



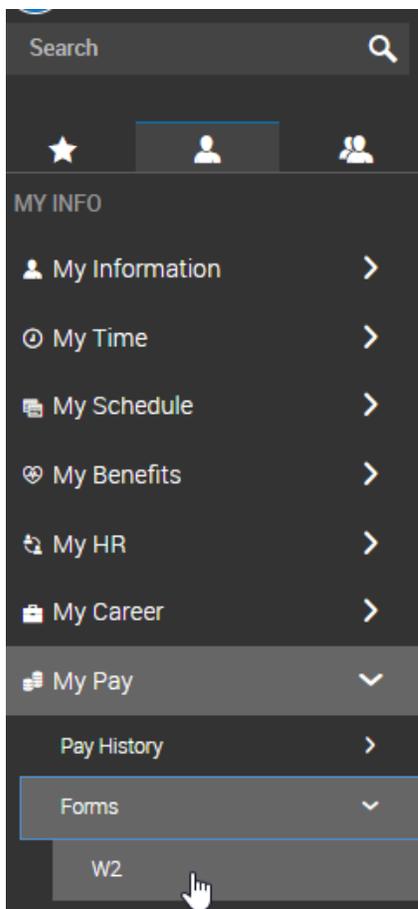
# W2/1099 Electronic Consent

## Overview

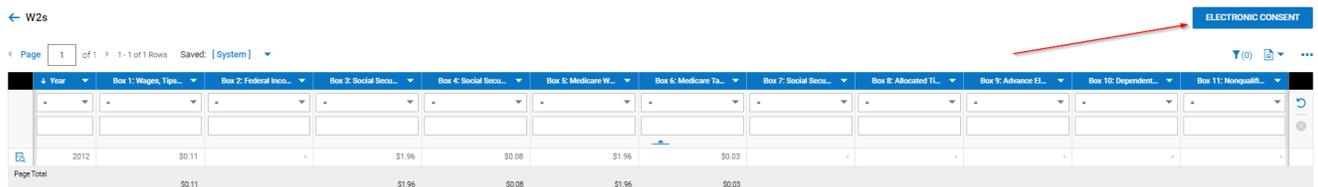
Use these instructions to give consent to receiving W2, 1099 and 1095-C electronically. Each employee would do this individually.

## Giving Electronic Consent for W2/1099

1. Navigate to **My Info > My Pay > Forms > W2**



2. Click **Electronic Consent**



3. Mark to **Receive Form W2 Electronically** and click **Save**

Electronic Consent

**i** By electronically signing this consent, you are providing authorization to access your annual tax form electronically, and you will no longer receive a paper copy. This electronic consent will remain in effect until such time you choose to disable it.

Receive Form W2 Electronically

CANCEL SAVE

4. Enter your password that you used to login, which will work as your electronic signature, and then hit **Confirm**

Electronic Consent Confirm

**i** Please type your (Angie Stroud) password to confirm.

Password \*

.....|

CANCEL CONFIRM

5. You will receive notice that the request was submitted successfully.

**Hooray!**

System was updated to indicate that you want to receive Form W2/1099 electronically.

OK

6. You are done! If you would like to double-check, you can click **Electronic Consent** again. It will show you there at what time the electronic consent was given.

Electronic Consent

**i** By electronically signing this consent, you are providing authorization to access your annual tax form electronically, and you will no longer receive a paper copy. This electronic consent will remain in effect until such time you choose to disable it.

Receive Form W2 Electronically

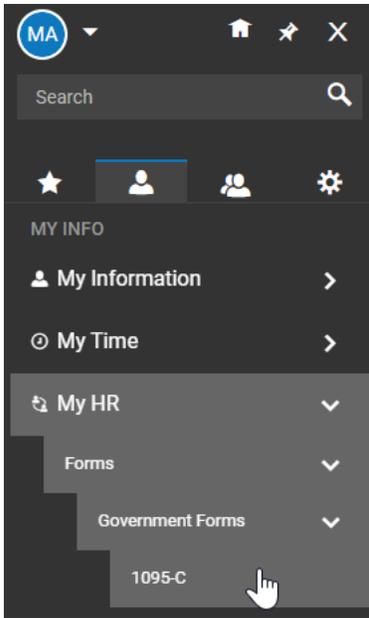
Electronic Consent 11/03/2020 09:58 am

CANCEL SAVE

# 1095-C Electronic Consent

## Giving Electronic Consent for 1095-C

1. Navigate to My HR > Forms > Government Forms > 1095-C



2. From the 1095-C screen, click the Electronic Consent button in the upper right corner



3. The following message will be displayed. Check the box to Receive Form 1095-C Electronically and click Save:

Electronic Consent X

An employee who consents to receiving his/her Form 1095-C electronically will not receive a paper copy. If an employee does not consent to electronic delivery, he/she will continue to receive a paper copy of Form 1095-C. I understand that by checking the box below, I consent to receive Form 1095-C in electronic format in lieu of receiving a paper copy. I also understand I may withdraw my consent at any time.

Receive Form 1095-C Electronically

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CANCEL SAVE