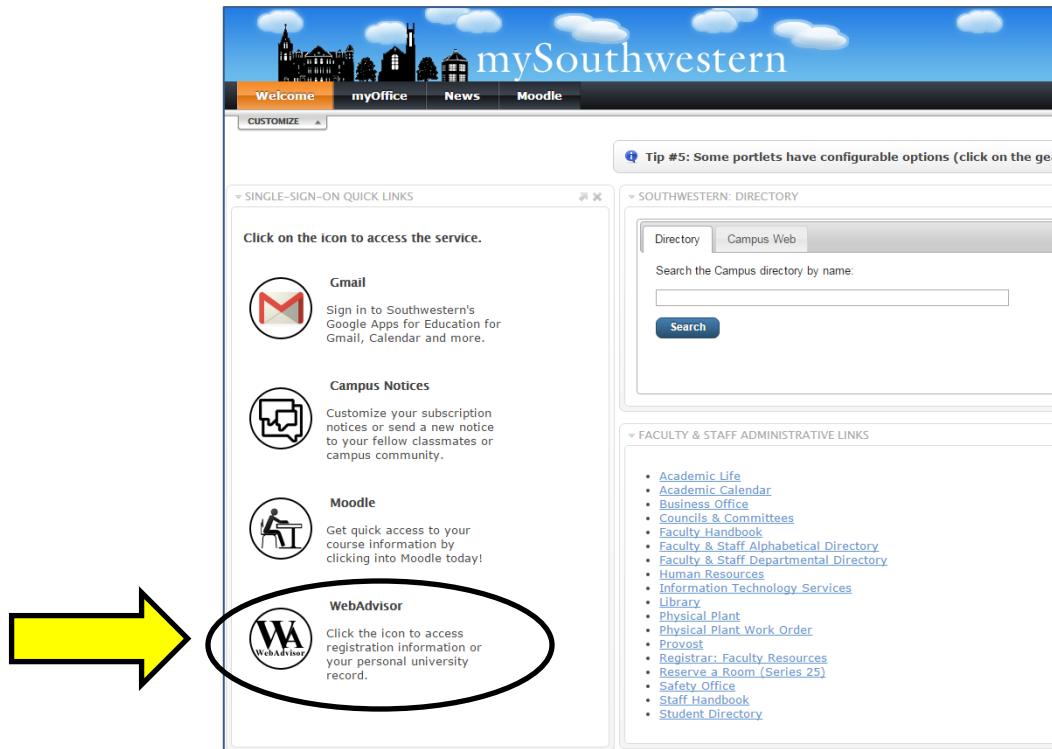


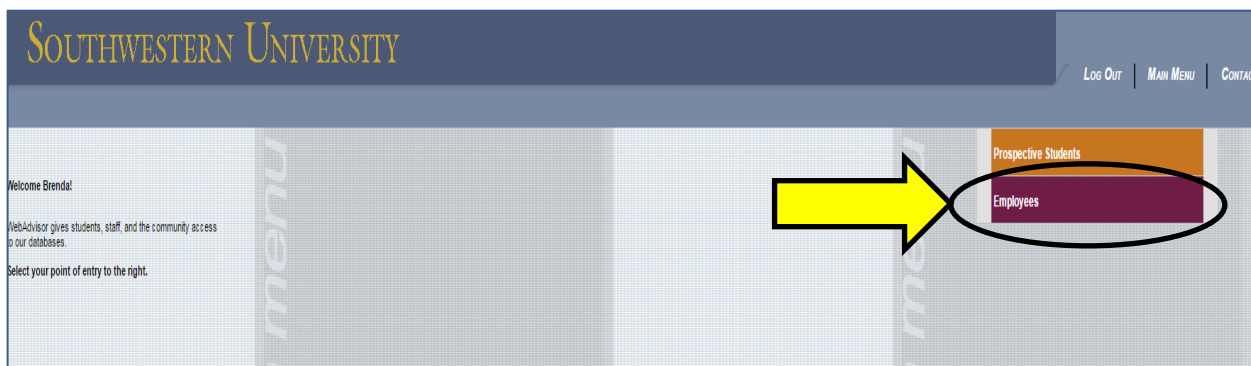
Instructions to Access W-2s

Due to the WebAdvisor upgrade, the way you access your electronic W-2 has changed. Please follow the instructions below to access your electronic 2015 W-2 form.

