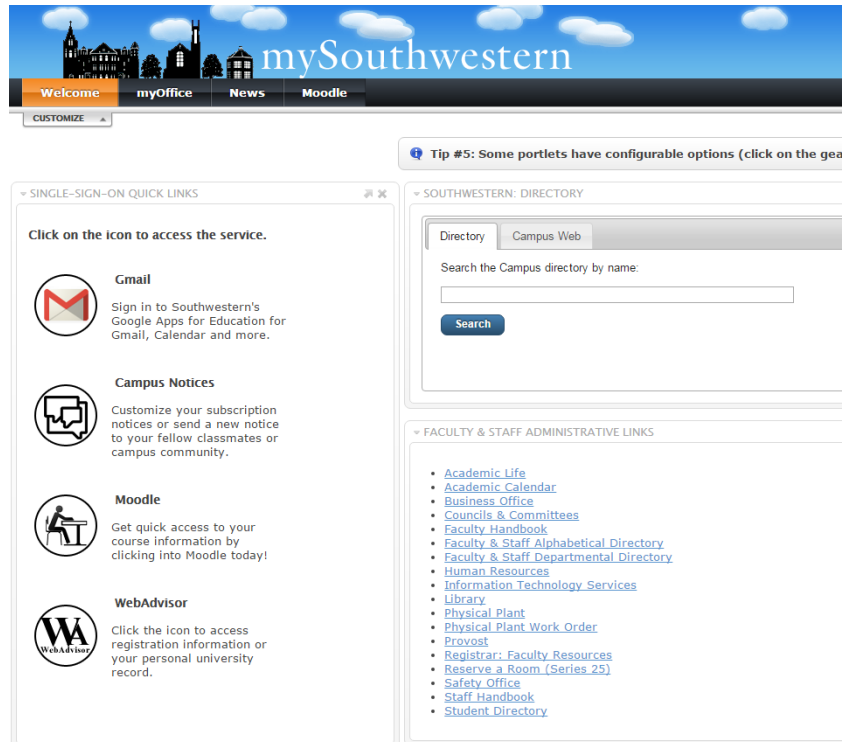


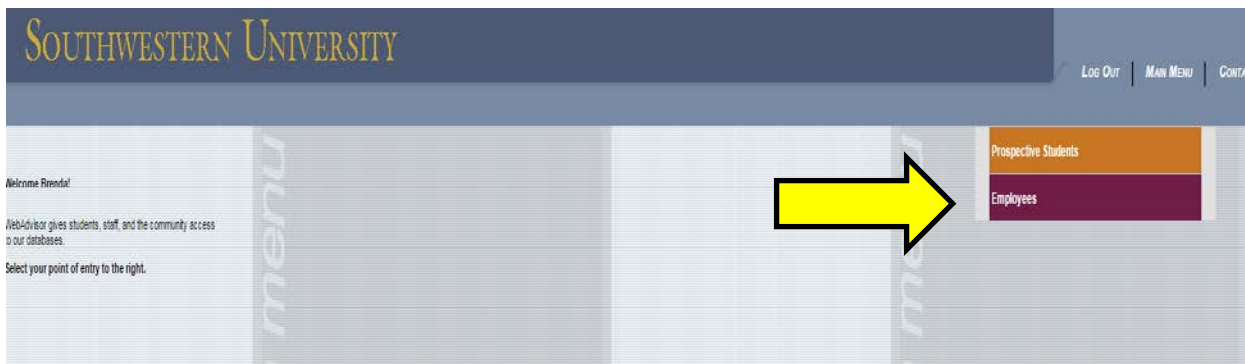
Instructions to Access W-2s

Please follow the instructions below to access your electronic W-2 forms.

1. Log into your SU WebAdvisor account like normal.



2. Select the Employee Tab



3. Click on the “Tax Information” link under the “Employee Profile” section.

SOUTHWESTERN UNIVERSITY

Log Out | MAIN

EMPLOYEES - WEBADVISOR FOR EMPLOYEES MENU

The following links may display confidential information.

