Enrolling in W-2 Electronic Option
and
Printing Electronic W-2’s
in
Lynx Self Service
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Introduction

Welcome to the new way to access your W-2 statements.

This manual explains how to enroll to receive electronic W-2 statements. Enrollment enables you to print your own W-2 each year or whenever needed. It replaces receiving a copy of your W-2 in the mail. You only need to enroll one time and you are set-up for year after year.

Access to the electronic W-2 consent form is through the Lynx Self Service channel in the eWeber portal at http://www.weber.edu. You must complete the consent form in order to obtain your W-2 statements electronically.

Also included at the back of this manual is a list of individuals and their contact information. If after reading and following this manual you still have questions or need assistance please refer to this contact list.
Part I: Accessing the System

Logging into the Faculty/Staff portal

To access the electronic W-2 consent form through Lynx Self Service you will need to log into the faculty/staff portal at www.weber.edu by entering your GroupWise username and password as shown in the graphics below.

Locate the Lynx Self Service channel on your student, faculty or staff tab.
Navigating through the Lynx Self Service Channel

Click on the *Lynx Self Service Main Menu* link within the Lynx Self Service channel.

Select the *Employee* link.
Locating the Electronic W-2 Consent Form

Select Tax Forms.

Select Electronic W-2 Consent.
Part II: Completing the Consent Form

Selecting ‘my choice’ and Submitting

Read the consent and follow the simple directions to make the choice and submit.

After hitting the submit button the screen will remain on the consent form. At this point you may log-out of the system or go back into the main menu.

All employees who enroll in the electronic W-2 option will receive email notification annually. An email, with complete instructions, will be sent each year when a new W-2 is available. However, employees may access and print W-2 forms for the current year and prior years at any time.

Your consent to receive W-2’s electronically is valid for all subsequent tax years unless revoked by you. You may revoke your consent and receive a paper form W-2 by following the above instructions and unchecking the consent box and submitting again.
Part III: FAQs

Who Should I Call with Questions or Concerns?

We have tried to include instructions in this manual for most possible scenarios an employee may encounter when using the Electronic W-2 feature. If you have further questions or need assistance, please use the contact list below.

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
<th>Department</th>
</tr>
</thead>
<tbody>
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<td>Lisa Allen</td>
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