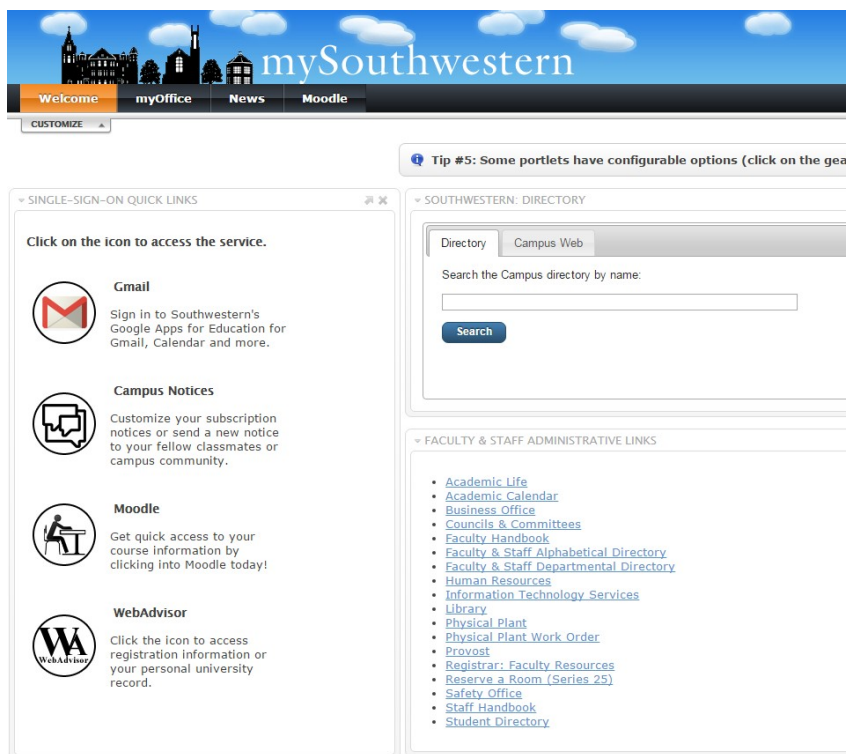


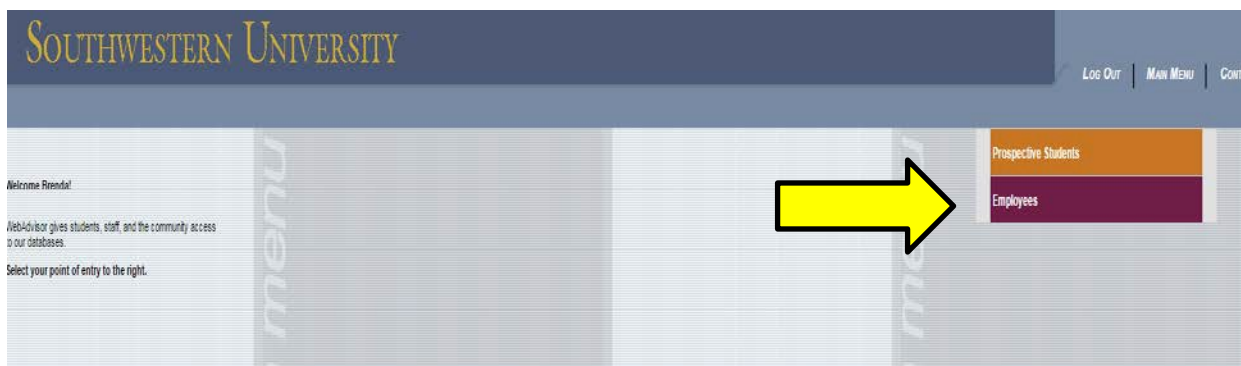
Instructions to Access W-2s

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

