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

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

• Using Internet Explorer as your 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.

• Click on Employee Self Service -> Pay -> W-2s  OR  Employee Self Service LUC -> Pay -> W-2s

• Under My Delivery Settings, click on the Authorization Required link
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

Under Web Delivery, select ‘Yes’

```text
Authorization Started - clicking Submit completes your authorization

Web Delivery
- Yes
  - 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.
- No

eTax Delivery
- Yes
  - Deliver my W-2DEV 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.
- No
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• OPTIONAL: You may opt to have your W-2 data sent electronically to Intuit TurboTax for tax preparation

• Click Submit

**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 when you receive this email.