Easy W-2 Consent

STEP 1: Navigate to the User Setup Page

From the Home page of the Employee Portal navigate the User Setup page by clicking on the "User Setup" text on the navigation toolbar.

STEP 2: Consent for your eW-2's

Now that you are on the User Setup page, find the eW-2 consent information area on the top right corner.

1. Click on "Click here for W2 or T4 Tax Form Use"

2. You will have an in screen pop up appear. Select the first option, "I elect to receive my W2s electronically". Next will appear on the screen so you can continue.
3. Read the consent policies.
4. Scroll to the end of the consent policies screen. Select "Consent".
5. Verify your SSN by entering each number using the row at the top of your keypad. The 10-key pad will not work. Select Verify when you are finished.

STEP 3: Save the User Setup Page

Once you have received verification of consent please scroll to the bottom of the User Setup Page and select "Save Changes". **You will not remain consented until you save this page!**