## Giving Consent for Online W2's

- 1) Login to inside.loyola.edu.
- 2) Under Resources for Employees, select and sign into 'Employee Self Service'.
- 3) From the Welcome to Loyola Employee Self-Service screen, select 'Tax Information'.

UNIVERSITY MARYLAND
Employment Employee Employee Overview
Welcome to Loyola Employee Self-Service!
Tax Information Here you can change your consent for e-delivery of tax information.

4) From here you can opt to change your preferences. \*\*The default is to withhold consent\*\*

If you have opted to receive your W-2 in electronic format but wish to change your preference, select 'Change Preference'.

Employment · Employee · Tax Information		
Tax Information		
W-2 Information		
You have opted to receive your W-2 in electronic format. Change Preferences		
Receive my W-2 only in electronic format		
Supported Browser: Internet Explorer 11 & Maintosh's Safari. We are working on determining the version of Firefox and Chrome that would be supported. For more information, please contact the Help Center at 410-617-5555. By selecting this option.     The area to receive my and print at a for the support of Firefox and Chrome that would be supported. For more information, please contact the Help Center at 410-617-5555. By selecting this option.     The area to receive my and print at a for the support of Firefox and Chrome that would be supported. For more information, please contact the Help Center at 410-617-5555. By selecting this option.     The area to receive my and the support of Firefox and Chrome that would be supported. For more information, please contact the Help Center at 410-617-5555. By selecting this option.     The support of Firefox and Chrome that would be supported.     The support of Firefox and Chrome that would be supported.     The support of Firefox and the support of Firefox and Chrome that would be supported.     The support of Firefox and Chrome that the support of Firefox and		
W-2 Statements	Electronic W-2 Consent History	
Tax Year Notation	Date Consent Status	

5) The following screen will populate.

Employment · Employee · Tax Information
Tax Information
W-2 Information
Select an option below to set your preferences for receiving your electronic W-2:  Receive my W-2 only in electronic format
Supported Browser: Internet Explorer 11 & Macintosh's Safari. We are working on determining the version of Firefox and Chrome that would be supported. For more information, please contact the Help Center at 410-617-5555. By selecting this option, lagree to receive my official W-2 only in electronic format. I will not receive a paper W-2 statement. I understand that by consenting to receive my W-2 in electronic format. I will not receive a paper W-2 statement. I understand that by consenting to receive and print all of my current and future W-2 statements until I remove my consent. I understand that have the ability at any time to return to this form and remove my consent.
O Withhold my consent
1 choose to withhold my consent and understand by doing so that I will not receive my official W-2 in electronic format. I also understand that by withholding my consent, I will not have access to current or future W-2 statements electronically. I understand that I have the ability at any time to return to this form and consent to view my W-2 statements electronically.
Cancel

6) Select your new preference and click save. You can change this selection at anytime throughout the year.