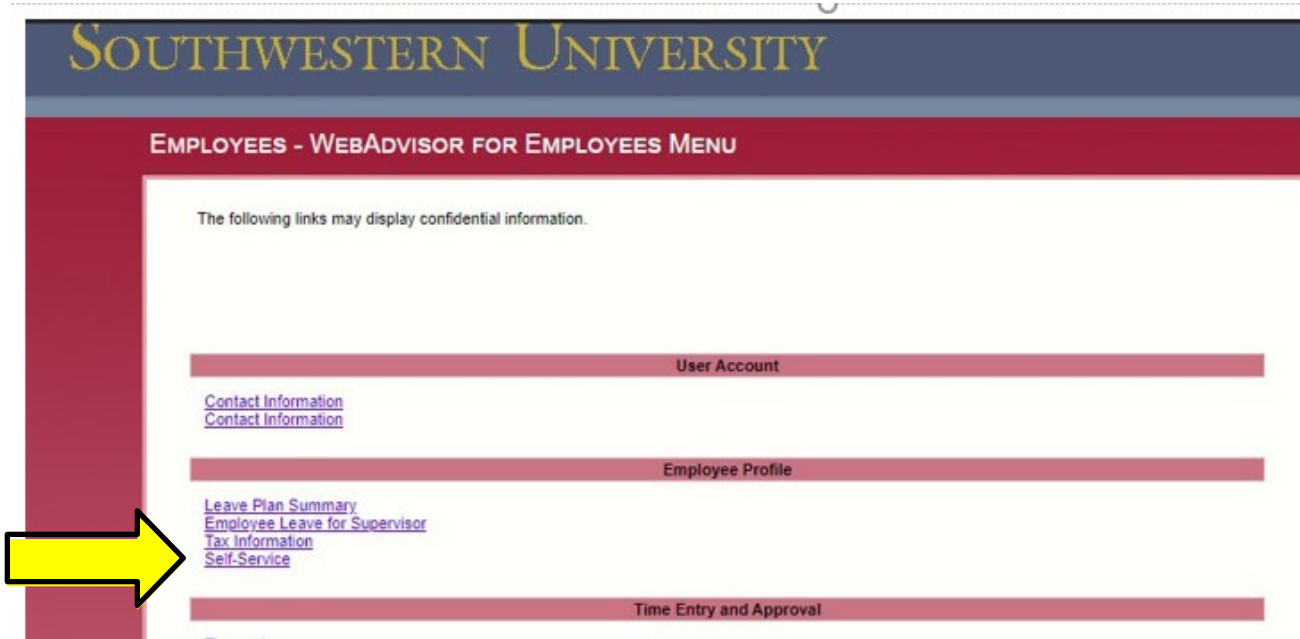
1. Log into your SU WebAdvisor account like normal.



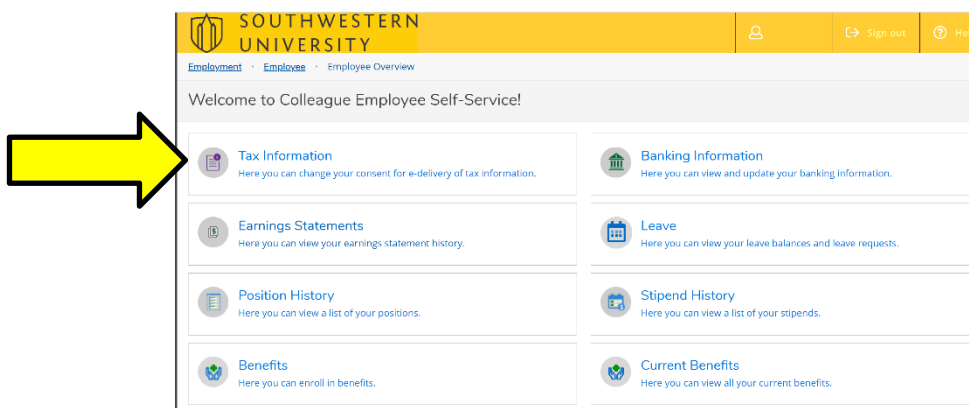
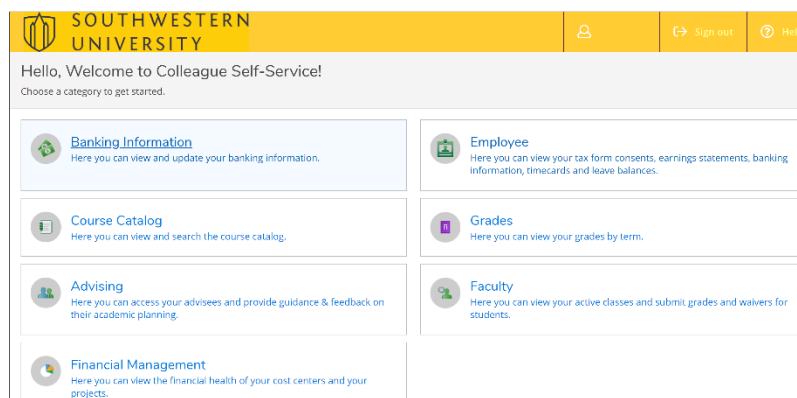
2. Select the Employee Tab



