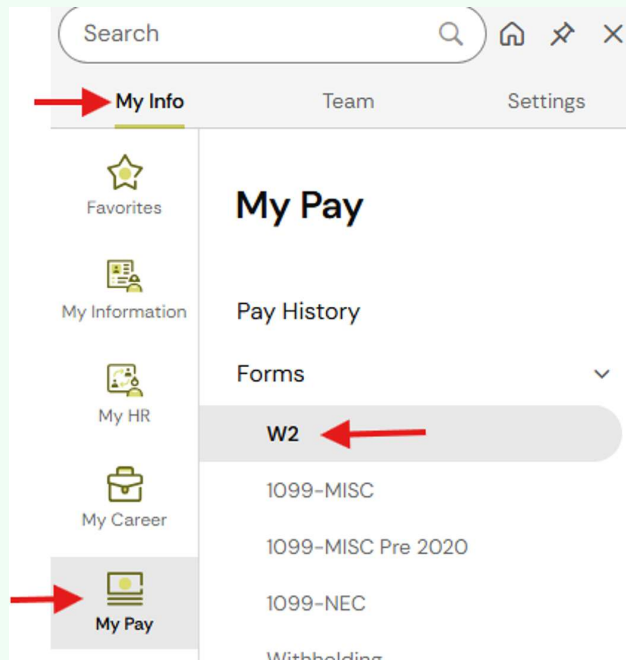


# How to Consent to Receive Your W2 Electronically



**i** You can access the W2 consent area from your dashboard by:

- Using the link in on the dashboard "Consent for Electronic W2" in blue.
- Hovering over the My Taxes and clicking W2.
- Using the hamburger on the top left



## 1 Navigate to Dashboard

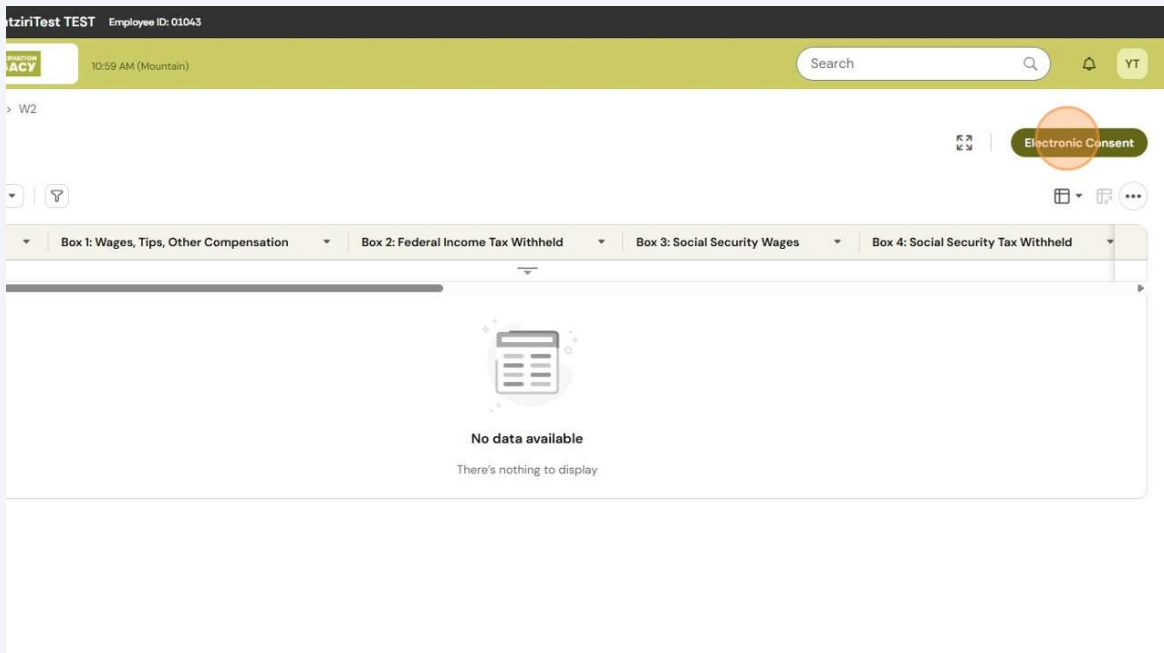
- Using the link in on the dashboard "Consent for Electronic W2" in blue.

