How Do I Submit My Consent to Receive an Electronic W-2 Form?

To ensure you receive your current year’s W-2 electronically, you need to enroll by December 31.

Navigation

1. Log into OneUSG Connect.
2. From Employee Self Service, click the Taxes tile.
3. Select W-2/W-2c Consent from the menu listing.
4. Your current consent status is listed above the checkbox.
5. To consent to receive your W-2 electronically:
   a. Click in the checkbox next to Check here to indicate your consent to receive electronic W-2 and W-2c forms.
   b. Click Submit
   c. Click OK
   d. Your Current Status is now Consent received.
   e. You will receive an email confirming this change.
6. To remove your consent to receive your W-2 electronically:
   a. Click in the checkbox next to Check here to withdraw your consent to receive electronic W-2 and W-2c forms.
   b. Click Submit
   c. Click OK
   d. Your Current Status is now Consent Withdrawn.
   e. You will receive an email confirming this message.