**How to consent to receive your W2 electronically:**

**Step 1: Login to PASS**

* On Home Screen select Payroll & Compensation Tile



**Step 2: View W-2/W-2c Consent**

* Scroll down, on the left side select W-2/W-2c Consent



* Select and read the W-2/W-2c Consent



* Check box (I consent to receive W-2 or W-2c forms electronically)
* Click Submit Button, after you submit your consent you will receive the online confirmation



* In addition to the online confirmation an email confirmation will be sent to your email address on file.



**How to view and print your W-2/W-2c Forms:**

**Step 1: View W-2/W-2c Forms**

* In your Payroll & Compensation Tile – select View W-2/W-2c Forms
* Select Year End Form hyperlink to open your W2



* You will be asked to Validate your information before the form will open.



* Enter your Social Security Number & Date of Birth
* Click Ok
* W2 opens for review and/or printing in a pdf format