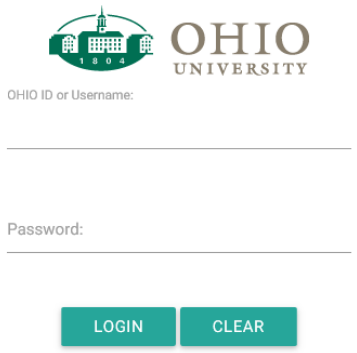
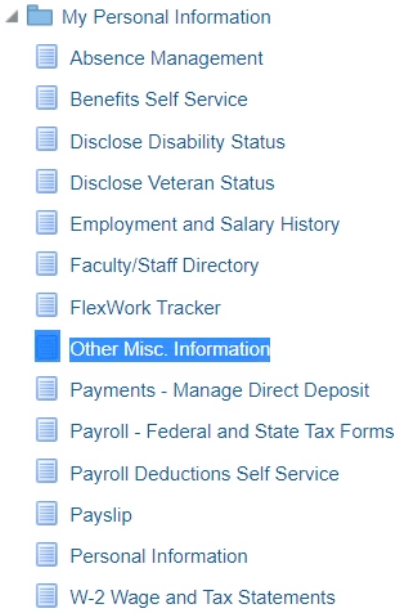
How to elect to receive your W2 form electronically:

1. Log in to My Personal Information at https://myhr.ohio.edu/



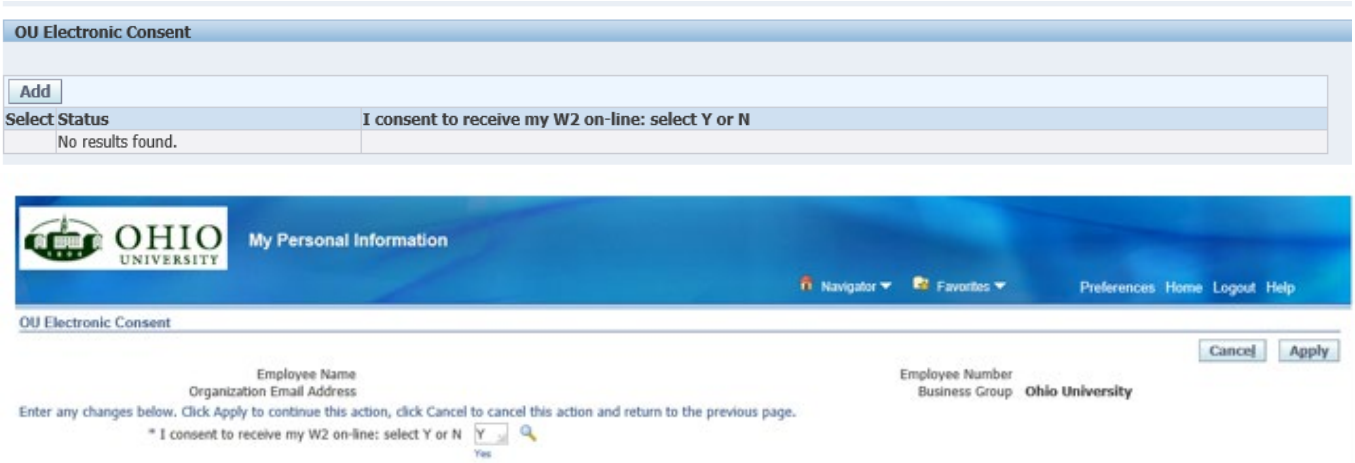
2. To enroll in multi-factor authentication click on the following link for instructions: https://help.ohio.edu/TDClient/30/Portal/KB/ArticleDet?ID=265

3. Select the Other Misc. Information tab

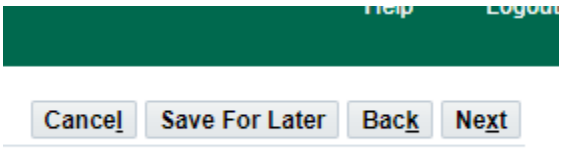


4. The OU Electronic Consent section includes the statement "I consent to receive my W2 online: select Y or N." If your status is N-No, click the Update button and change your status to Y-Yes. Click Apply.

5. If no results found, click the Add button and change your status to Y-Yes. Click Apply.



6. Select Next and review your choice.



7. Select Submit to finish. The payroll office will notify you via email in January when your W-2 is available online.

When the W2 process is complete in January, you will receive an email notifying you that you can access/print your W2 from My Personal Information.