MyPortal Instructions to Provide Electronic Consent for Form W-2 and/or 1095-C

To receive access to your W2 electronically, please log into <u>MyPortal</u> and follow these steps:

1. Click on the "Employee Dashboard" Tile

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nation		

2. Next, click on "Taxes" section

Pay Information Latest Pay Stub: 01/14/2022 Earnings	
Latest Pay Stub: 01/14/2022	
Earnings	
Taxes	

3. Click on the "Electronic Regulatory Consent" link

Taxes		
Federal Income Tax Withholding	W-4 Employee's Withholding Allowance Certificate	W-2 Wage and Tax Statement
Filing Status:	Electronic Regulatory Consent	W-2c Corrected Wage and Tax Statement
Status: Active		5
2C Ind:	1095-C Employer Provided Health Insurance Offer and Coverage Statement	

If you agree with the consent statement, simply toggle 'consent to receive W-2 electronically' box and click the 'submit' button.

Employee Dashboard Electronic Regulatory Consent				
Electronic Regulatory Consent				
Select the check box to consent to receive your tax statement electronically, or uncheck to revoke consent.				
By consenting to receive your tax statement(s) electronically, you agree to return to this site between January 31 and October 15 of the appropriate year to print each of your tax forms on-line. You may be required to print and attach your tax forms to Federal, State, or local income tax return and it is your responsibility to review the instructions for each statement as provided in the Help on the specific statement page.				
Your consent for each electronic statement will be valid for all subsequent tax years unless revoked by you, upon termination, or this service is not supported in a future given tax year. You may revoke your consent and receive paper forms by accessing this site and unchecking the, My Choice consent box, or providing written notification to the Human Resources or Payroll office.				
A paper copy of your tax statement(s) may be obtained by contacting the Human Resources or Payroll office. Updating of employee contact information is the responsibility of the employee by providing correct up-to-date information to the Human Resources or Payroll office.				
Selection Criteria				
My Choice				
Consent to receive W-2 electronically:				
Consent to receive 1095-C electronically:				
Lunderstand the instructions provided to me for accessing and printing my electronic tax forms.				
Submit				

Please note you may withdraw this consent at any time by un-toggling the 'consent to receive W-2 electronically' box and clicking the 'submit' button.

Caution: If you choose to revoke your consent after the W-2 forms are mailed, you will need to complete a W-2 reprint request form, which can be requested from Budgeting and Payroll Services.