# 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**
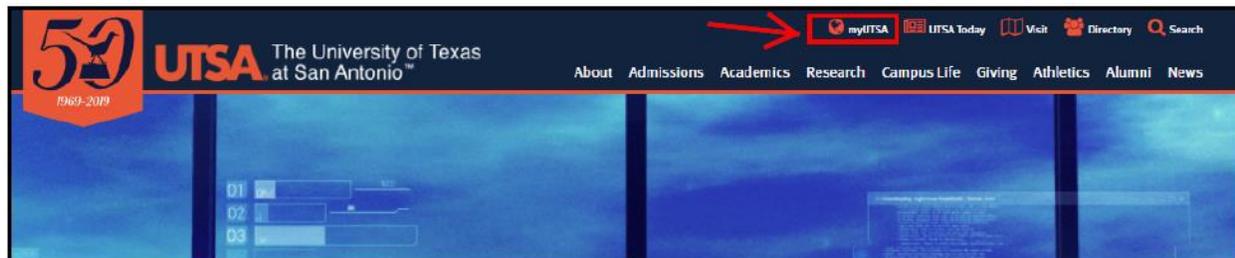


- Click on **UTShare/PeopleSoft**
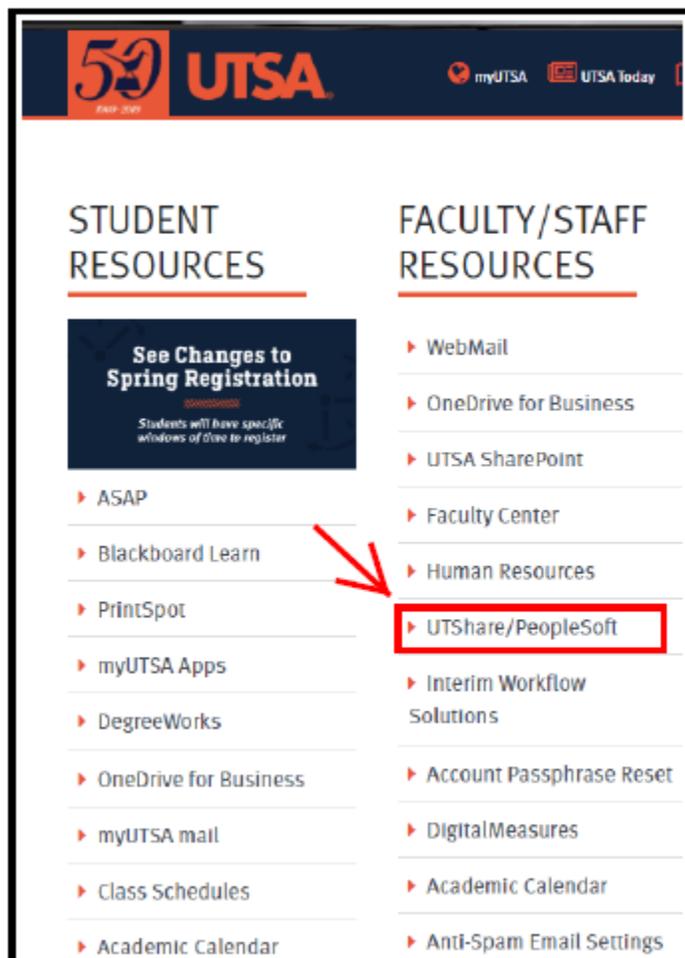
# W-2 Consent Job Aid

- Select **The University of Texas at San Antonio** from the drop down list
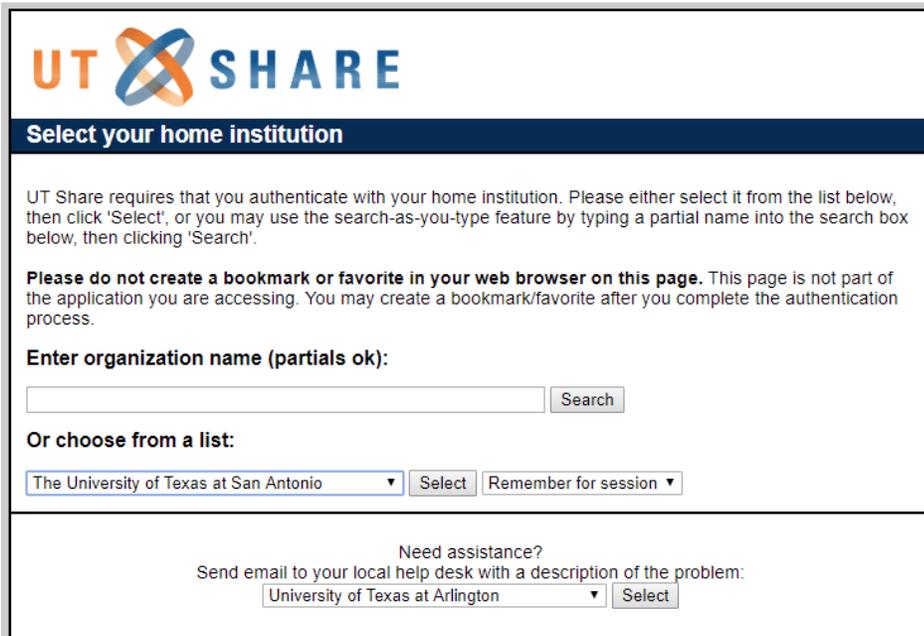
**UT SHARE**

