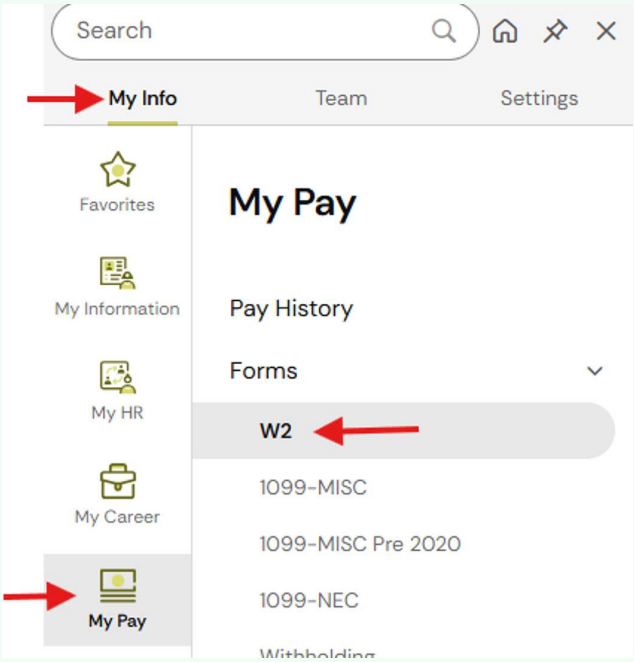
For the latest version of this document, click here

How to Consent to Receive Your W2 Electronically

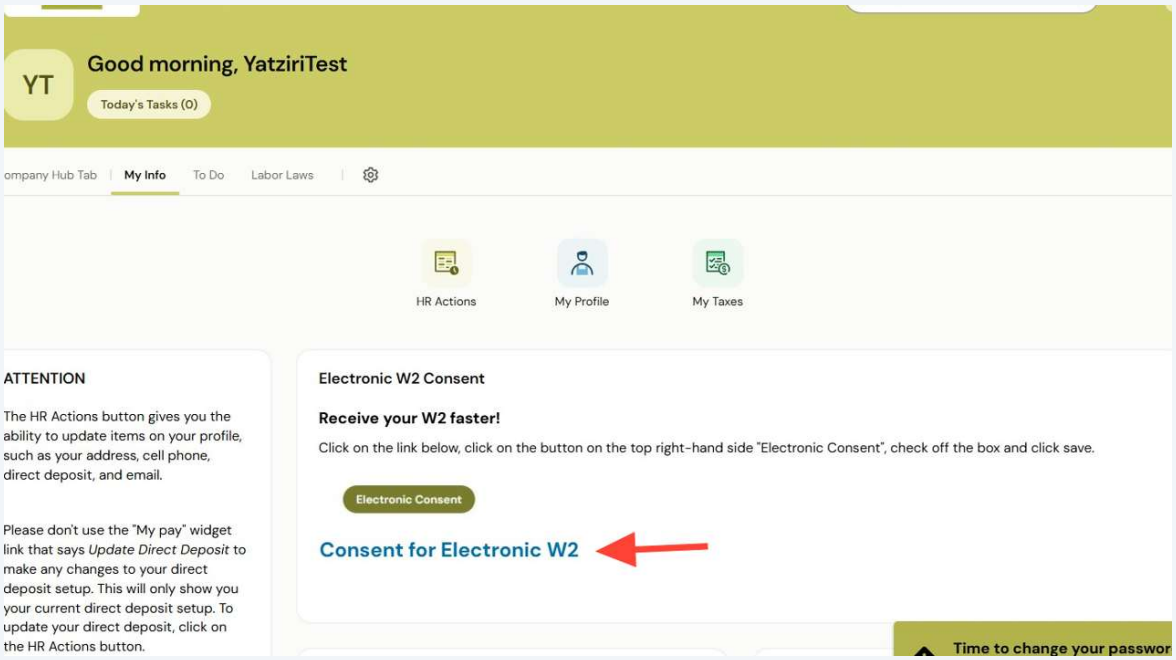
You can access the W2 consent area from your dashboard by:

