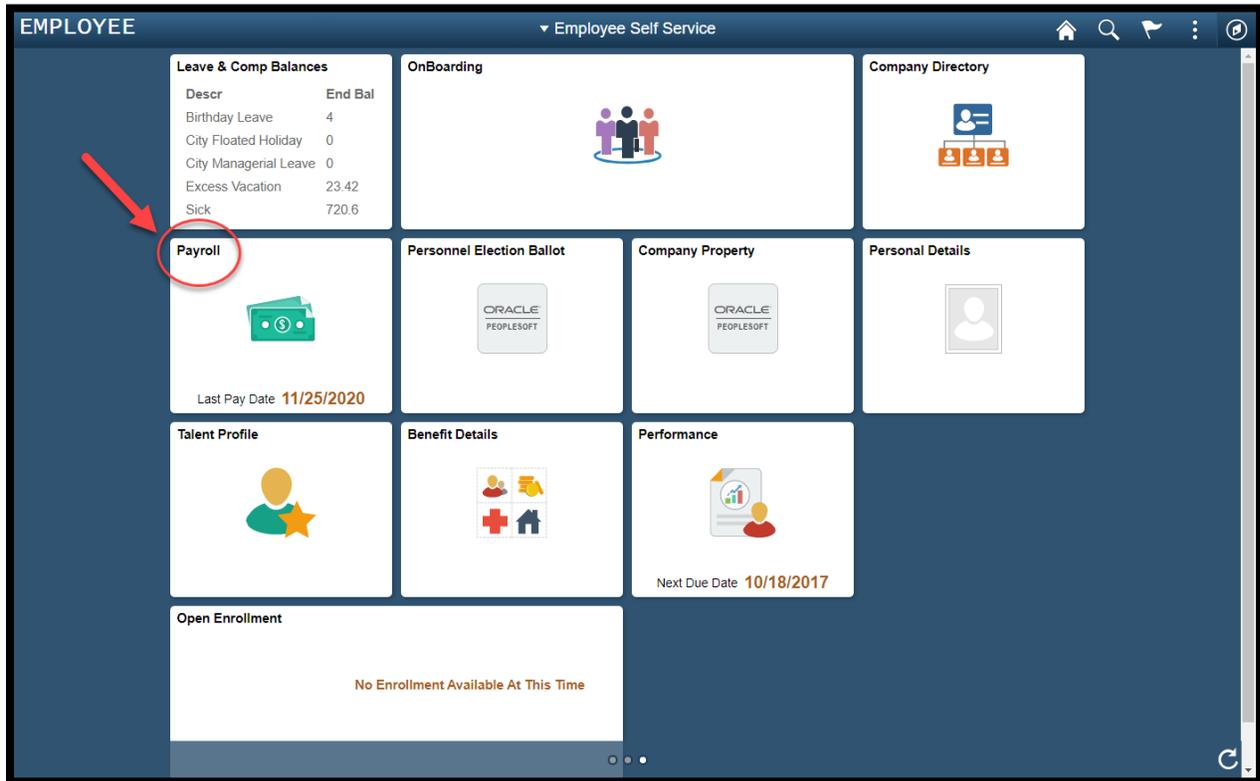


Instructions to Opt-In for electronic W2 delivery

Step 1: Log in to Employee Self-Service

Step 2: Click on the Payroll box



Step 3: Click on the drop-down option on the W-2/W-2c line

Employee Self Service Payroll

Paychecks

W-4 Tax Information

W-2/W-2c

Direct Deposit

Voluntary Deductions

Paycheck Modeler

3rd Party Pay Inquiry

Check Date	Company	Pay Begin Date / Pay End D
11/25/2020	City of Albuquerque	11/07/2020 11/20/2020
11/13/2020	City of Albuquerque	10/24/2020 11/06/2020
10/30/2020	City of Albuquerque	10/10/2020 10/23/2020
10/16/2020	City of Albuquerque	09/26/2020 10/09/2020
10/02/2020	City of Albuquerque	09/12/2020 09/25/2020
09/18/2020	City of Albuquerque	08/29/2020 09/11/2020
09/04/2020	City of Albuquerque	08/15/2020 08/28/2020