**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):**

[                              ] [Search]

**Or choose from a list:**

[The University of Texas at San Antonio ▼] [Select] [Remember for session ▼]

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

- Enter your login credentials with your network ID and passphrase
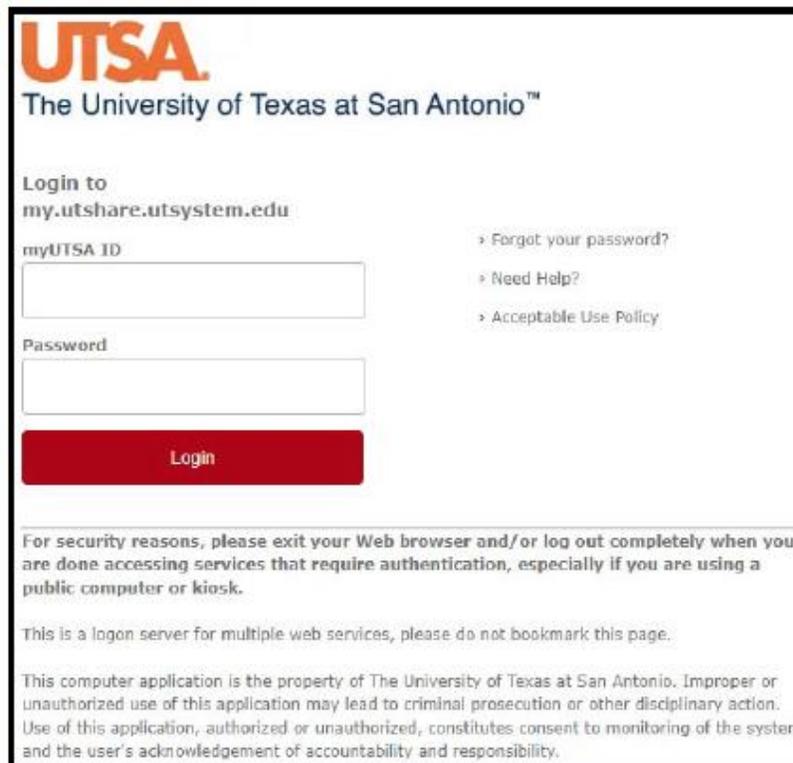
**UTSA.**
The University of Texas at San Antonio™

Login to
my.utshare.utsystem.edu

myUTSA ID

[                    ]

> Forgot your password?
> Need Help?
> Acceptable Use Policy

Password

[                    ]

[ Login ]

For security reasons, please exit your Web browser and/or log out completely when you are done accessing services that require authentication, especially if you are using a public computer or kiosk.

This is a logon server for multiple web services, please do not bookmark this page.

This computer application is the property of The University of Texas at San Antonio. Improper or unauthorized use of this application may lead to criminal prosecution or other disciplinary action. Use of this application, authorized or unauthorized, constitutes consent to monitoring of the system and the user's acknowledgement of accountability and responsibility.

