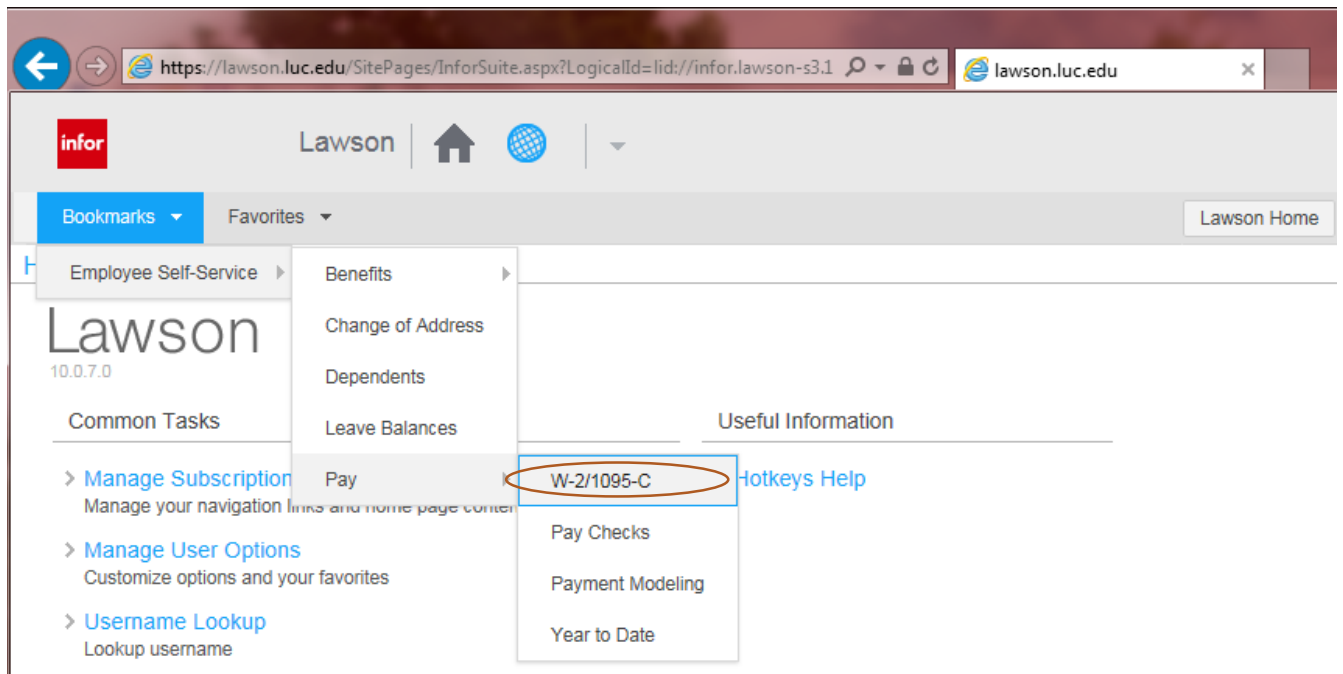


Instructions to Opt-In for Electronic W-2's

- 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

WELCOME TO LOYOLA UNIVERSITY CHICAGO'S DOCUMENT SELF-SERVICE!

Loyola University Chicago is giving you the opportunity to receive your Tax Forms electronically via the web. When you choose 'web' as a delivery setting, 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 group to select your personal 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. Click on "View My Documents" and/or specific group. Then click on the document title to view the document.

Remember to set your delivery options by January 20, 2016 to receive your 2015 W-2 electronically!

Thanks for using Document Self-Service!

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- Click the *Print Test* button

- 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.

- Print a copy of the sample W-2
- If you successfully printed the sample, click *'Yes'*

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


- Enter a secondary email address, if desired

W-2s

Please choose your delivery options for your W-2s documents.

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

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



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

W-2s

Please choose your delivery options for your W-2s 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**

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.