User Account

Contact Information

Employee Profile

Position Summary
Leave Plan Summary
My Stipends
Pay Advices
View Pay Advices (For Administrators)
W-2 (For Administrators)
Employee Leave for Supervisor
Tax Information

Time Entry and Approval

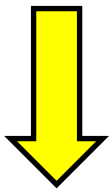
Time entry
Time history
Time approval (for supervisors)

Financial Information

Budget selection
Budget summary

Log Out | MAIN

4. Click on the “W-2 Information” Tab.



Tax Information

W-2 Information | 1095-C Information | 1098 Information

You have opted to receive your W-2 in electronic format. [Change Preferences](#)

i Receive my W-2 only in electronic format
By selecting this option, I agree to receive my official W-2 only in electronic format. I understand that by consenting to receive my W-2 in electronic format, I will not receive a paper W-2 statement. I understand that by consenting I will have access to view and print all of my prior, current and future W-2 statements until I remove my consent. I understand that I have the ability at any time to return to this form and remove my consent.

W-2 Statements	
Tax Year	Notation
2016	2016 W-2 Statement
2015	2015 W-2 Statement

Electronic W-2 Consent History		
Date	Consent Status	
1/27/2016 1:44:32 PM	Consent Given	
1/27/2016 10:55:42 AM	Consent Withheld	

5. Click on the link for your “20XX W-2 Statement.”

- Note that prior year W-2 statements are also available.
- You can also select to receive or change your electronic format preferences.

Tax Information

W-2 Information | 1095-C Information | 1098 Information

You have opted to receive your W-2 in electronic format. [Change Preferences](#)

i Receive my W-2 only in electronic format
By selecting this option, I agree to receive my official W-2 only in electronic format. I understand that by consenting to receive my W-2 in electronic format, I will not receive a paper W-2 statement. I understand that by consenting I will have access to view and print all of my prior, current and future W-2 statements until I remove my consent. I understand that I have the ability at any time to return to this form and remove my consent.

W-2 Statements		Electronic W-2 Consent History	
Tax Year	Notation	Date	Consent Status
2016	2016 W-2 Statement	1/27/2016 1:44:32 PM	Consent Given
2015	2015 W-2 Statement	1/27/2016 10:55:42 AM	Consent Withheld

6. If you have NOT agreed to receive your W-2 electronically, the following screen will appear because you do not have access.

- Click on the circle in front of the first statement, “Receive my W-2 only in electronic format”
- Click on the “Save” Button at the bottom

Tax Information

W-2 Information | 1095-C Information | 1098 Information

Select an option below to set your preferences for receiving your electronic W-2:

Receive my W-2 only in electronic format

i By selecting this option, I agree to receive my official W-2 only in electronic format. I understand that by consenting to receive my W-2 in electronic format, I will not receive a paper W-2 statement. I understand that by consenting I will have access to view and print all of my prior, current and future W-2 statements until I remove my consent. I understand that I have the ability at any time to return to this form and remove my consent.

Withhold my consent

! I choose to withhold my consent and understand by doing so that I will not receive my official W-2 in electronic format. I also understand that by withholding my consent, I will not have access to prior or future W-2 statements electronically. I understand that I have the ability at any time to return to this form and consent to view my W-2 statements electronically.

[Cancel](#) [Save](#)

7. To change your preference -

- Click on the change preference button
- Then follow step 6 above.

Tax Information

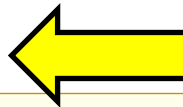
W-2 Information

1095-C Information

1098 Information

You have opted to withhold consent to view your W-2 online.

Change Preferences



Withhold my consent

I choose to withhold my consent and understand by doing so that I will not receive my official W-2 in electronic format. I also understand that by withholding my consent, I will not have access to prior or future W-2 statements electronically. I understand that I have the ability at any time to return to this form and consent to view my W-2 statements electronically.

Electronic W-2 Consent History
