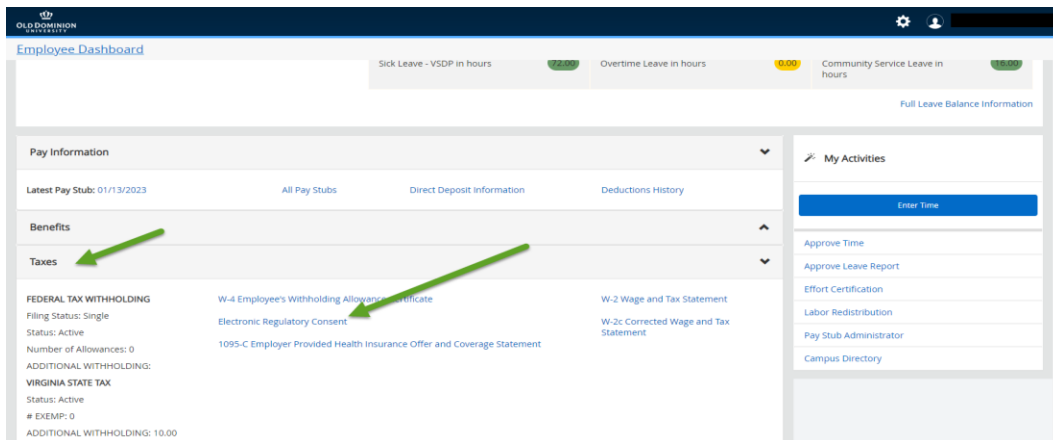


## How to Consent to Receiving your W2 Electronically

1. Access “Leo Online” from ODU’s home web page:  
(Web address: <https://leonline.odu.edu> )
2. Select “Enter Leo Online News and Secure Area” from the list of options
3. 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”
4. The next screen titled “Monarch- Key” requires that you enter your “Midas ID” and “Password” followed by clicking on the “login” button to log into the secure area of Leo Online.
5. 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. This brings you to the “Employee Menu”
6. On the “Employee Menu” - click on “Employee Self Service” from the list of options. This brings you to the “Employee Dashboard.”
7. Scroll down and click on “Taxes” Then Click “Electronic Regulatory Consent”



8. Check the box to consent to receive your W-2 electronically and then click Submit.

The screenshot shows the 'Electronic Regulatory Consent' form. At the top, there is a header with the ODU logo and the text 'Employee Dashboard > Electronic Regulatory Consent'. Below the header, there is a paragraph of text: 'Your consent for each electronic statement will be valid for all subsequent tax years unless revoked by you, upon termination, or this service is not supported in a future given tax year. You may revoke your consent and receive paper forms by accessing this site and unchecking the My Choice consent box, or providing written notification to the Human Resources or Payroll office. Revoking consent does not apply to previously issued tax statements.' Below this is another paragraph: 'A paper copy of your tax statement(s) may be obtained by contacting the Human Resources or Payroll office. Updating of employee contact information is the responsibility of the employee by providing correct up-to-date information to the Human Resources or Payroll office.' The main section is titled 'Selection Criteria' and contains a table with two rows. The first row is 'Consent to receive W-2 electronically:' with a checked checkbox and the text 'My Choice' to its right. The second row is 'Consent to receive 1095-C electronically:' with an unchecked checkbox. Below the table, there is a statement: 'I understand the instructions provided to me for accessing and printing my electronic tax forms.' and a 'Submit' button. A green arrow points to the 'Submit' button. At the bottom right, there is a link: 'Return To Tax Forms Menu'.

You will not receive a confirmation message stating you have successfully consented. You will see the box under “My Choice” is checked beside “Consent to receive W-2 electronically”

You will be notified via e-mail and/or University Announcement each calendar year when your W-2 is available for you to print.