
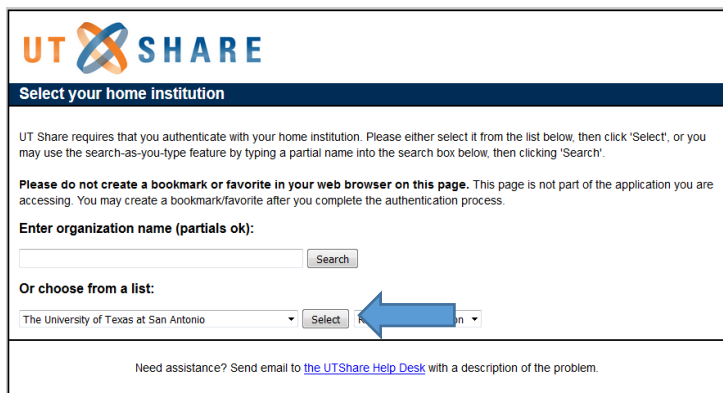


Step 1: Log-in to UTShare/PeopleSoft by selecting the UTShare/PeopleSoft link from the **MyUTSA** home page. Enter "The University of Texas at San Antonio" followed by select or simply type UTSA partial and enter.



**faculty/
staff
resources**

- WebMail
- OneDrive for Business
- Faculty Center
- UTShare/PeopleSoft** ←
- Interim Workflow Solutions
- Account Passphrase Reset
- DigitalMeasures



UT SHARE

Select your home institution

UT Share requires that you authenticate with your home institution. Please either select it from the list below, then click 'Select', or you may use the search-as-you-type feature by typing a partial name into the search box below, then clicking 'Search'.

Please do not create a bookmark or favorite in your web browser on this page. This page is not part of the application you are accessing. You may create a bookmark/favorite after you complete the authentication process.

Enter organization name (partials ok):

Or choose from a list:

The University of Texas at San Antonio

Need assistance? Send email to [the UTShare Help Desk](#) with a description of the problem.

Step 2: Enter your (myUTSA ID) ABC123 & Passphrase.

UTSA.
The University of Texas at San Antonio™

Log in to
zap.shared.utsystem.edu

myUTSA ID (in "abc123" format)

- > [Forgot your password?](#)
- > [Need Help?](#)
- > [Acceptable Use Policy](#)

Passphrase

Login

Step 3: Once logged in Employee Self-Service, select the “**Online W-2 Consent**” link under Payroll & Compensation.



Step 4: Within the Online W-2 Consent page, select the box which indicates “Check here to indicate your consent to receive electronic W-2 and W-2 c forms”. After this is completed, click on the “Submit” button.

W-2/W-2c Consent Form

Submit or withdraw your consent to receive electronic W-2 or W-2c forms.

Complete this section to give your consent by using the check box below and click submit. Your consent will remain in effect until you submit a withdrawal request or are no longer employed. If no consent is received, W-2 and W-2c forms will be mailed to the address on your employee record. See Employee Self Service in UT Share to confirm or change your mailing address. If you have any questions, please contact your Payroll Office.

Your Current Status: No consent received.

Check here to indicate your consent to receive electronic W-2 and W-2c forms.

Submit

[Return to UTZ Employee SS](#)

Step 5: You have now **completed** the process to elect to receive an electronic W-2. You will also receive the following email notification confirming the request.

-----Original Message-----
From: UTShare.DONOTREPLY@utsystem.edu [mailto:UTShare.DONOTREPLY@utsystem.edu]
Sent: Wednesday, October 5, 2016 10:17 AM
Subject: Consent Confirmation

This email is to confirm that the Payroll Office has received your consent to receive W-2 and W-2c electronically. The Payroll Office will stop mailing paper W-2 and W-2c forms to you. If you prefer to receive paper forms, you must submit a withdrawal of consent form.

Note: Should you separate from the University as of December 31st, you will receive a paper W-2 mailed to your home address on file.