Instructions to Opt-In for electronic W2 delivery

**Step 1:** Log in to Employee Self-Service

**Step 2:** Click on the Payroll box

**Step 3:** Click on the drop-down option on the W-2/W-2c line
Step 4: Select W-2/W-2c Consent
Step 5: Click in the box to consent

[Image of a screenshot showing the consent option]

Step 6: Press the Submit button.

You have completed the consent process. Thank you.