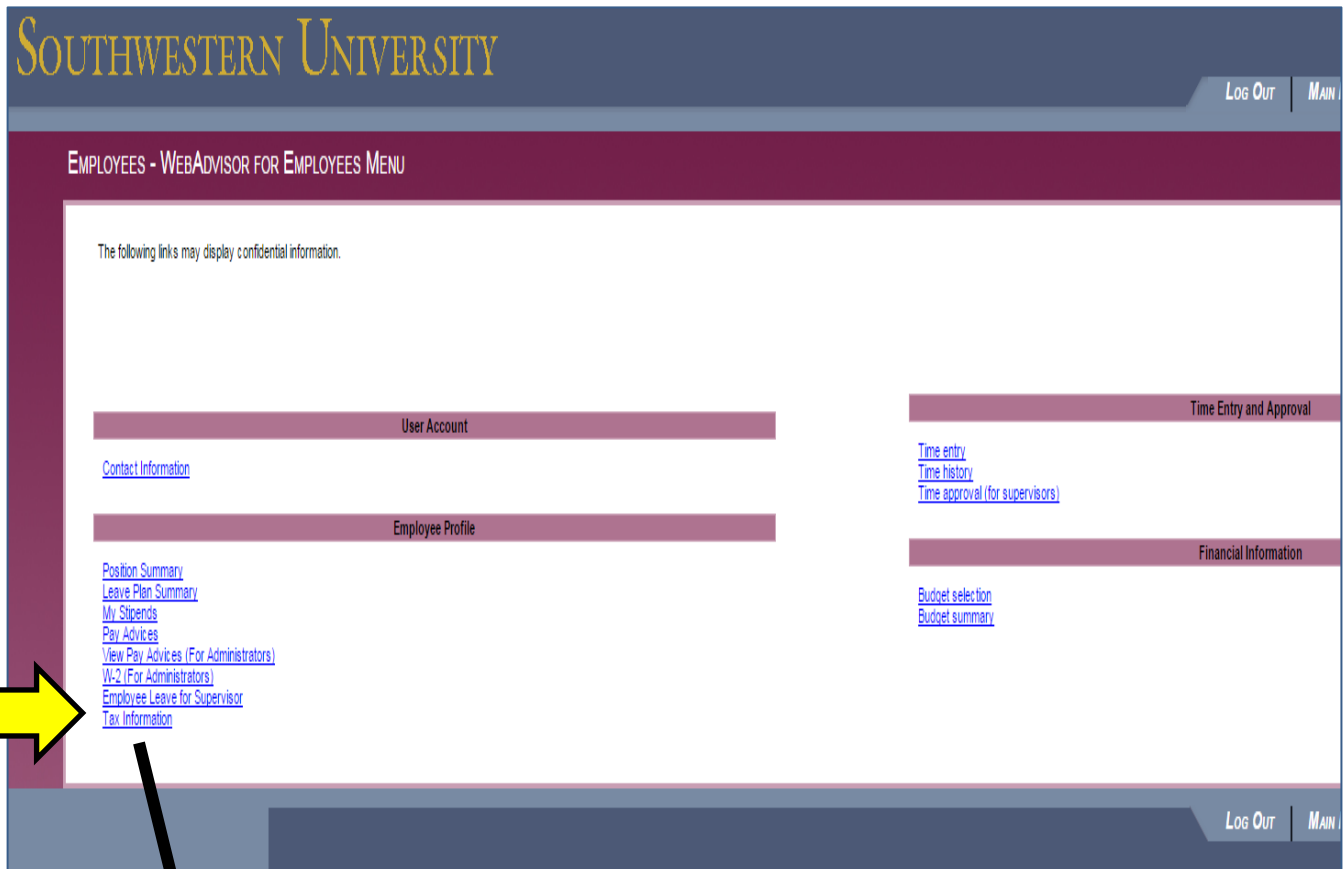
1. Log into your SU WebAdvisor account like normal.



