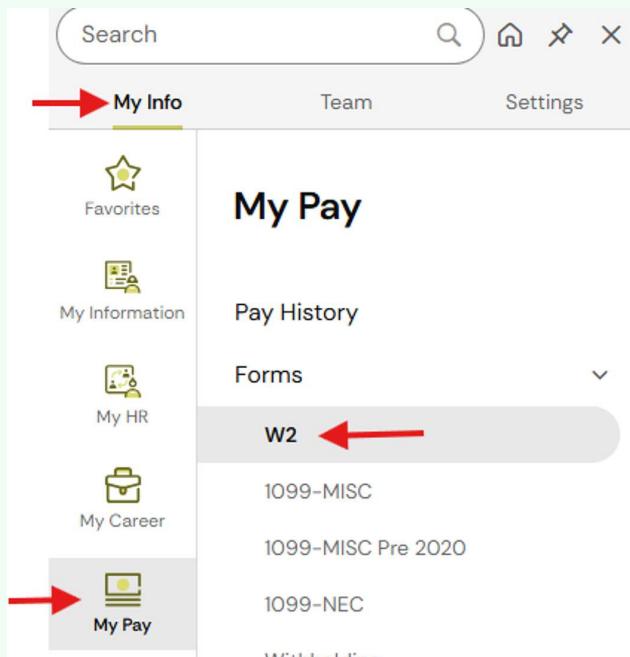


How to Consent to Receive Your W2 Electronically



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.

Good morning, YatziriTest

Today's Tasks (0)

Company Hub Tab | **My Info** | To Do | Labor Laws |

HR Actions My Profile My Taxes

ATTENTION

The HR Actions button gives you the ability to update items on your profile, such as your address, cell phone, direct deposit, and email.

Electronic W2 Consent

Receive your W2 faster!

Click on the link below, click on the button on the top right-hand side "Electronic Consent", check off the box and click save.

Electronic Consent

Consent for Electronic W2 

 Time to change your password

2 Click "Consent for Electronic W2"

YT

Today's Tasks (0)

Company Hub Tab | **My Info** | To Do | Labor Laws |

ATTENTION

The HR Actions button gives you the ability to update items on your profile, such as your address, cell phone, direct deposit, and email.

Please don't use the "My pay" widget link that says *Update Direct Deposit* to make any changes to your direct deposit setup. This will only show you your current direct deposit setup. To update your direct deposit, click on the HR Actions button.

Electronic W2 Consent

Receive your W2 faster!

Click on the link below, click on the button on the top right-hand side "Electronic Consent", check off the box and click save.

