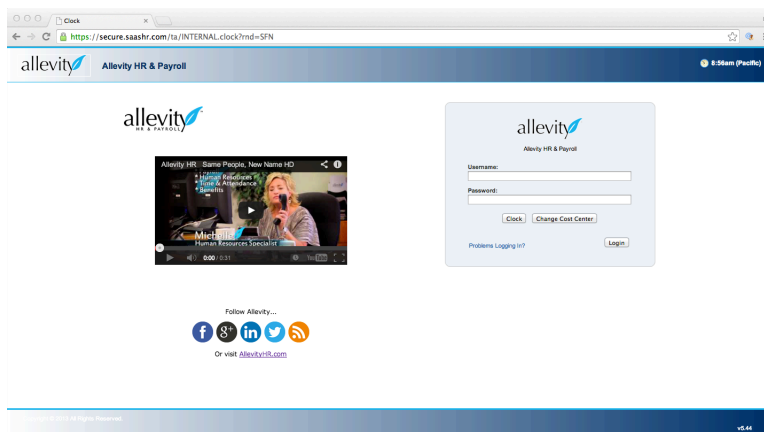


## Go Green – Choose Electronic W-2s

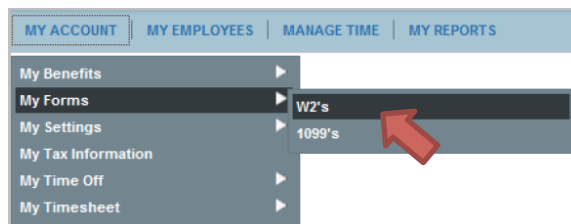
**If you get your paystub electronically or your pay statement has your employer as the return address:**

1. Using any Internet browser, **go to your Employee Login Screen**. If you are unfamiliar with the Employee Login Screen, it is the screen that you see when you clock in/out; view your time-off accruals; etc. (see the example below – please be advised that your Employee Login Screen may look different than the example).



2. **Login** to your Employee Login Account.

3. In the blue toolbar at the top of the screen click **My Account > My Forms > W2s**.

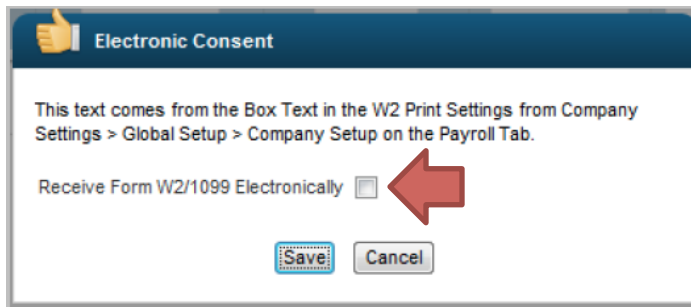


4. You will be redirected to the W-2 screen. In the upper right corner of the screen you will see a button that reads 'Electronic Consent'.



**Click on this button.**

5. Upon clicking the Electronic Consent button, the following pop-up will appear:



**Click the check box** to 'Receive Form W2/1099 Electronically' and then **click Save**.

6. By checking the 'Receive Form W2/1099 Electronically' and Save, you will receive the next pop-up:



You will be required to **enter your login password** to verify your consent to receive your W-2 Electronically.

**Clicking Confirm** will finalize your authorization.

Congratulations! You have successfully registered yourself to receive your W-2 electronically. You will be notified when your E-W2 is ready for download.