- 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

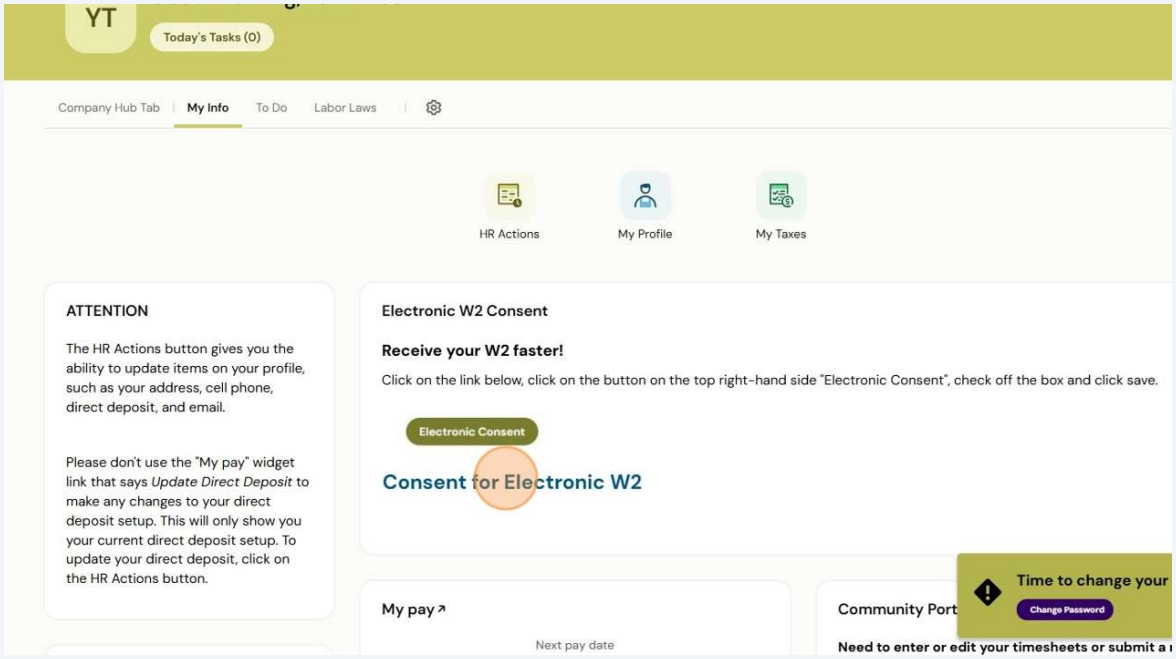


1 Navigate to Dashboard

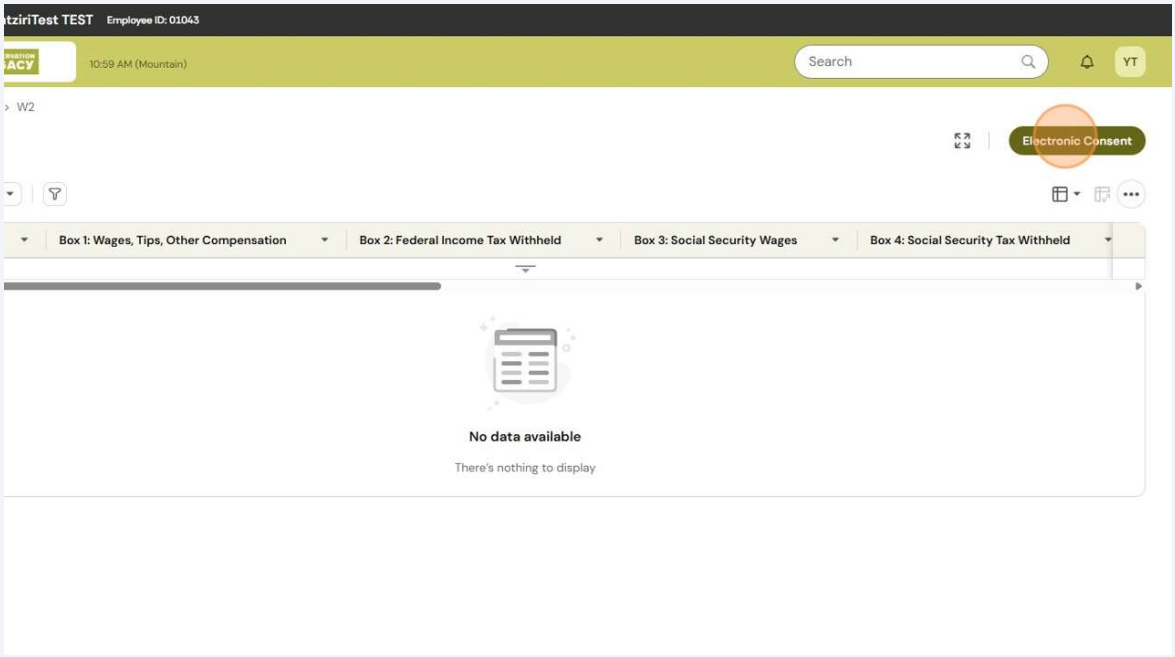