Electronic Consent

Consent for Electronic W2

My pay

Next pay date

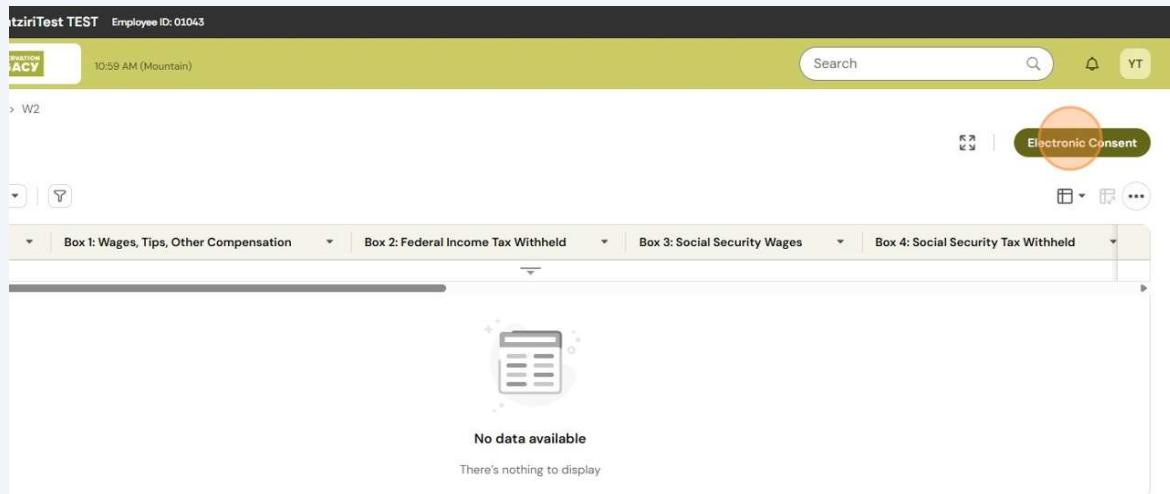
Community Port

Time to change your

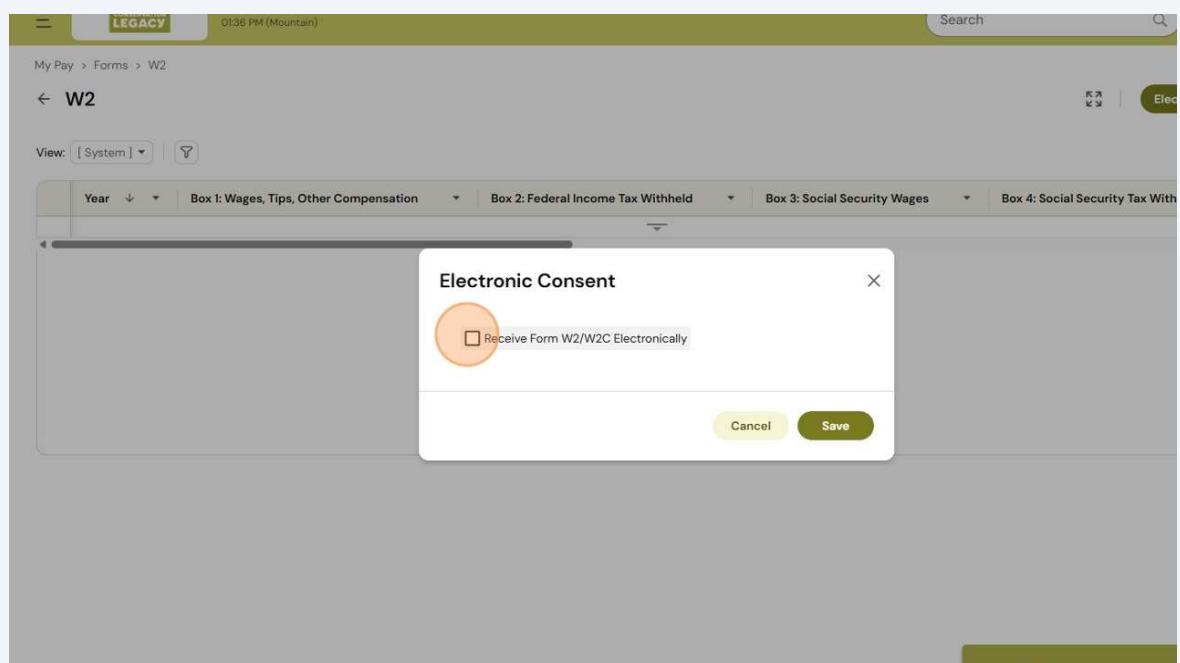
Change Password

