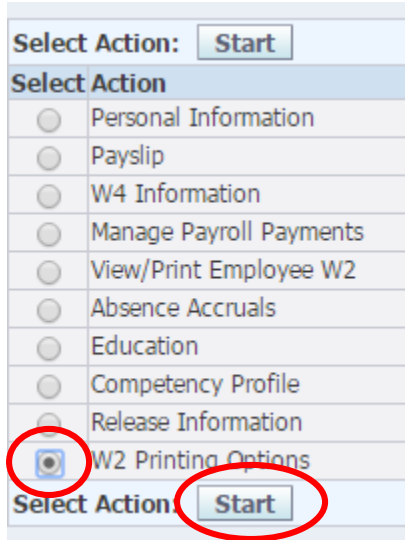


How to Provide Consent for Paperless W-2 forms

Log in to the MyJob application: <https://myjob.mu.edu/> using regular eMarq user ID and password. Click on **MU Employee Self Service** then the **Personal Actions** menu.

To provide consent to receive only electronic W-2 forms, choose the *W2 Printing Options* by clicking the radial button and **[Start]**. Next, choose the W-2 document type and click **[Update]**.

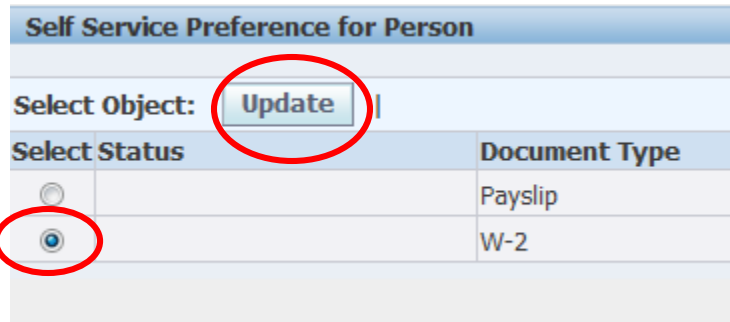


Select Action:

Select Action

- Personal Information
- Payslip
- W4 Information
- Manage Payroll Payments
- View/Print Employee W2
- Absence Accruals
- Education
- Competency Profile
- Release Information
- W2 Printing Options

Select Action:

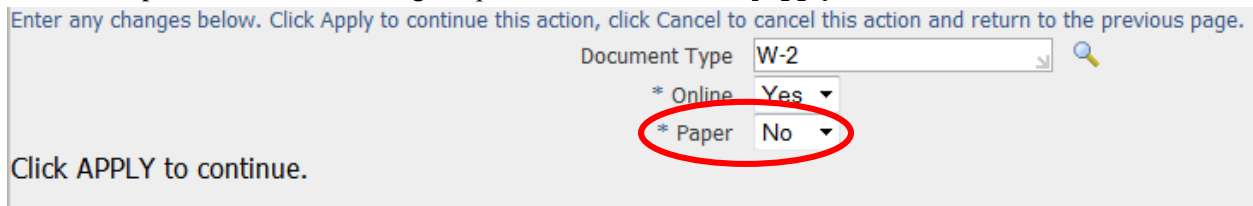


Self Service Preference for Person

Select Object:

Select Status	Document Type
<input type="radio"/>	Payslip
<input checked="" type="radio"/>	W-2

Use the drop-down arrows to change Paper to “No”, then click **[Apply]**.



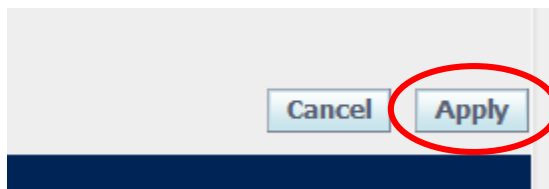
Enter any changes below. Click Apply to continue this action, click Cancel to cancel this action and return to the previous page.

Document Type

* Online Yes

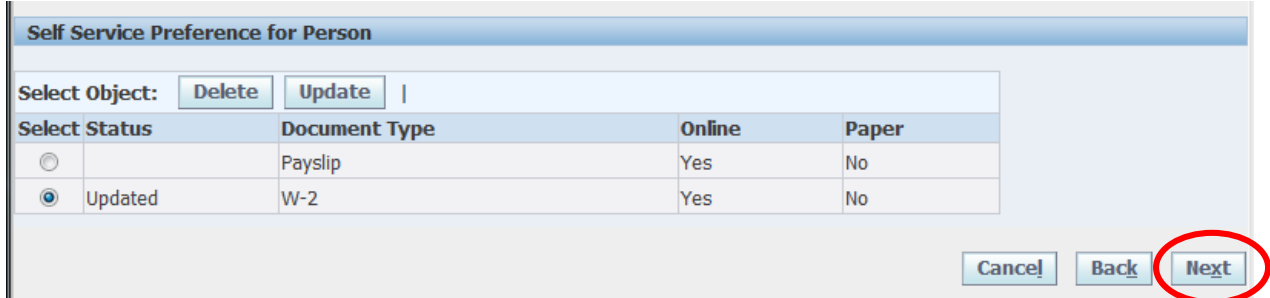
* Paper No

Click APPLY to continue.