• Using the link in on the dashboard "Consent for Electronic W2" in blue.



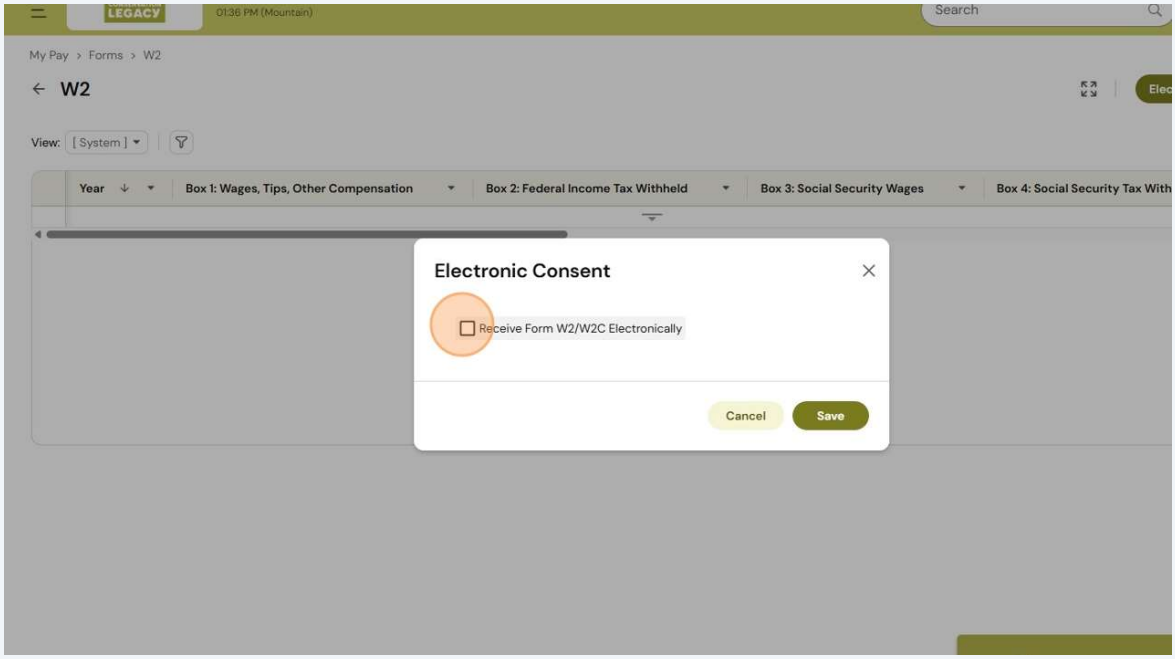
2 Click "Consent for Electronic W2"



