

Opt IN/OUT of W2 Online Delivery

The following instruction will take you step by step through the process of choosing to Opt In or Out to receive your W-2 form electronically.

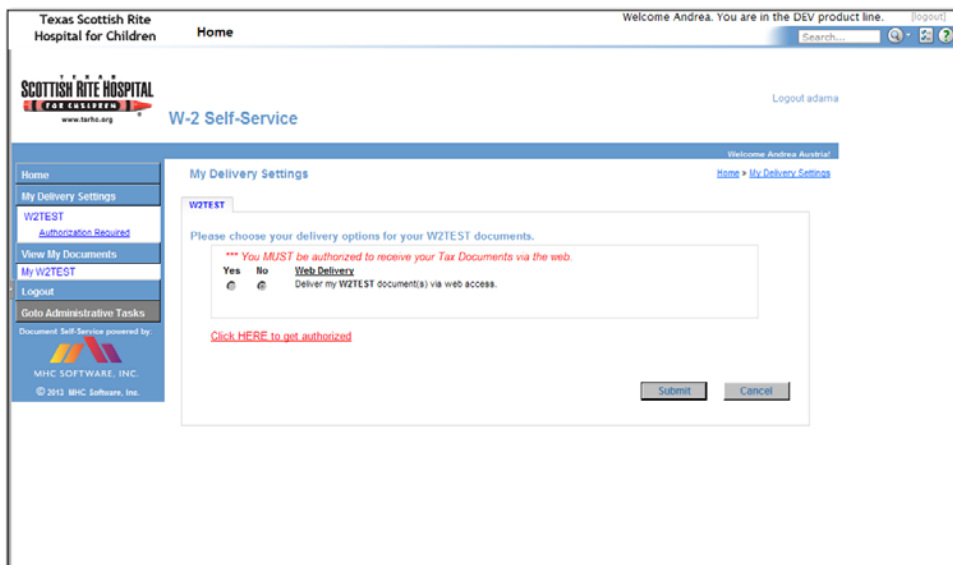
1. Log onto Lawson Employee Self Service.



2. On the left side of the screen, click "W-2 Self Service".

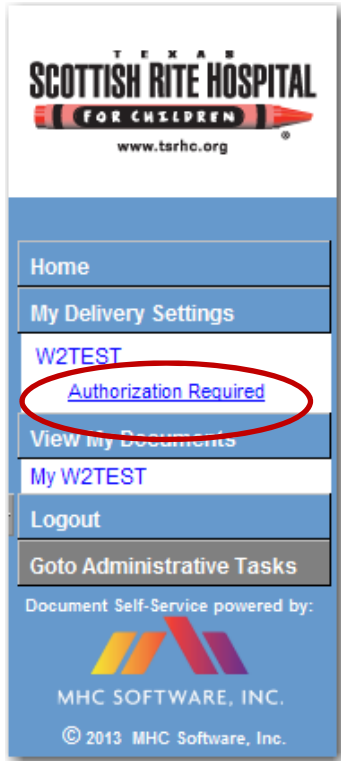


3. You will be logged into the Welcome Screen.



Opt IN/OUT of W2 Online Delivery

- Click on "Authorization Required" on the left.



- You are taken to the Welcome Screen for authorization/revocation of W2 electronic deliver.

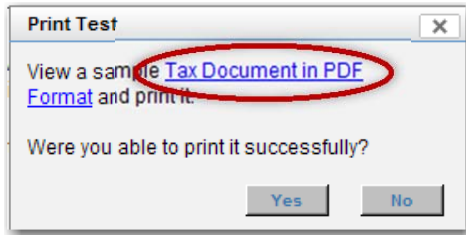


- Click the 'Print Test' button.