Step 4: Select W-2/W-2c Consent

Employee Self Service Paychecks

W-4 Tax Information

W-2/W-2c

View W-2/W-2c Forms

W-2/W-2c Consent

Direct Deposit

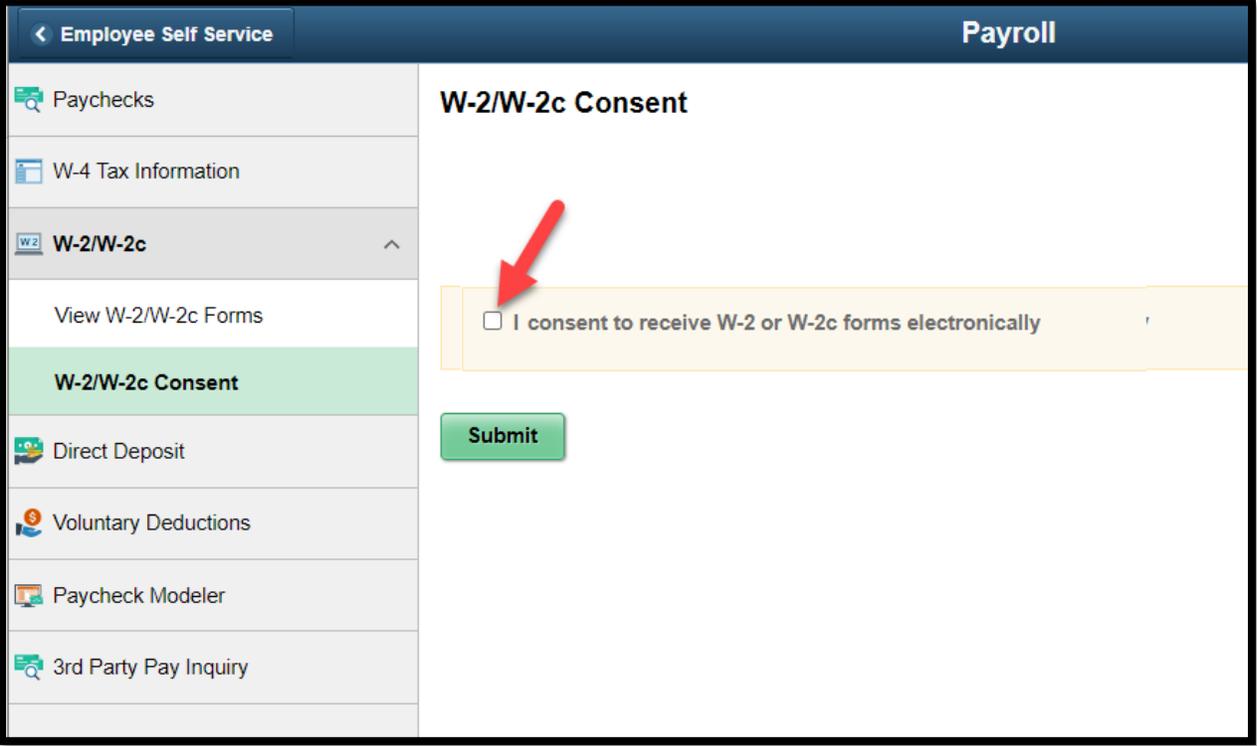
Voluntary Deductions

Paycheck Modeler

3rd Party Pay Inquiry

Check Date	Company
11/25/2020	City of Albuquerque
11/13/2020	City of Albuquerque
10/30/2020	City of Albuquerque
10/16/2020	City of Albuquerque
10/02/2020	City of Albuquerque
09/18/2020	City of Albuquerque
09/04/2020	City of Albuquerque

Step 5: Click in the box to consent



The screenshot shows the 'Employee Self Service' interface with a 'Payroll' section. The left sidebar contains a menu with items: Paychecks, W-4 Tax Information, W-2/W-2c (selected), View W-2/W-2c Forms, W-2/W-2c Consent (highlighted in green), Direct Deposit, Voluntary Deductions, Paycheck Modeler, and 3rd Party Pay Inquiry. The main content area is titled 'W-2/W-2c Consent' and features a checkbox labeled 'I consent to receive W-2 or W-2c forms electronically'. A red arrow points to this checkbox. Below the checkbox is a green 'Submit' button.

Step 6: Press the Submit button.

You have completed the consent process. Thank you.