W-2 Consent Job Aid

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1. Log into UTShare/FLUID
   - Go to www.utsa.edu
   - From the UTSA home page, click on myUTSA
   - Click on UTShare/PeopleSoft
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- Select The University of Texas at San Antonio from the drop down list

Enter organization name (partial ok):

Or choose from a list:
The University of Texas at San Antonio

Need assistance?
Send email to your local help desk with a description of the problem:
University of Texas at Arlington

- Enter your login credentials with your network ID and passphrase
2. Online W-2/W-2c Consent

Upon entering PeopleSoft/UTShare, the home page is your Employee Self Service page.

- Select **Payroll and Compensation** Tile

You are taken by default to the Pay check section.

- Select **View W-2/W-2c Consent** navigation collection
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- Select the box which indicates, I consent to receive W-2 or W-2c forms electronically.
- Click the Submit button.

- Verify Identity by entering your passphrase
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- Select the check box "I consent to receive W-2 or W-2c forms electronically"

- You have now completed the process to elect to receive an electronic W-2.
- You will receive a confirmation email.

End of W-2/W-2c Consent Job Aid