The screenshot shows a dashboard with a green header bar containing the user's initials 'YT' and the greeting 'Good morning, YatziriTest'. Below the header is a navigation bar with tabs: 'Company Hub Tab', 'My Info' (selected), 'To Do', 'Labor Laws', and a settings icon. The main content area features three icons: 'HR Actions', 'My Profile', and 'My Taxes'. On the left, there is an 'ATTENTION' section with text about HR Actions and a warning about the 'My pay' widget. The 'Electronic W2 Consent' section is highlighted with a red arrow pointing to the 'Consent for Electronic W2' link. Below this link is a button labeled 'Electronic Consent'. At the bottom right, there is a notification about 'Time to change your password'.

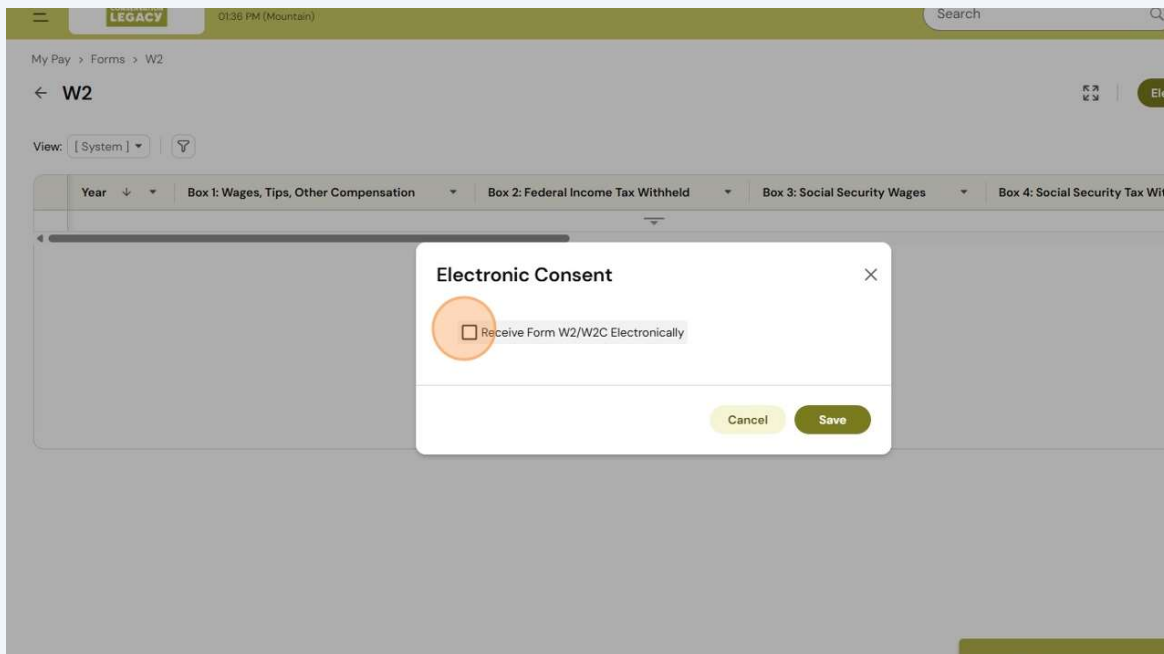
## 2 Click "Consent for Electronic W2"

This screenshot is similar to the first one, showing the same dashboard layout. The 'Electronic W2 Consent' section is highlighted with an orange circle around the 'Consent for Electronic W2' link. The 'ATTENTION' section on the left is also visible. The 'My pay' widget is now visible at the bottom left, showing 'Next pay date'. The 'Community Port' widget is visible at the bottom right, showing 'Need to enter or edit your timesheets or submit a'. The 'Time to change your password' notification is still present at the bottom right.

### 3 Click "Electronic Consent"



### 4 Click "Receive Form W2/W2C Electronically"



5 Click "Save"

The screenshot shows a web application interface for W2 forms. At the top, there are tabs for 'Box 1: Wages, Tips, Other Compensation', 'Box 2: Federal Income Tax Withheld', 'Box 3: Social Security Wages', and 'Box 4: Social Security Tax Withheld'. A modal dialog titled 'Electronic Consent' is open in the center. It contains a checked checkbox labeled 'Receive Form W2/W2C Electronically'. Below the checkbox are two buttons: 'Cancel' and 'Save'. The 'Save' button is highlighted with an orange circle. In the bottom right corner, there is a green banner with a warning icon and the text 'Time to change your password.' with a 'Change Password' link.