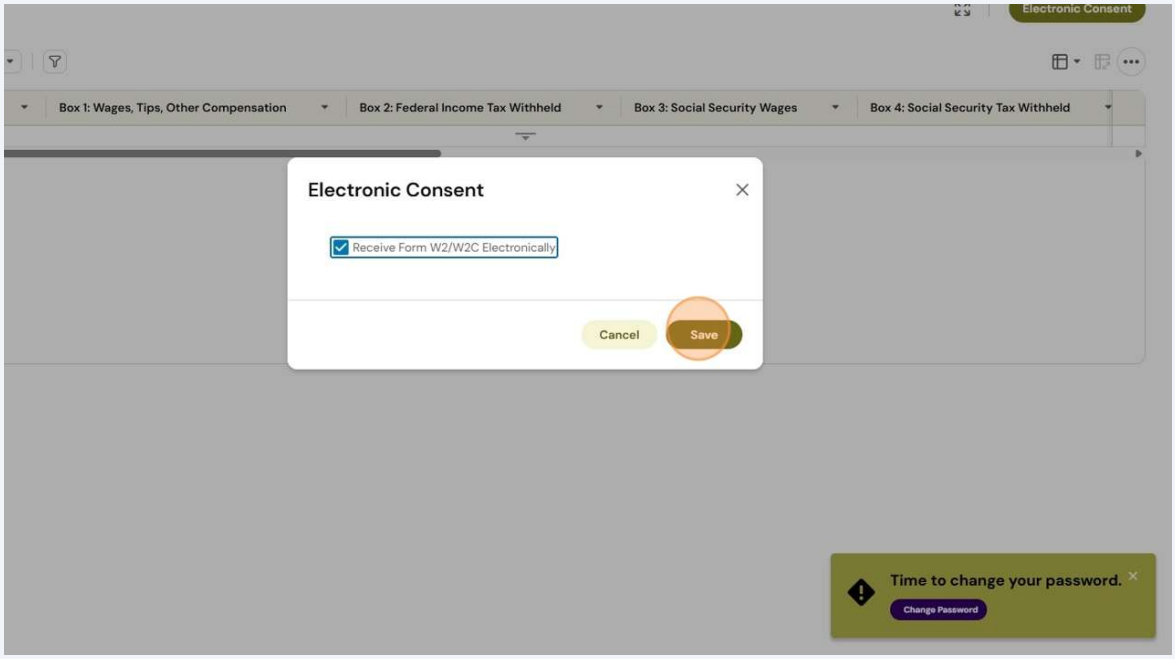
3 Click "Electronic Consent"



