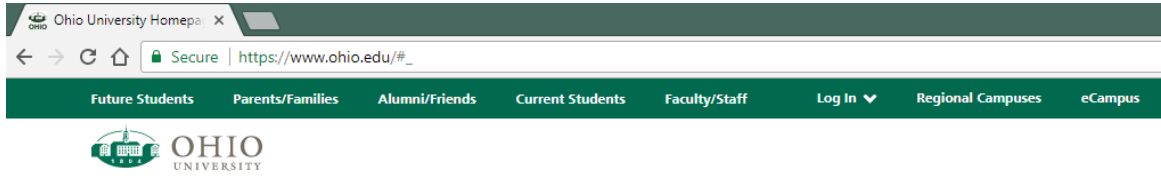
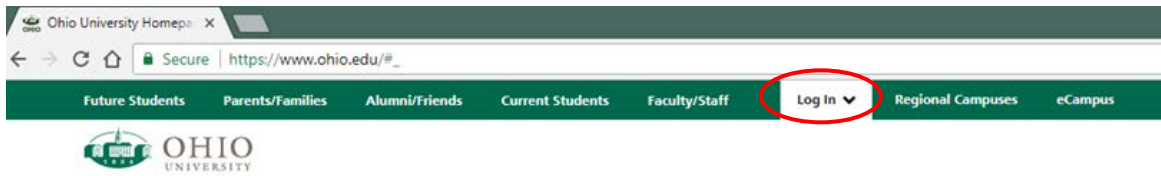


To access My Personal Information:

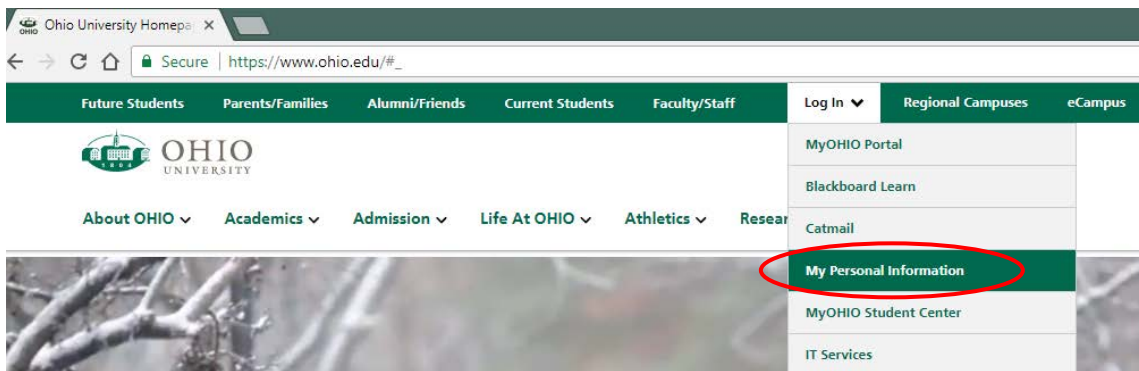
1. Go to the **OHIO** homepage.



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




3. Click **My Personal Information**



How to elect to receive your W2 form electronically:

1. Log in to My Personal Information



OHIO ID or Username:

Password:

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.

The screenshot shows the 'OU Electronic Consent' form. At the top, there is a 'Select Object:' field with an 'Update' button. Below it is a table for 'Select Status' with the heading 'I consent to receive my W2 on-line: select Y or N'. The table has two rows: 'N' and 'No', with the 'N' row selected.

The screenshot shows the 'OU Electronic Consent' form with the 'Apply' button. The form displays the Ohio University logo and 'My Personal Information'. Below the logo, there are fields for 'Employee Name', 'Organization Email Address' (ohio.ebs.r12@gmail.com), 'Employee Number', and 'Business Group' (Ohio University). A message says 'Enter any changes below. Click Apply to continue this action, click Cancel to cancel this action and return to the previous page.' Below this is a consent statement: '* I consent to receive my W2 on-line: select Y or N'. The status is set to 'N'.

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

The screenshot shows the 'OU Electronic Consent' form with the 'Add' button. The 'Select Status' table shows 'No results found.' and the heading 'I consent to receive my W2 on-line: select Y or N'.

The screenshot shows the 'OU Electronic Consent' form with the 'Apply' button. The form displays the Ohio University logo and 'My Personal Information'. Below the logo, there are fields for 'Employee Name', 'Organization Email Address', 'Employee Number', and 'Business Group' (Ohio University). A message says 'Enter any changes below. Click Apply to continue this action, click Cancel to cancel this action and return to the previous page.' Below this is a consent statement: '* I consent to receive my W2 on-line: select Y or N'. The status is set to 'Y'.

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.