To access My Personal Information:

1. Go to the **OHIO homepage**.

2. Near the upper right corner of the page, click **Log In**.

3. Click **My Personal Information**

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**How to elect to receive your W2 form electronically:**

1. Log in to My Personal Information

    1. **OHIO**
    2. **University**
    3. **My Personal Information**

    **OHIO ID or Username:**

    **Password:**

    **LOGIN**  **CLEAR**
2. Select the Other Misc. Information tab

3. 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.

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

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.

If you would like to be able to access your W2 information, you can enroll your account in multi-factor authentication. To do so, visit the OIT homepage at https://www.ohio.edu/oit and click on the large "Enroll now!" banner link. Once you are enrolled in multi-factor, you will be able to access all MyHRs features, including W2s and direct deposit.