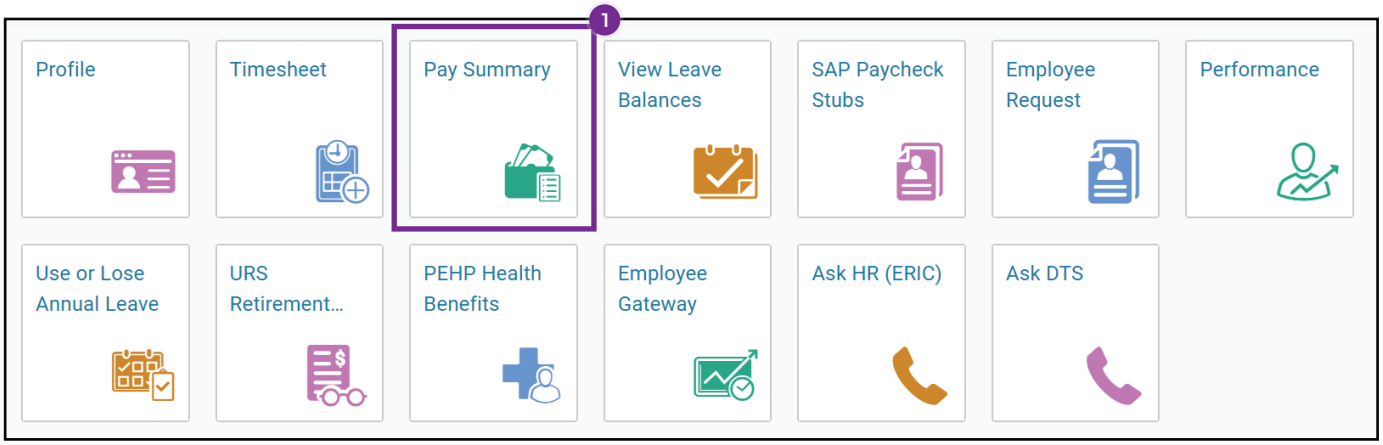
Vantage Learn
quick reference guide

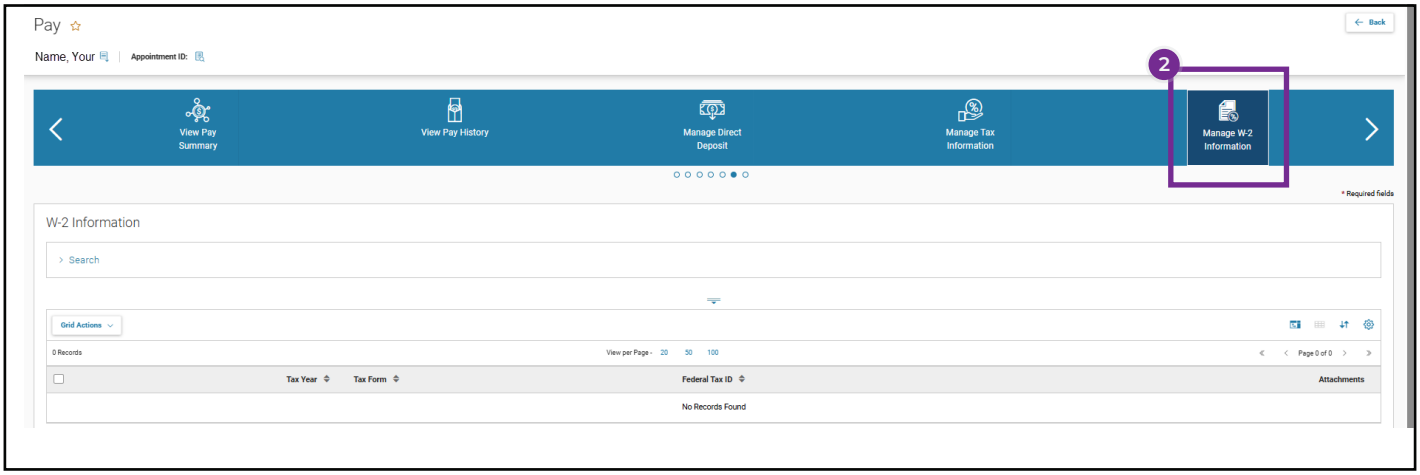
Opting in to electronic W2s

Instructions

1. Click on the **Pay Summary** tile on the Employee Dashboard landing page. This opens your **Pay** dashboard.

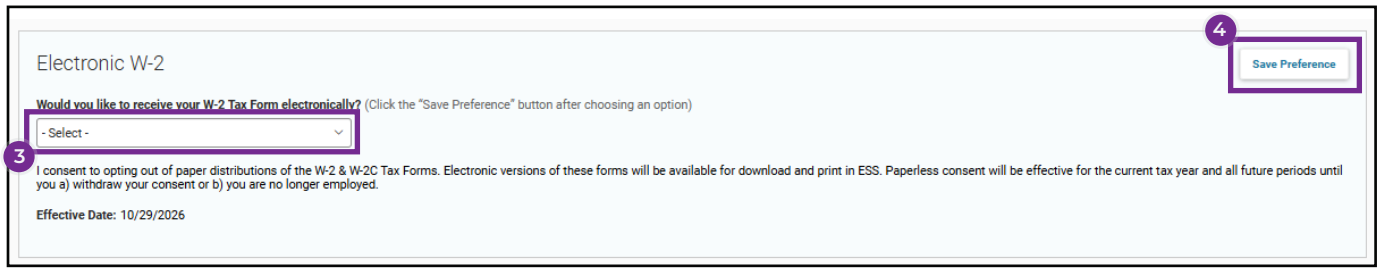


2. Click on the **Next** button > to locate and click on the **Manage W-2 Information** tile. This opens your W-2 information.



3. Near the bottom of the page, select from the **Electronic W-2** drop-down whether you'd like to receive your W-2 Tax Form electronically.

4. Click the **Save Preference** button to the right to save your changes.


Electronic W-2
4
Save Preference
Would you like to receive your W-2 Tax Form electronically? (Click the "Save Preference" button after choosing an option)
- Select -
3
I consent to opting out of paper distributions of the W-2 & W-2C Tax Forms. Electronic versions of these forms will be available for download and print in ESS. Paperless consent will be effective for the current tax year and all future periods until you a) withdraw your consent or b) you are no longer employed.
Effective Date: 10/29/2026