Full Name"



12 Click "Confirm"



13 Click "OK"



14 Click "Save"

