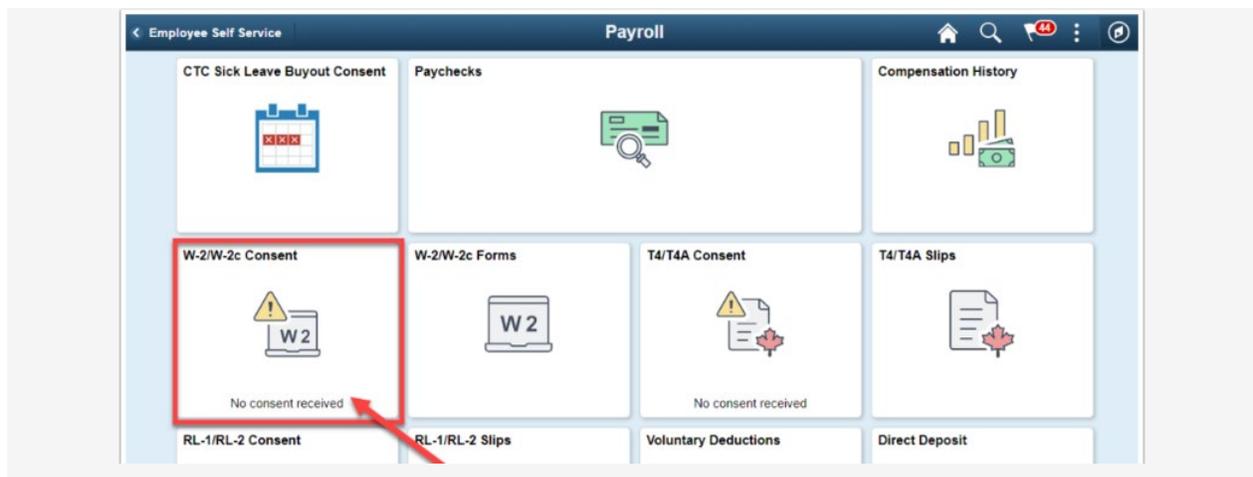# W-2 Electronic Consent

Navigation: Employee Self Service (Homepage) > Payroll (Tile)

The **Payroll** tile page displays.

1. Select the **W-2/W-2c Consent** tile.

The **W-2/W-2c Consent** page displays.

2. If your current status is listed as receiving paper forms by mail and you want to receive your W-2/W-2c electronically, read the text box information.
3. Select the **check box** to indicate your consent.
4. Select the **Submit** button.

The **W-2/W-2c Consent Form** page displays with updated information.