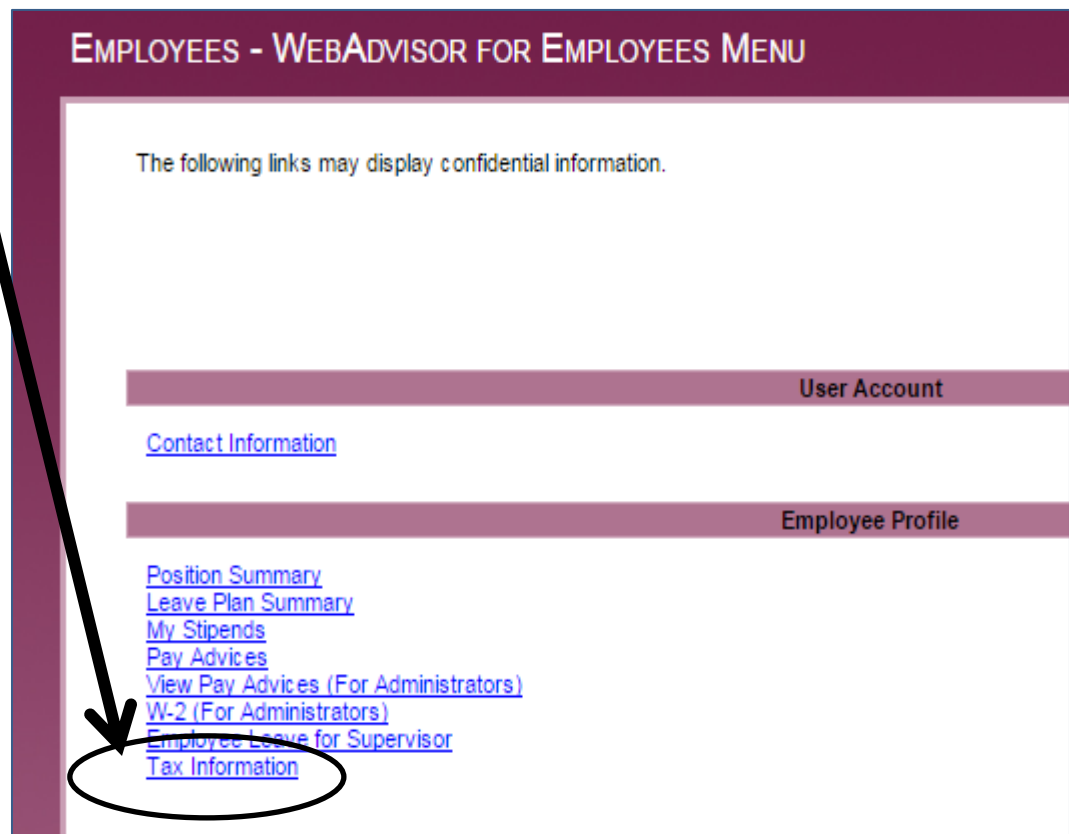
2. Select the Employee Tab



3. Click on the “Tax Information” link under the “Employee Profile” section.



**CLOSE
UP VIEW**



4. Click on the “W-2 Information” Tab.

- **NOTE – The 1095-C is a new IRS informational form called the “Employer-Provided Health Insurance Offer and Coverage” and is related to your health benefits for calendar year 2015. It will be available by the March 31, 2016 deadline. More information from Human Resources will be forthcoming related to the 1095-C form at a later time.**

The screenshot displays the Southwestern University employee portal. At the top, the university's name is on the left, and user options like 'Brenda', 'Sign out', 'Help', and 'Notifications' are on the right. Below the header, there's a navigation bar with 'Employee Home' and 'Tax Information'. The 'Tax Information' section is highlighted with a yellow arrow pointing to it. Within this section, there are two tabs: '1095-C Information' and 'W-2 Information'. The 'W-2 Information' tab is selected and circled in black. Below the tabs, a message asks the user to select an option for receiving their electronic 1095-C. There are two radio button options: 'Receive my 1095-C only in electronic format' (which is unselected) and 'Withhold my consent' (which is selected). A 'Save' button is located at the bottom right of the form area. The footer contains the copyright notice '© 2000-2016 Ellucian. All rights reserved.' and the Southwestern University logo.

Southwestern University

Employee Home Tax Information

Tax Information

1095-C Information W-2 Information

Select an option below to set your preferences for receiving your electronic 1095-C:

☐ Receive my 1095-C only in electronic format

☒ Withhold my consent

Save

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5. If you have already agreed to receive your W-2 electronically, the following screen will appear (NOTE – If you are not seeing this screen go to Step 6 below.)

- Click on the link “2015 W-2 Statement” to access your 2015 W-2 Form.
- Note that prior year W-2 statements are also available.
- You can also select to receive or change your electronic format preferences.