# W-2 Consent Job Aid

## 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
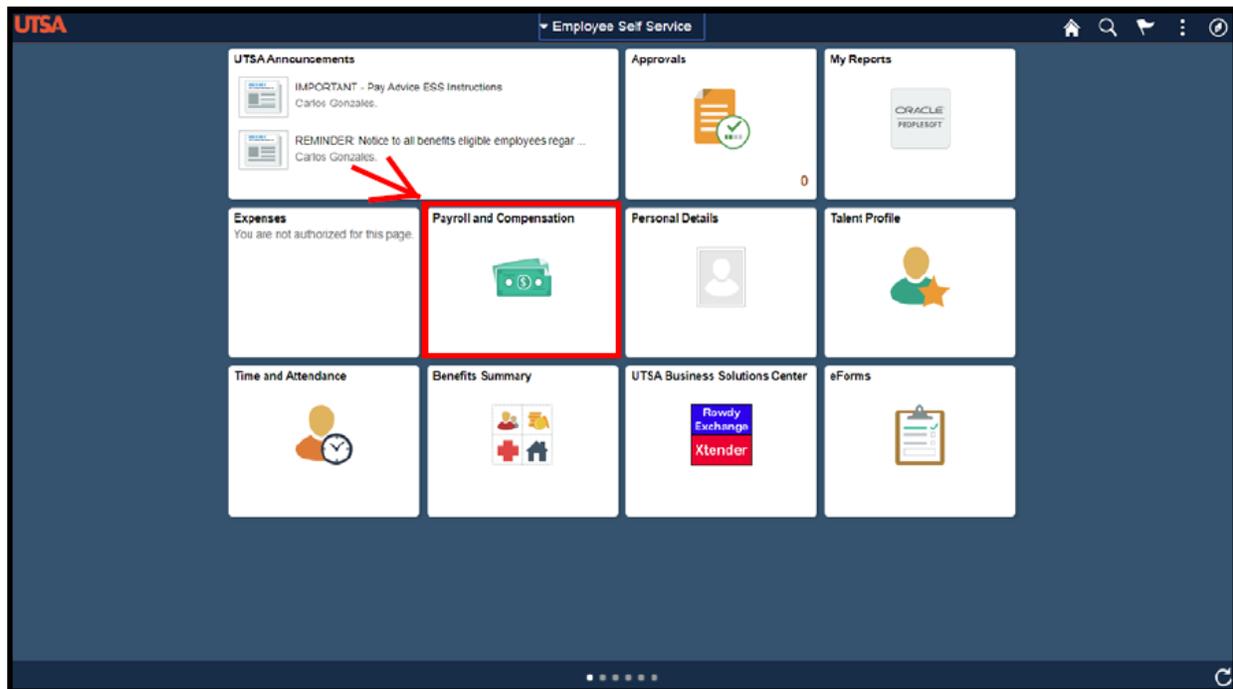


You are taken by default to the Pay check section.

- Select **View W-2/W-2c Consent** navigation collection
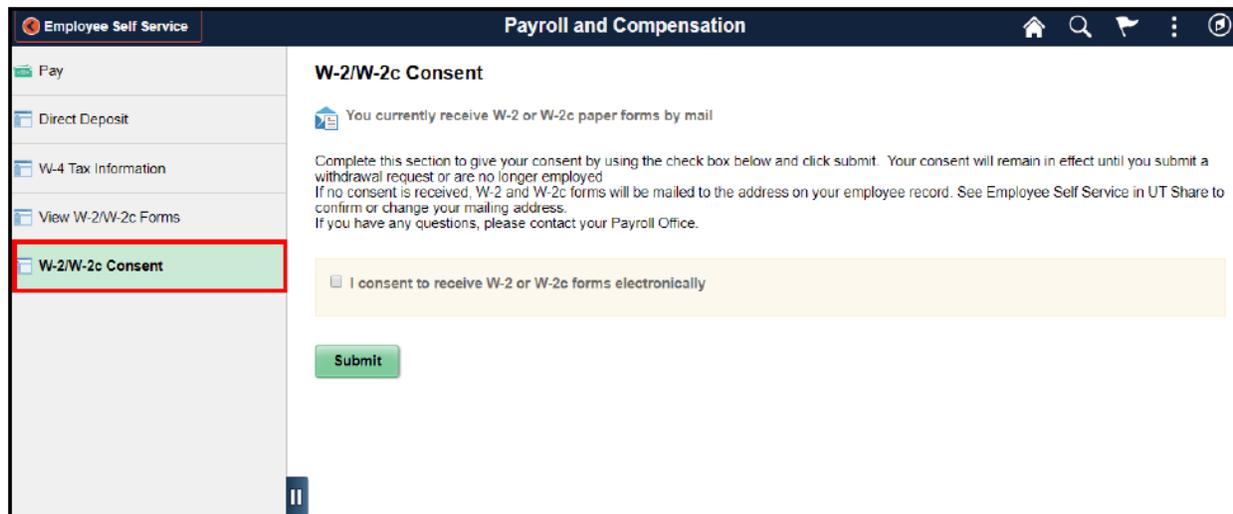
# W-2 Consent Job Aid

- 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

# W-2 Consent Job Aid

- 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**