3. Click on the “Self-Service” link under the “Employee Profile Section.

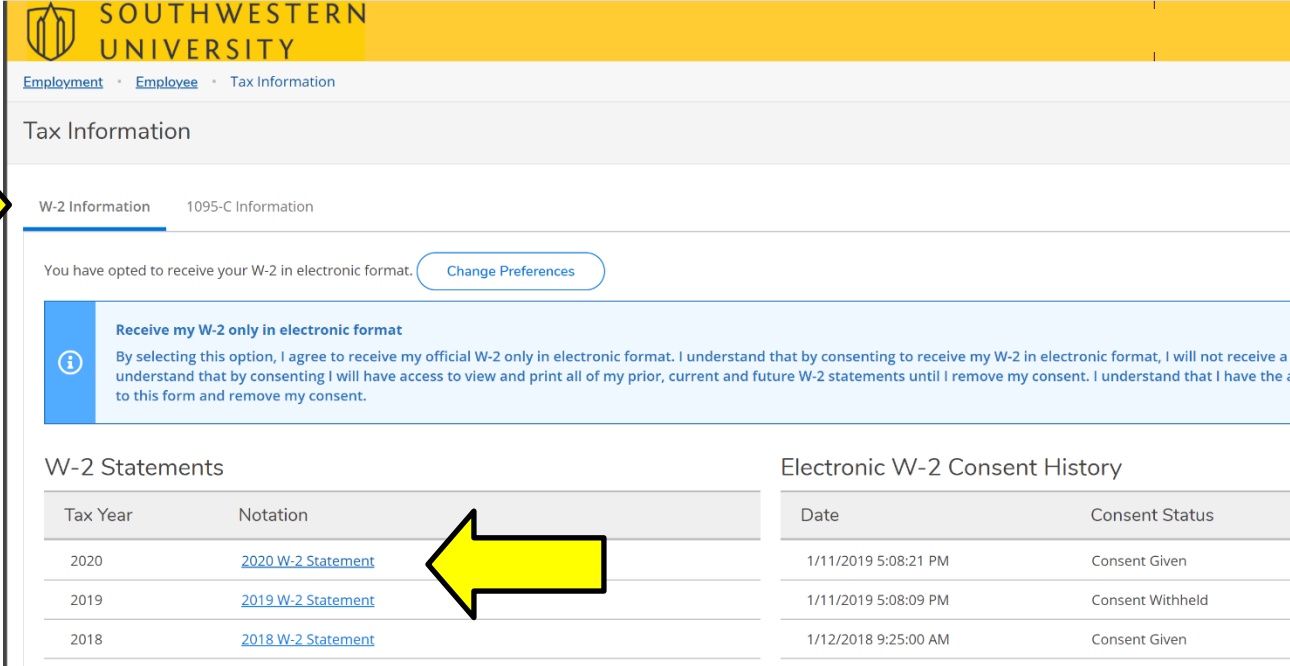


4. Once in Self-Service select the “Employee” Box & then the “Tax Information” box



5. Click on the “W-2 Information” tab & then select the desired year for your “20XX W-2 Statement.”

- Note that prior year W-2 statements are also available.