Need to enter or edit your timesheets or submit a

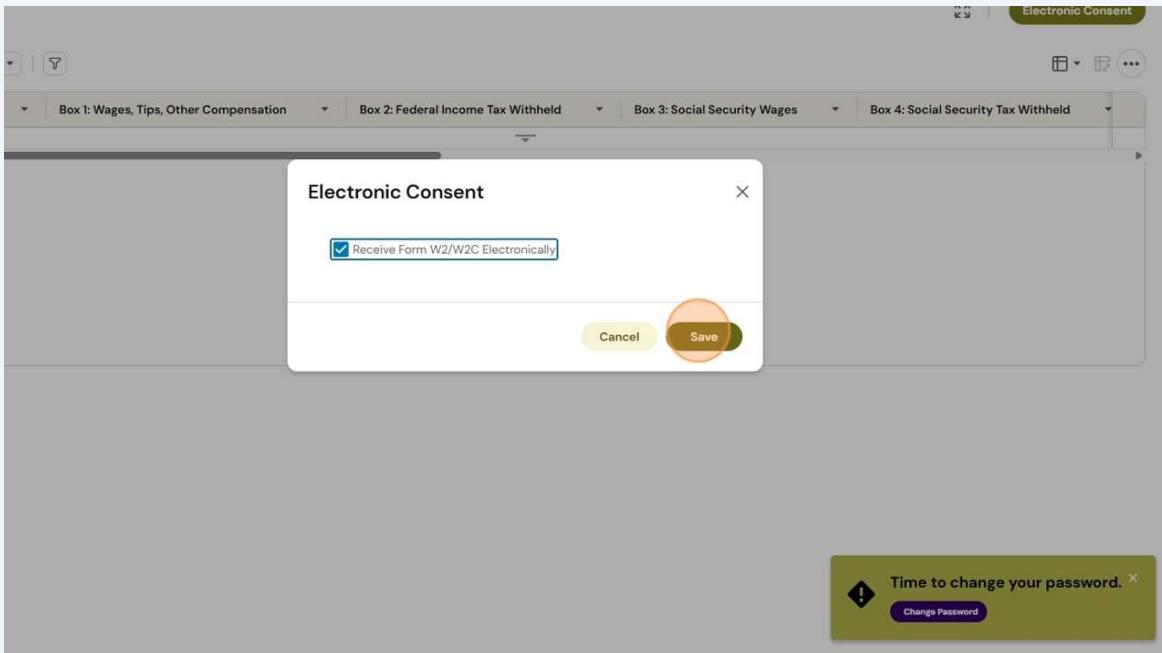
3 Click "Electronic Consent"



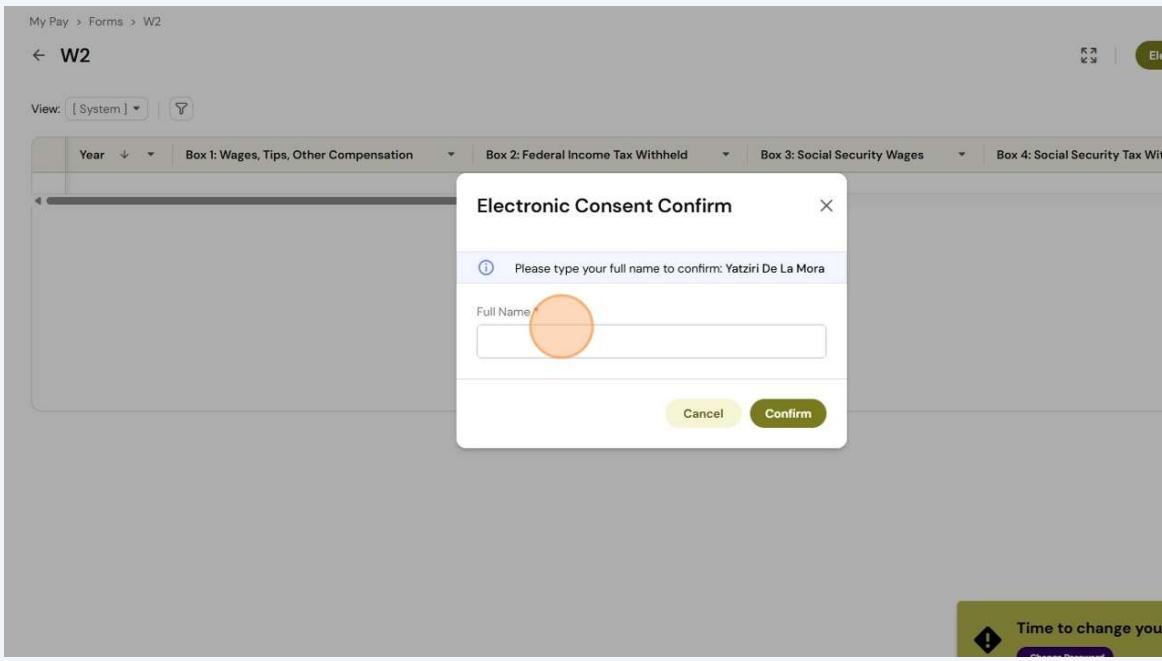
4 Click "Receive Form W2/W2C Electronically"