How to Provide Consent for Paperless W-2 forms

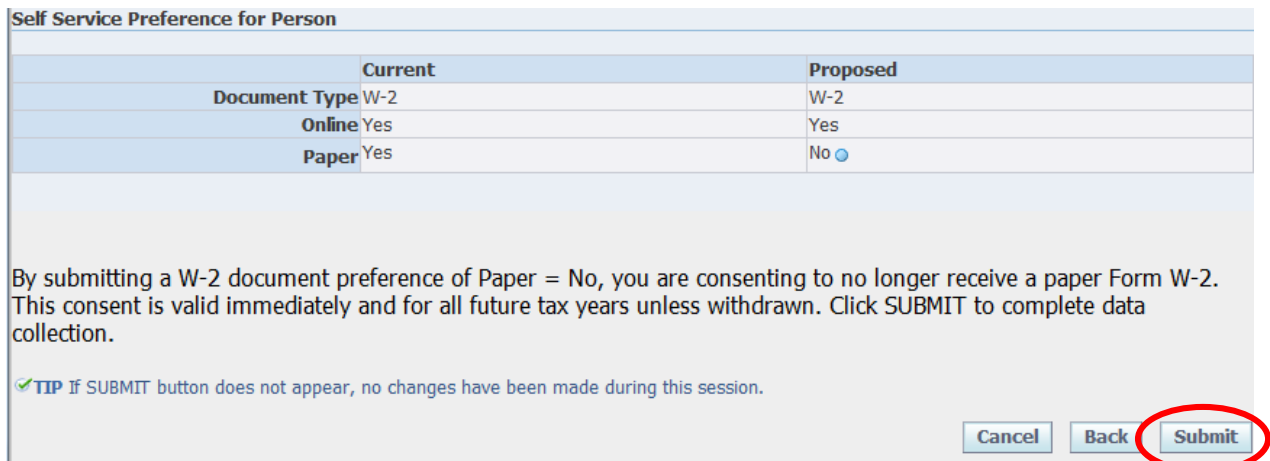
After changing the Paper option, you are routed back to this page. Click [**Next**].



The screenshot shows a web interface titled "Self Service Preference for Person". At the top, there are buttons for "Delete" and "Update". Below this is a table with columns: "Select Status", "Document Type", "Online", and "Paper". The "Updated" status is selected, and the "Paper" column has "No" selected. At the bottom right, there are buttons for "Cancel", "Back", and "Next", with the "Next" button circled in red.

Select Status	Document Type	Online	Paper
<input type="radio"/>	Payslip	Yes	No
<input checked="" type="radio"/> Updated	W-2	Yes	No

Review the changes on this page then click [**Submit**].



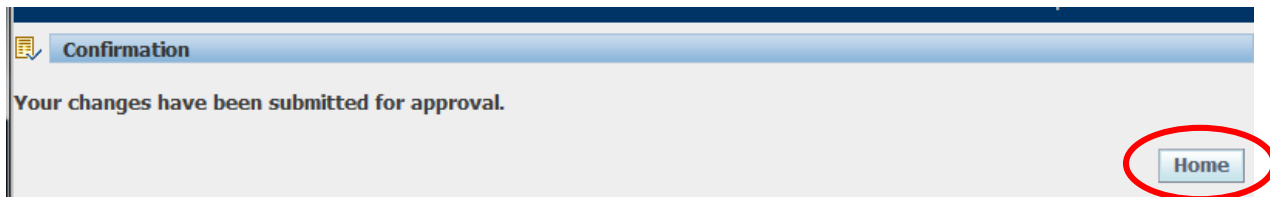
The screenshot shows a comparison table between "Current" and "Proposed" settings. The "Paper" setting is changing from "Yes" to "No". Below the table is a confirmation message and a "Submit" button circled in red.

	Current	Proposed
Document Type	W-2	W-2
Online	Yes	Yes
Paper	Yes	No <input checked="" type="radio"/>

By submitting a W-2 document preference of Paper = No, you are consenting to no longer receive a paper Form W-2. This consent is valid immediately and for all future tax years unless withdrawn. Click SUBMIT to complete data collection.

✓ TIP If SUBMIT button does not appear, no changes have been made during this session.

After you receive this confirmation message then click [**Home**] to return to the main menu and logout.



The screenshot shows a confirmation message: "Your changes have been submitted for approval." At the bottom right, there is a "Home" button circled in red.

Congratulations! You have just provided consent to no longer receive a paper W-2 form mailed to your home.