The screenshot shows a web interface for 'Tax Information'. At the top, there are tabs for '1095-C Information' and 'W-2 Information'. Below the tabs, a message states: 'You have opted to receive your W-2 in electronic format.' with a 'Change Preferences' button. A green box contains a checked checkbox 'Receive my W-2 only in electronic format' followed by a disclaimer: 'By selecting this option, I agree to receive my official W-2 only in electronic format. 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 I will have access to view and print all of my prior, current and future W-2 statements until I remove my consent. I understand that I have the ability at any time to return to this form and remove my consent.'

Below this, there are two tables. The first table, 'W-2 Statements', lists years from 2015 to 2011 with links to their respective W-2 statements. The 2015 link is circled in black with a yellow arrow pointing to it. The second table, 'Electronic W-2 Consent History', shows a single entry with the date '2/1/2013 8:53:47 AM' and the status 'Consent Given'.

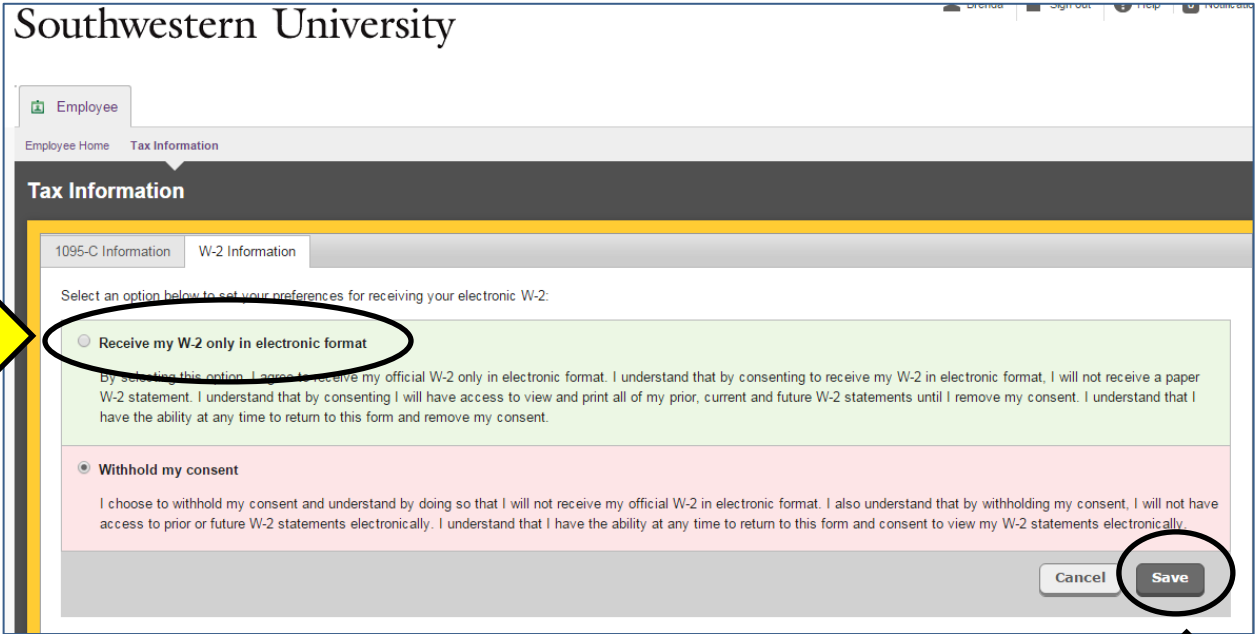
Tax Year	Notation
2015	2015 W-2 Statement
2014	2014 W-2 Statement
2013	2013 W-2 Statement
2012	2012 W-2 Statement
2011	2011 W-2 Statement

Date	Consent Status
2/1/2013 8:53:47 AM	Consent Given

6. If you have **NOT** agreed to receive your W-2 electronically, the following screen will appear because you do not have access.

TO CHANGE YOUR PREFERENCE -

- Click on the circle in front of the first statement in green, “Receive my W-2 only in electronic format”
- Click on the “Save” Button



The screenshot shows the Southwestern University Employee Tax Information page. The 'W-2 Information' tab is selected. A yellow arrow points to the radio button for 'Receive my W-2 only in electronic format'. Another yellow arrow points to the 'Save' button at the bottom right.

Southwestern University

Employee

Employee Home Tax Information

Tax Information

1095-C 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

By selecting this option, I agree to receive my official W-2 only in electronic format. 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 I will have access to view and print all of my prior, current and future W-2 statements until I remove my consent. I understand that I have the ability at any time to return to this form and remove my consent.

☒ Withhold my consent

I 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 prior 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 Save