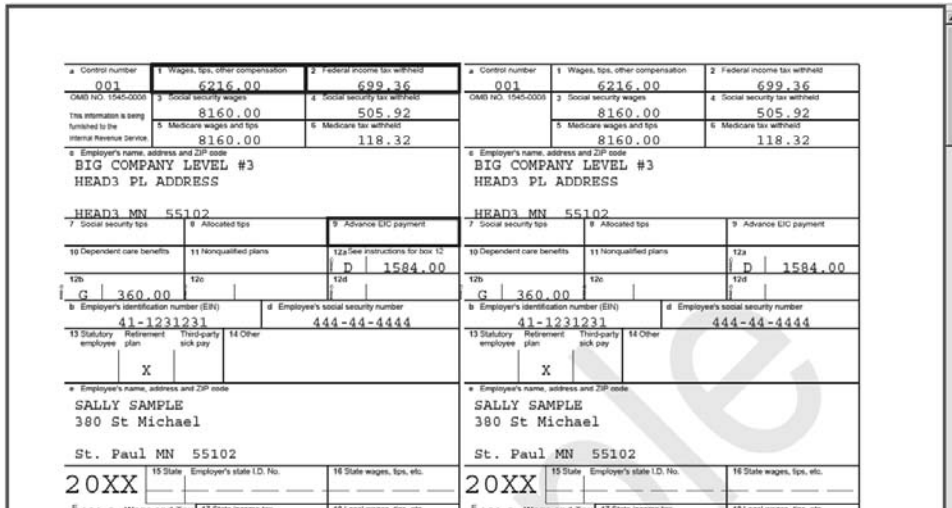


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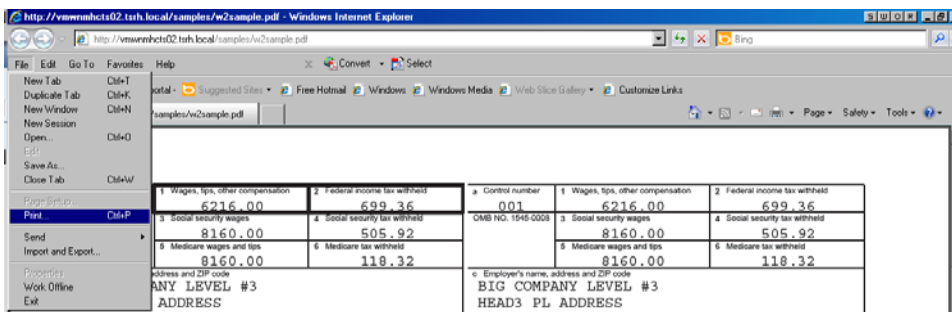
- Click the 'Tax Document in PDF Format' link.



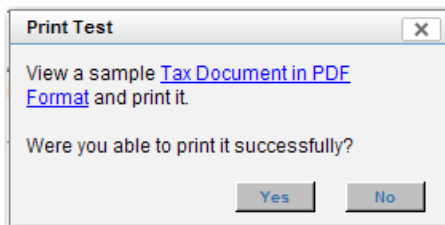
- A sample W-2 will appear in a pop-up window.



- Click 'File' and then click 'Print'.



- Once you've printed successfully, close the sample W-2.
- Return to Lawson Employee Self Service, and click 'Yes'.



Opt IN/OUT of W2 Online Delivery

- Read the message for authorization or revocation of W2 electronic delivery. Click the 'I agree' button. This will take you to your delivery settings.

My Delivery Settings - W-2s - Authorization

I wish to receive my W-2 electronically via the TSRHC W-2 Self-Service Web Site. I understand that I could receive my W-2 form as a printed document at no charge. I understand that the W-2 form needs to be attached to my tax return, and I need to print my W-2. My W-2 will be delivered as a PDF and I will use Adobe Reader (available at no charge) to print it. I was able to print the sample W-2 successfully.

I understand that I may revoke my consent to receive my W-2 electronically with 30 days advance notice anytime through December 1 of the current year. Otherwise, my consent will carry forward from year to year.

It is anticipated that the electronic W-2 forms will be available no later than January 31st. I will be notified by email when my W-2 is available online.

You must successfully print a test page before you agree.

- Click 'Yes' for Web Delivery or 'No' for mailed W2 forms.

My Delivery Settings [Home > My Delivery Settings](#)

W2TEST

Please choose your delivery options for your W2TEST documents.

You will receive emails at your **primary email address:**

as well as your **secondary email address:**

Authorization Started - clicking Submit completes your authorization

| | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-----------------------------------------------|
| Yes | No | Web Delivery |
| <input checked="" type="radio"/> | <input type="radio"/> | Deliver my W2TEST document(s) via web access. |
| <i>Settings controlled by your system administrator dictate whether you will receive an email notification when information is available via the web.</i> | | |

- Once you've selected Yes or No, click the 'Submit' button.
 - If 'Yes' was selected to 'Deliver my W2TEST document(s) via we access.', you will see "Authorized" on the left. You will also receive an email from the People Department stating that your authorization has been processed.
 - If 'No' was selected to 'Deliver my W2TEST document(s) via we access.', you will see "Authorization Required" on the left. You will also receive an email from the People Department stating that your revocation of online delivery has been processed.

