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

Log into the Employee Self Service Portal web page, https://ess.luc.edu, using your Loyola email address and password.

Under Year End Documents, click on the W-2/1095-C link

A new tab will open Loyola University Chicago’s Document Self-Service page. Click on My Delivery Settings.

Loyola University Chicago is giving you the opportunity to receive your Tax Forms electronically via the web. When your setting is selected, you will receive emails notifying you of when new information is available on our website.

You can choose any of the delivery settings displayed on the side menu. Click on “My Delivery Settings” or a specific delivery settings at any time. Your personal settings will be indicated with a green checkmark on the side menu.

After choosing your delivery settings, you can view any of the documents within the groups displayed on the side menu and specific group. Then click on the document side to view the document.

Remember to set your delivery options by January 18th to receive your W-2 electronically!

Thanks for using Document Self-Service!
On the My Delivery Settings Instruction page, click on the *Web Delivery* under W-2s

Add a secondary, non-Loyola email address, if desired, and use the “Click HERE to get authorized” link to begin the authorization process.
Click the “Print Test” button to access the page to print a test W-2.

Use the “Tax Document in PDF Format” link to view a sample document and print it. Once printed, click “Yes” to confirm that it printed successfully and continue the authorization process.
Review the consent statement and click the “I Agree” button to continue.

Choose “Yes” under Web Delivery and click the Submit button to finish the authorization process. You will receive an e-mail confirmation. Your authorization will remain in place until you revoke it.

You should now see a green check mark next to Web Delivery for W-2s.
OPTIONAL: You may opt to have your W-2 data sent electronically to Intuit TurboTax for tax preparation by opting into via eTax Delivery.

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.