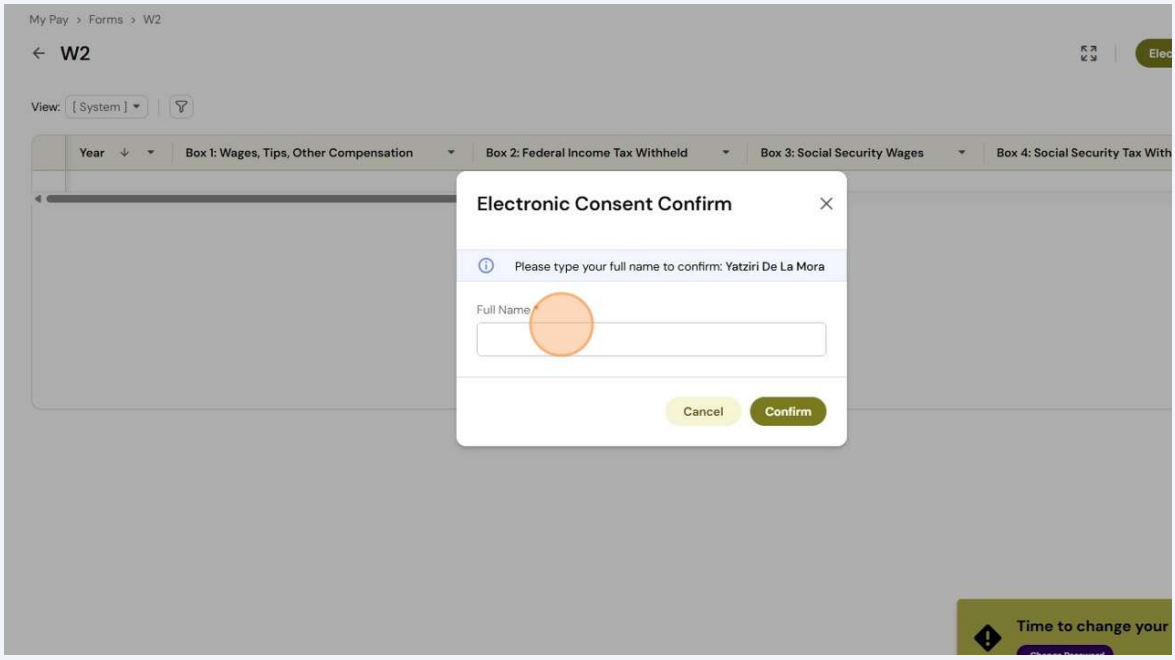
4 Click "Receive Form W2/W2C Electronically"



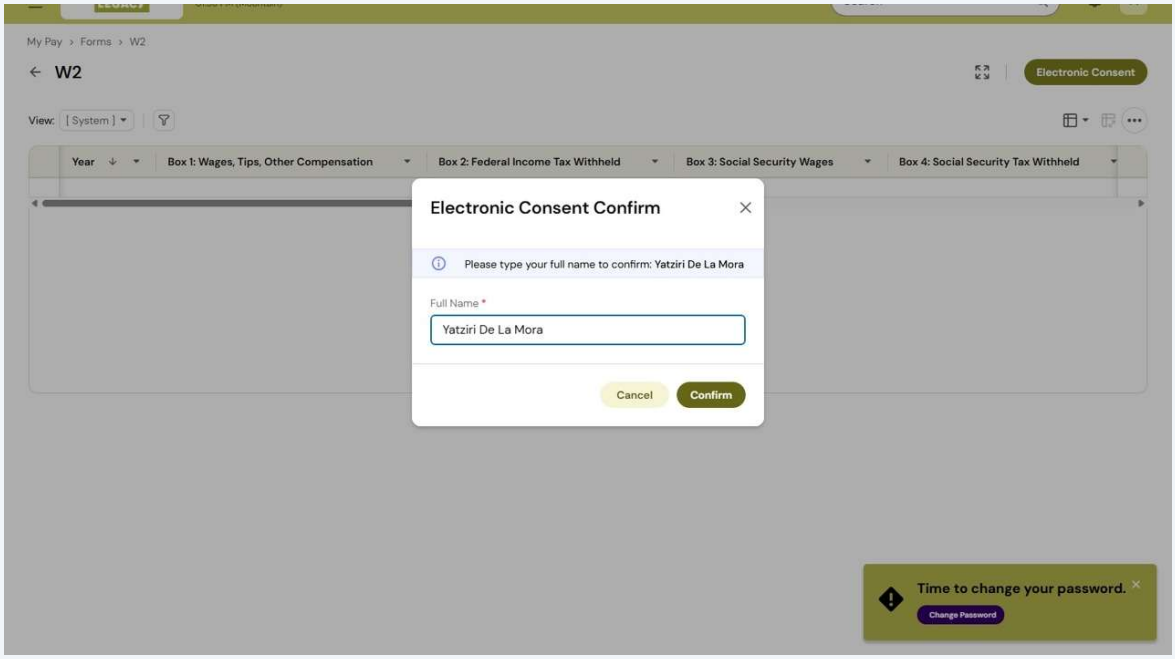
5 Click "Save"



