

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

To receive access to your W2 electronically, please log into [MyPortal](#) and follow these steps:

1. Click on the “Employee Dashboard” Tile



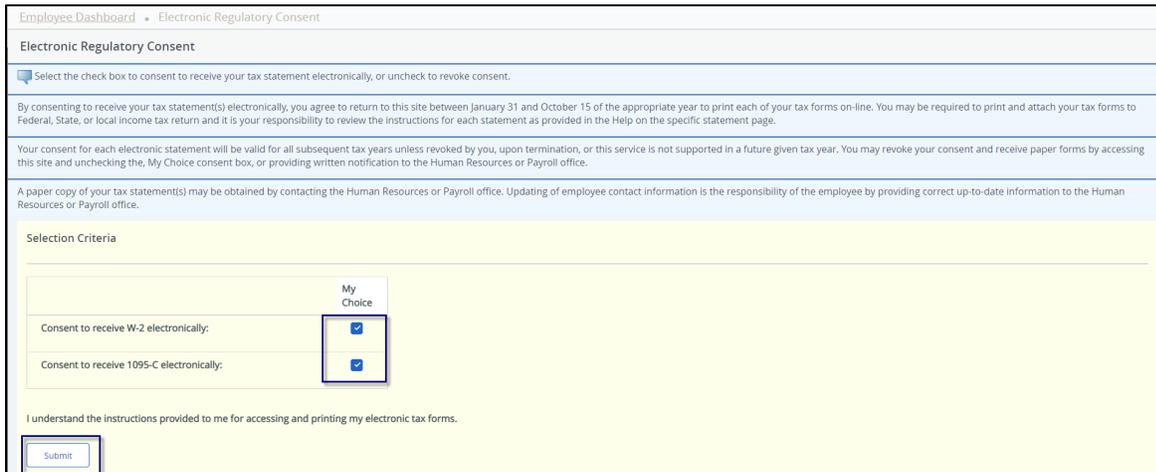
2. Next, click on “Taxes” section



3. Click on the “Electronic Regulatory Consent” link



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

A screenshot of the "Electronic Regulatory Consent" form. It includes a "My Choice" section with two checkboxes: "Consent to receive W-2 electronically:" and "Consent to receive 1095-C electronically:", both of which are checked. Below this is a "Submit" button. The form also contains explanatory text about the consent process and a statement of understanding.

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.