



NOW IS THE TIME TO SIGN UP FOR ELECTRONIC W-2!

Benefits of Receiving Form W-2 Electronically

- Access from anywhere at any convenient time.
- Online delivery provides access to the W-2 statement earlier than the traditional mail process.
- Online delivery eliminates the chance that your W-2 Statement will get lost, misdirected or delayed during delivery or after receipt.
- Access is available via the same easy-to-use, secure web site employees use to access their pay information.
- Students: be sure to receive your W-2, no matter where you live!
- **Green and Convenient:** print only what you need, when you need it

How do I sign up?

Simply go to: www.leonline.odu.edu

- Select "Enter Leo Online News and Secure Area" from the list of options.
- At the bottom of the Welcome to Old Dominion University News from LEO Online" page you will see a button with a key on it titled - "Enter Secure Area". Click on "Enter Secure Area" key button.
- The next screen titled "Monarch –Key Web Login" requires that you enter your "Midas ID" and your "Password" followed by clicking on the "login button" to log into the secure area of Leo Online.
- Once you click on the "login button" - you will be brought to the Employee Self Service "Main Menu". Click on "Employee" from the list of options on the Main Menu.
- On the "Employee Menu" - click on "Tax Forms" from the list of options.
- On the "Tax Forms Menu" - click on "Electronic W2 Consent" from the list of options.
- On the "Electronic Consent Menu" read the notification and click the "My Choice" box and then click "submit"

Note: You will not receive a confirmation; as long as there is a check mark in the "My Choice" box your consent is valid.