

Use this task to submit or withdraw your consent to receive an electronic W-2 or W-2C form.

**Dashboard Navigation:**

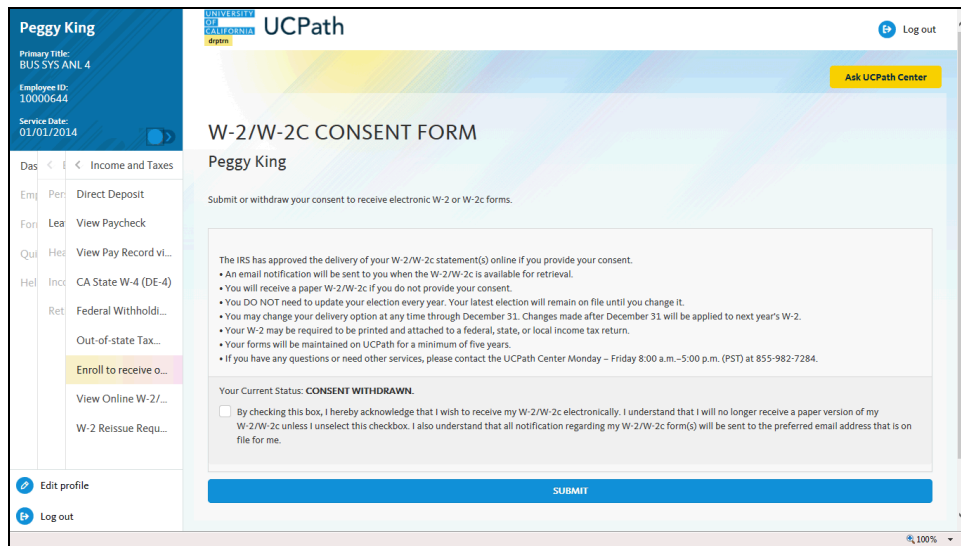
Income and Taxes > **Enroll to receive online W-2**

or

**Menu Navigation:**

Employee Actions > Income and Taxes > **Enroll to receive online W-2**

**Note:** This example uses sample images as seen on a computer. Sample images appear differently on a tablet or smartphone, but the steps remain the same.



Step	Action
1.	The current status of your consent appears on the page.  To receive your W-2/W-2C electronically, click the <b>Consent</b> option.  <input type="checkbox"/>
2.	Click the <b>Submit</b> button.
3.	A confirmation message appears.  Click the <b>OK</b> button.  <input type="button" value="OK"/>
4.	Your current status appears on the page.  When your current status is <b>Consent Received</b> , you can withdraw your consent to receive your W-2/W-2C electronically by checking the consent check box.

Step	Action
5.	You have submitted or withdrawn your consent to receive an electronic W-2 or W-2C form. <b>End of Procedure.</b>