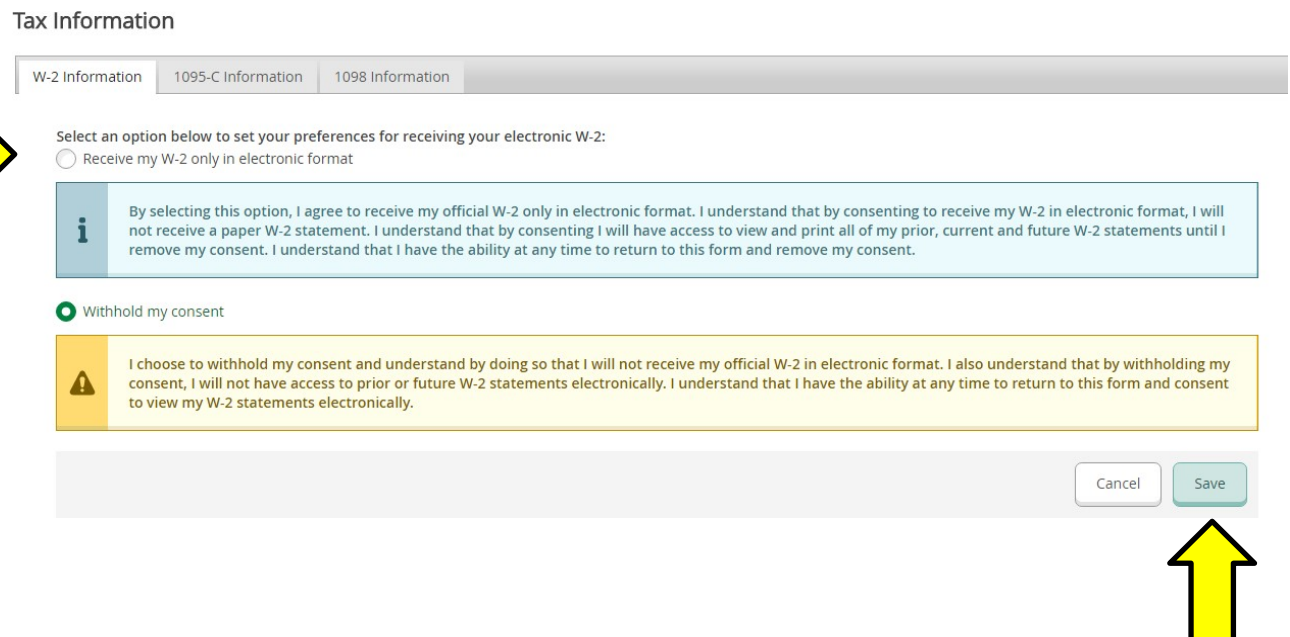
The screenshot shows the Southwestern University website's Tax Information section. The "W-2 Information" tab is selected, indicated by a yellow arrow. Below the navigation tabs, there is a "Change Preferences" button. A blue information box contains the text: "Receive my W-2 only in electronic format. 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." Below this, there are two tables: "W-2 Statements" and "Electronic W-2 Consent History". The "W-2 Statements" table has a yellow arrow pointing to the "2020 W-2 Statement" link.

Tax Year	Notation
2020	2020 W-2 Statement
2019	2019 W-2 Statement
2018	2018 W-2 Statement

Date	Consent Status
1/11/2019 5:08:21 PM	Consent Given
1/11/2019 5:08:09 PM	Consent Withheld
1/12/2018 9:25:00 AM	Consent Given

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.



The screenshot shows the "Tax Information" page with the "W-2 Information" tab selected. A yellow arrow points to the "Receive my W-2 only in electronic format" radio button, which is currently unselected. Below it is a blue information box with the same consent text as in the previous screenshot. The "Withhold my consent" radio button is selected. Below this is a yellow warning box with the text: "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." At the bottom right, there are "Cancel" and "Save" buttons, with a yellow arrow pointing to the "Save" button.

To change your electronic preference -

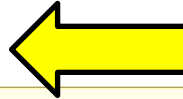
- Click on the change preference button
- Then follow the step above.

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
