Instructions to Opt-In for Electronic W-2’s

- Make sure you are on a Loyola network computer or are accessing the Loyola network via a Loyola Secure Access (LSA) connection.

- Using any web browser, follow the below link to open the Employee Self Service web page: https://lawson.luc.edu/. Log in using your Loyola UVID and password.

- Under Bookmarks, click on Employee Self Service -> Pay -> W-2/1095-C

- If prompted, again enter your Username and Password

- On the W-2 homepage, under My Delivery Settings, click on the Authorization Required link under W-2s
• Click the **Print Test** button

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**Loyola University Chicago Electronic Tax Forms**

**My Delivery Settings - Tax Document - Authorization**

I wish to receive my W-2 electronically via the Loyola University Chicago Employee Self-Service website, in lieu of a printed W-2. I understand that I am responsible for printing my W-2 form and attaching my W-2 form to my tax returns. **NOTE:** I understand that I will need internet access, a web browser, a network connection, and Adobe Reader to view and print my electronic W-2.

I understand that I may revoke my consent to receive my W-2 electronically and receive a printed W-2 instead, anytime through December 1 of the current year. Otherwise, my consent will carry forward from year to year. I understand that I may revoke my consent via the Loyola University Chicago Employee Self-Service website and changing my W-2 delivery settings. I understand that revoked consent does not apply to previously issued W-2 forms.

I understand that I may request a paper copy of my W-2 from the Payroll Services department at kpmochelpdesk@luc.edu or U.S. mail to Loyola University Chicago, 530 N. Michigan Ave., LT-603, Chicago, IL 60611. I understand that such a request will be treated as revoking my consent to receive my W-2 electronically.

I understand that if employment with Loyola University Chicago is terminated, I will receive a printed W-2 form.

An active employee may update their contact information and address via the Employee Self-Service portal.

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You must successfully print a test page before you agree. **Print Test**

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• A pop up will appear. Click on the link called ‘**Tax Document in PDF Format**’. A separate tab should open with a sample W-2. If it does not, please make sure you have turned off the pop-up blocker on the web browser.

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**Print Test**

View a sample **Tax Document in PDF Format** and print it.

Were you able to print it successfully?

[Yes] [No]

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• Print a copy of the sample W-2

• If you successfully printed the sample, click ‘**Yes**’

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**Print Test**

View a sample **Tax Document in PDF Format** and print it.

Were you able to print it successfully?

[Yes] [No]

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• Click the ‘**I agree**’ button giving consent to receive your W-2 statement online

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You must successfully print a test page before you agree. **Print Test** **I Agree**
• Enter a secondary email address, if desired

Please choose your delivery options for your W-2s documents.
You will receive emails at your primary email address: [input field]
as well as your secondary email address: [input field]

• Under Web Delivery, select ‘Yes’

Authorization Started - clicking Submit completes your authorization

Yes  No  Web Delivery
- Deliver my W-2s document(s) via web access.
  Settings controlled by your system administrator dictate whether you will receive an email notification when information is available via the web.

• OPTIONAL: You may opt to have your W-2 data sent electronically to Intuit TurboTax for tax preparation

Yes  No  eTax Delivery
- Deliver my W-2s data to an Electronic Tax preparation software provider.
  You can choose the ‘Yes’ option to submit your W-2 information electronically from the Loyola University Chicago Self-Service Web Site to Intuit TurboTax for tax preparation.

• Click Submit

My Delivery Settings

Please choose your delivery options for your W-2s documents.
You will receive emails at your primary email address: [input field]
as well as your secondary email address: [input field]

Authorization Started - clicking Submit completes your authorization

Yes  No  Web Delivery
- Deliver my W-2s document(s) via web access.
  Settings controlled by your system administrator dictate whether you will receive an email notification when information is available via the web.

Yes  No  eTax Delivery
- Deliver my W-2s data to an Electronic Tax preparation software provider.
  You can choose the ‘Yes’ option to submit your W-2 information electronically from the Loyola University Chicago Self-Service Web Site to Intuit TurboTax for tax preparation.

NOTE: Once you press Submit, you will receive an e-mail confirmation. If you wish to revoke your consent, please go back into the My Delivery Settings and click on the W-2s link, change your Web Delivery option to ‘No’ and click Submit.

NEXT STEPS
Watch for an email at the end of January alerting you that your new W-2 is available to view and print. Please refer to the Instructions for Viewing/Printing Electronic W-2’s document on our website to view/print your new or existing W-2.