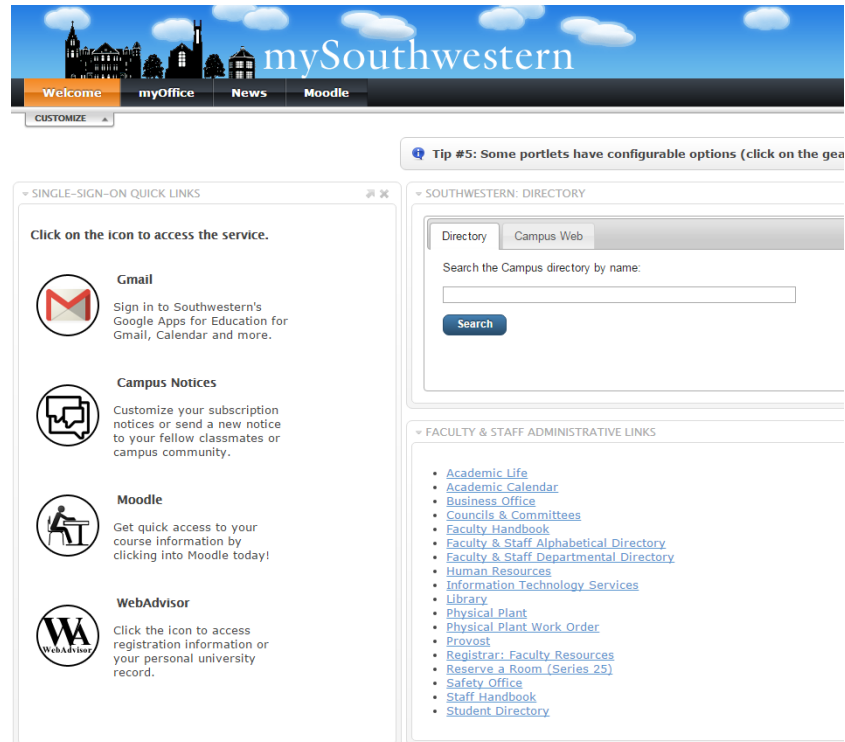


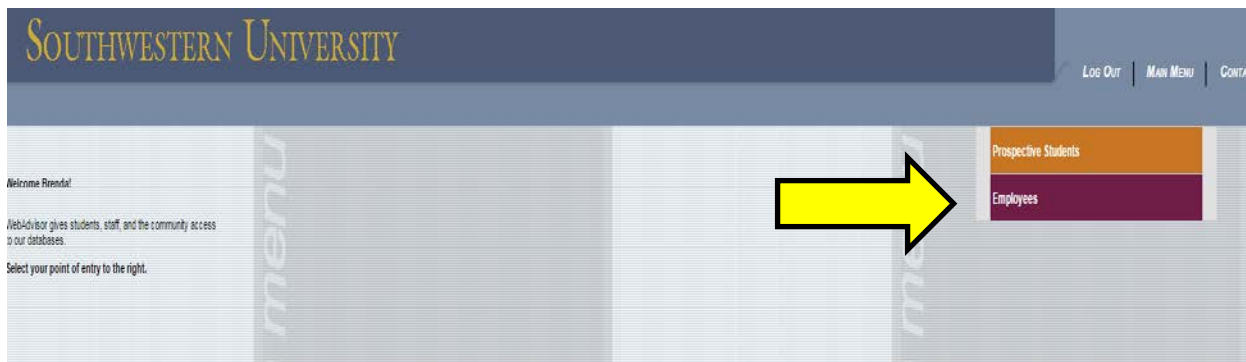
Instructions to Access W-2s

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. You can also access your W-2 by selecting the "Self-Service" link and then the "Employee" & "Tax Information" boxes.

SOUTHWESTERN UNIVERSITY

EMPLOYEES - WEBADVISOR FOR EMPLOYEES MENU

The following links may display confidential information.

User Account

[Contact Information](#)
[Contact Information](#)

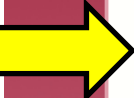
Employee Profile

[Leave Plan Summary](#)
[Employee Leave for Supervisor](#)
[Tax Information](#)
[Self-Service](#)

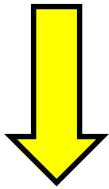
Time Entry and Approval

[Time entry](#)
[Time history](#)
[Time approval \(for supervisors\)](#)
[Employee history \(for supervisors\)](#)
[Record Leave Used - Exempt](#)
[Exempt Leave Summary and Submission](#)
[For Supervisors: Paid Leave Approval](#)

[Budget selection](#)
[Budget summary](#)
[SelfService Budget/Cost Center](#)



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

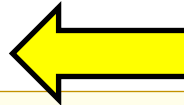
W-2 Information

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