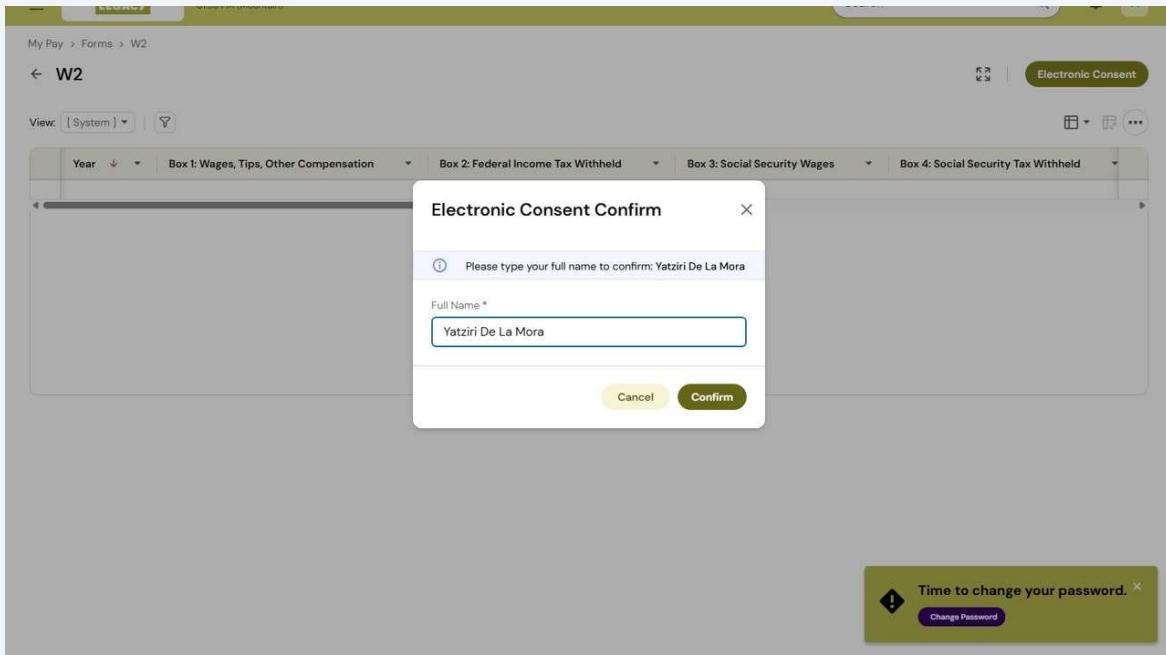
5 Click "Save"