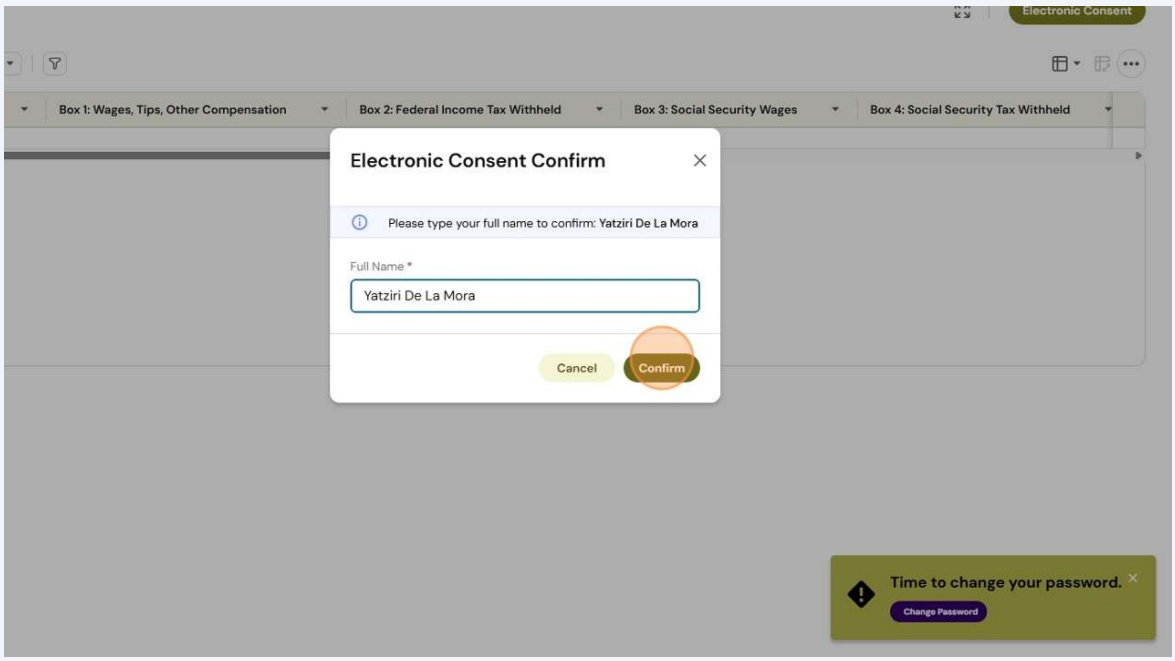
6 Click the "Full Name" field.