6 Click the "Full Name" field.

The screenshot shows the same web application interface. The 'Electronic Consent' dialog is now closed, and a new modal dialog titled 'Electronic Consent Confirm' is open. It contains a message: 'Please type your full name to confirm: Yatziri De La Mora'. Below this message is a text input field labeled 'Full Name'. The input field is highlighted with an orange circle. Below the input field are two buttons: 'Cancel' and 'Confirm'. In the bottom right corner, the same green banner with the 'Time to change your password.' message is visible.

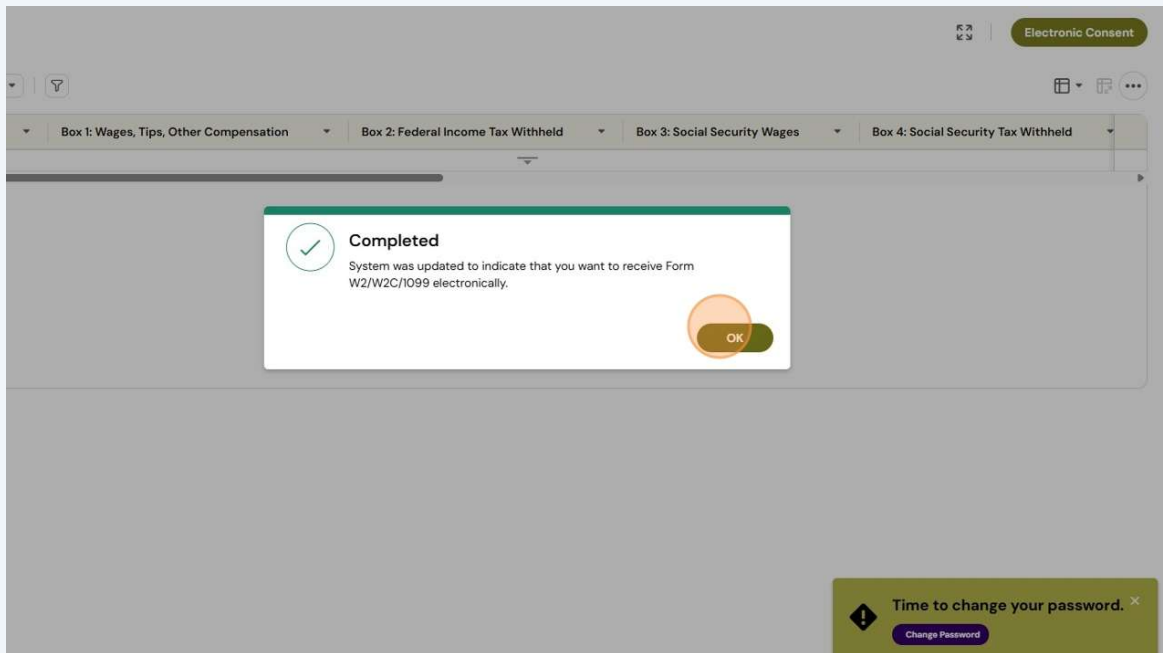
## 7 Type "Full Name"

The screenshot shows a web interface for a W2 form. At the top, there's a breadcrumb trail: "My Pay > Forms > W2". Below it, a back arrow and "W2" are visible. A "View:" dropdown is set to "System". The main area contains four tabs: "Year", "Box 1: Wages, Tips, Other Compensation", "Box 2: Federal Income Tax Withheld", "Box 3: Social Security Wages", and "Box 4: Social Security Tax Withheld". An "Electronic Consent" button is in the top right. A modal dialog box titled "Electronic Consent Confirm" is centered. It contains an information icon and the text "Please type your full name to confirm: Yatziri De La Mora". Below this is a text input field labeled "Full Name \*" with the value "Yatziri De La Mora". At the bottom of the dialog are "Cancel" and "Confirm" buttons. In the bottom right corner of the page, there's a green banner with a warning icon, the text "Time to change your password.", and a "Change Password" button.

## 8 Click "Confirm"

This screenshot is identical to the one above, showing the "Electronic Consent Confirm" dialog box. The difference is that the "Confirm" button is now highlighted with a large orange circular cursor, indicating it is the next step in the process. All other elements, including the W2 form tabs, breadcrumb trail, and password change banner, remain the same.

9 Click "OK"



10 Click "Save"