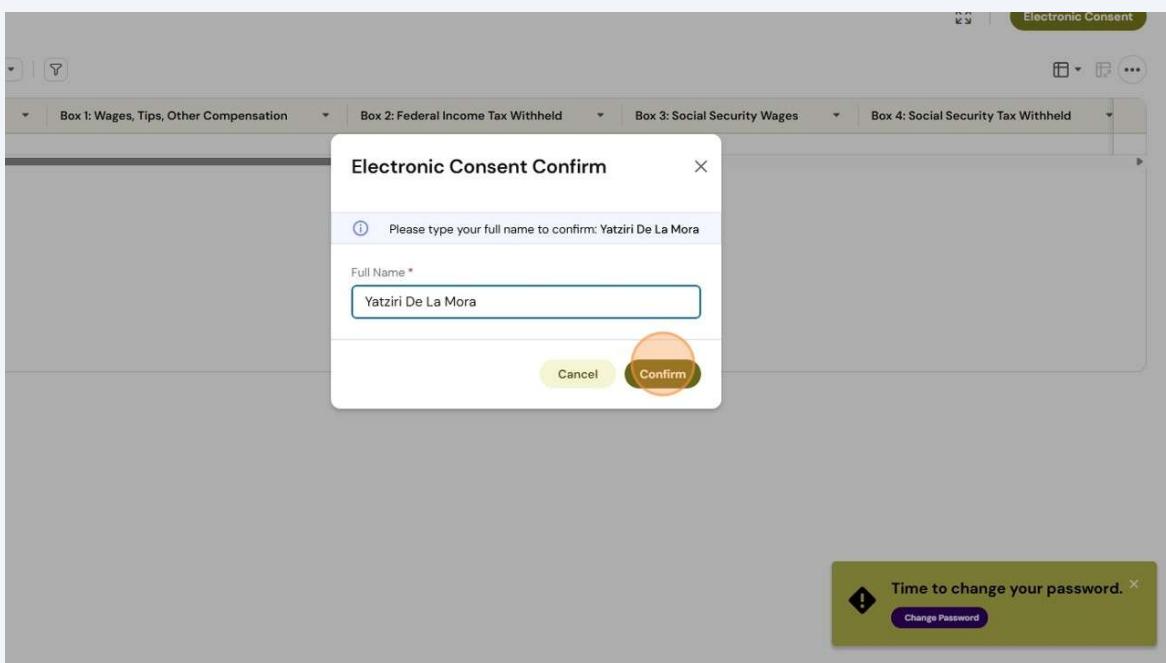
6 Click the "Full Name" field.



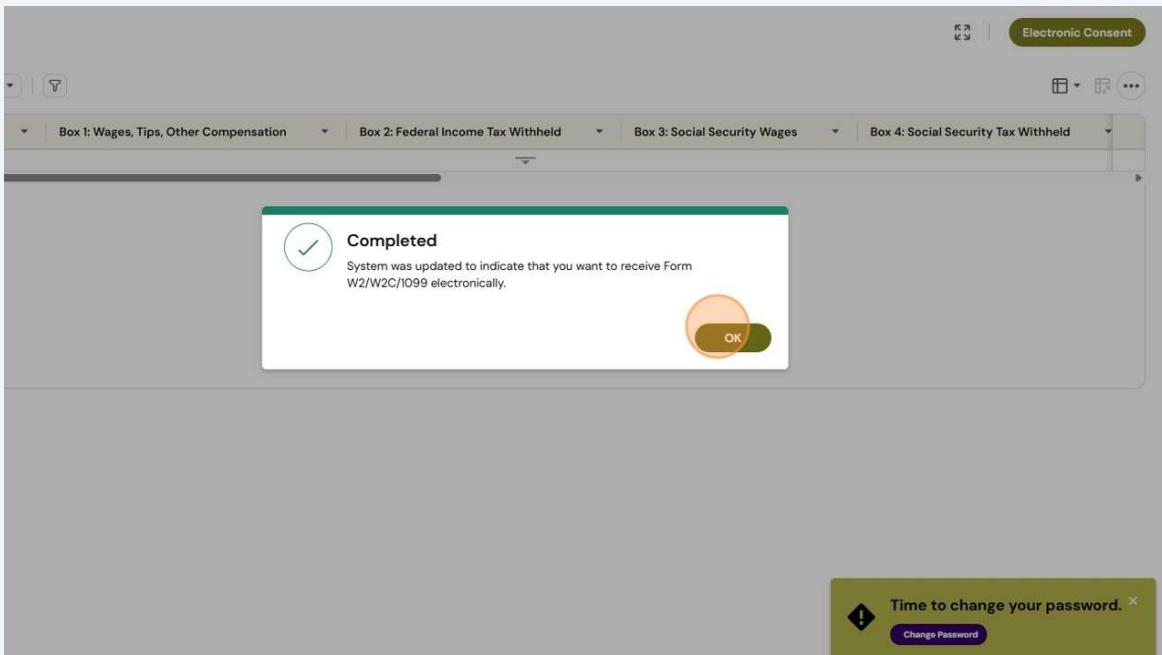
7 Type "Full Name"



8 Click "Confirm"



9 Click "OK"



10 Click "Save"

