

W2/1099 Electronic Consent

- Employee will log in and navigate to My W2s and click “Electronic Consent” in the top right hand corner of the page

Home > My Account > My Forms > W2s > My W2s

ELECTRONIC CONSENT

- Check the box that says “Receive Form W2/1099 Electronically,” then save (user must enter their password)

Electronic Consent

When electronic consent is enabled, employees can log into ESS to view their W2 once it has been signed off on.

Receive Form W2/1099 Electronically

SAVE **CANCEL**

- They will receive a “Success Message”

✓ Success (1) [Hide All](#)

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