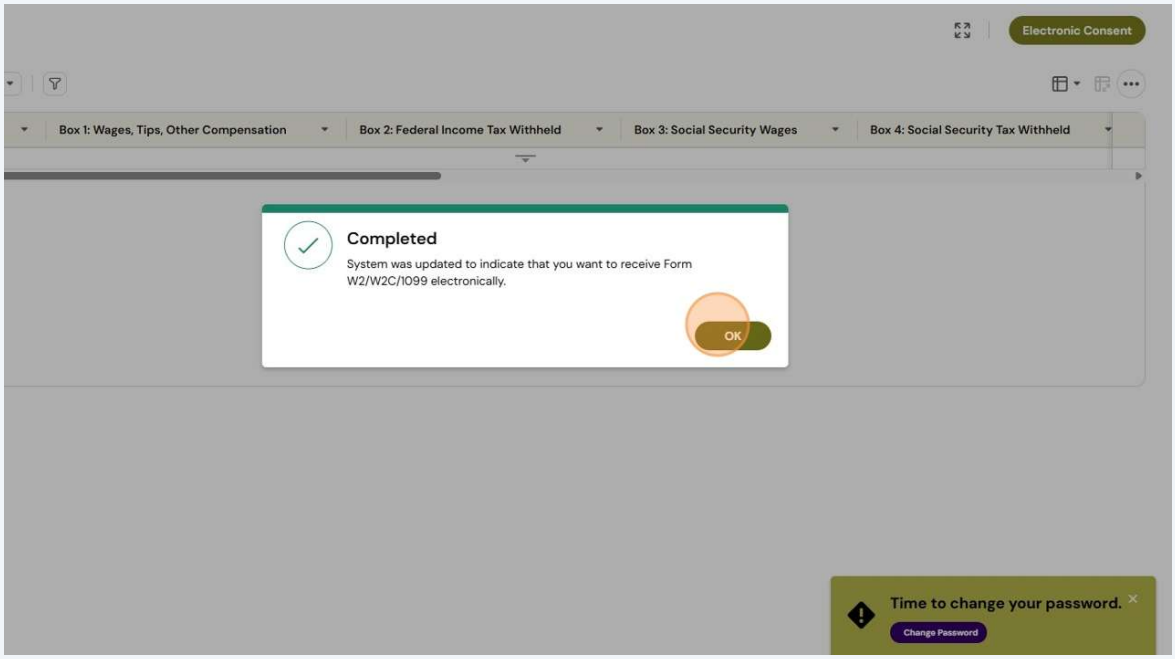
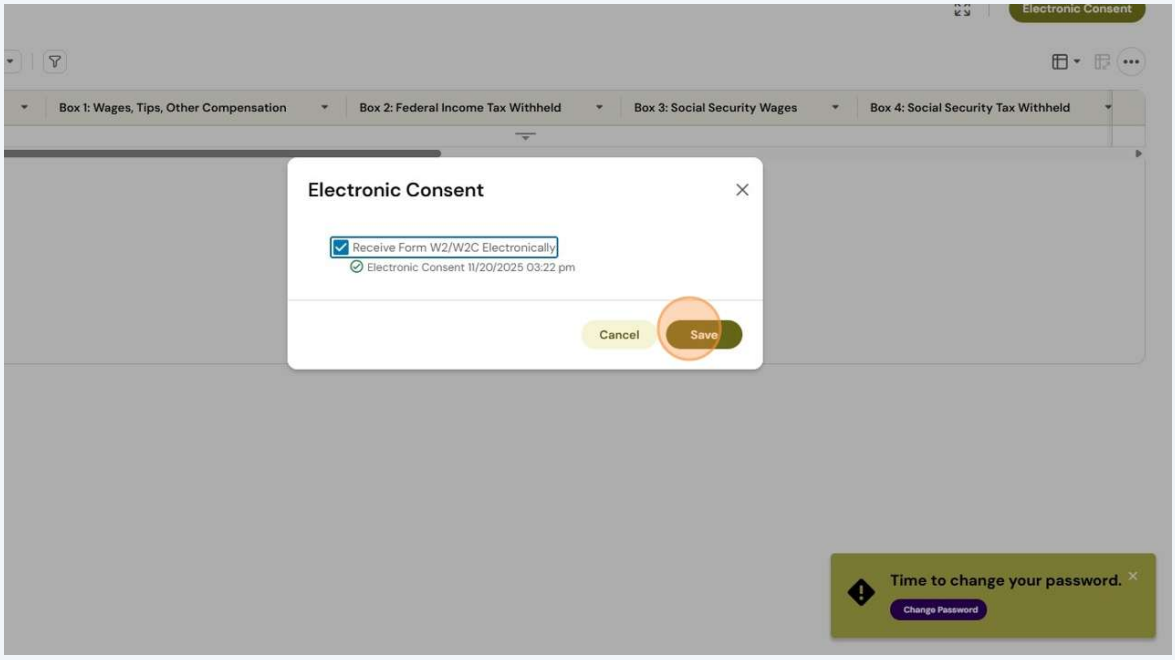
7 Type "Full Name"



8 Click "Confirm"



9 Click "OK"



10 Click "Save"