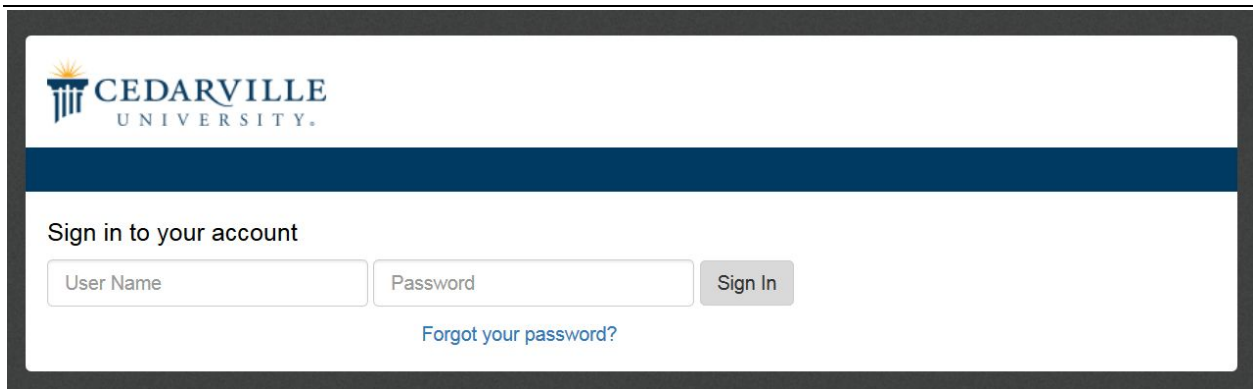


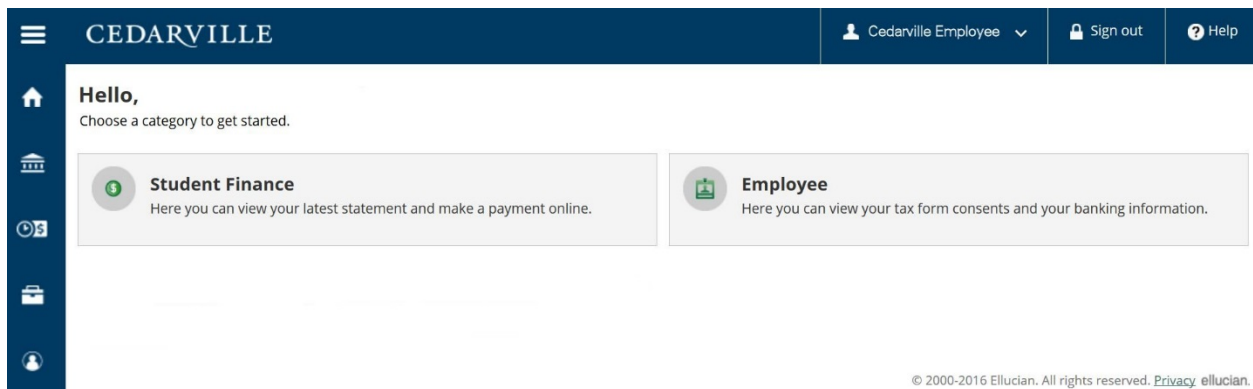
## Cedarville University W-2 Electronic Consent Help

1. Go to the Cedarville University Self-Service site.  
(<https://selfservice.cedarville.edu/>).  
Please Log in using your Network ID and Password.



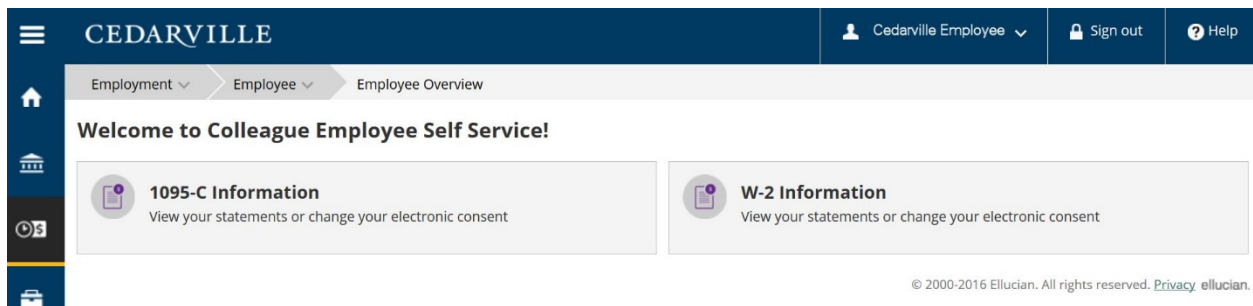
The screenshot shows the Cedarville University logo at the top left. Below it is a dark blue horizontal bar. Underneath the bar, the text "Sign in to your account" is displayed. There are two input fields: "User Name" and "Password". To the right of the "Password" field is a "Sign In" button. Below the input fields is a link that says "Forgot your password?".

2. This is the homepage screen. Please choose **Employee**.



The screenshot shows the Cedarville University Self-Service homepage. At the top, there is a dark blue navigation bar with the Cedarville University logo on the left, and "Cedarville Employee", "Sign out", and "Help" on the right. Below the navigation bar, there is a "Hello," greeting and a prompt to "Choose a category to get started." There are two main categories: "Student Finance" and "Employee". The "Employee" category is highlighted. At the bottom right, there is a copyright notice: "© 2000-2016 Ellucian. All rights reserved. Privacy ellucian."

3. Please choose **W-2 Information** on the Employee Menu.



The screenshot shows the Cedarville University Self-Service Employee menu. At the top, there is a dark blue navigation bar with the Cedarville University logo on the left, and "Cedarville Employee", "Sign out", and "Help" on the right. Below the navigation bar, there is a breadcrumb trail: "Employment > Employee > Employee Overview". There is a "Welcome to Colleague Employee Self Service!" message. There are two main categories: "1095-C Information" and "W-2 Information". The "W-2 Information" category is highlighted. At the bottom right, there is a copyright notice: "© 2000-2016 Ellucian. All rights reserved. Privacy ellucian."

4. Choose **Receive my W-2 only in electronic format** and press Save. That's it; you are finished.

The screenshot shows the Cedarville website's 'Tax Information' page. The 'W-2 Information' tab is active. A message asks the user to select an option for receiving their electronic W-2. The 'Receive my W-2 only in electronic format' option is selected with a radio button. Below it, a text box explains that by selecting this option, the user agrees to receive their official W-2 only in electronic format and understands that they will not receive a paper W-2 statement. A second option, 'Withhold my consent', is also visible but not selected. At the bottom right, there are 'Cancel' and 'Save' buttons.

5. Once completed your **W-2 Information** screen should look like this. If you haven't already done so, you may now choose the 1095-C Information tab. If you have consented to electronic 1095-C already you may then Log Out.

The screenshot shows the Cedarville website's 'Tax Information' page after the user has confirmed their selection. The 'W-2 Information' tab is active. A message states, 'You have opted to receive your W-2 in electronic format.' with a 'Change Preferences' button. Below this, the 'Receive my W-2 only in electronic format' option is now marked with a green checkmark. The page is divided into two sections: 'W-2 Statements' and 'Electronic W-2 Consent History'. The 'W-2 Statements' section contains a table with one entry for the year 2015. The 'Electronic W-2 Consent History' section contains a table with one entry for the date 1/12/2012 9:21:29 AM.

Tax Year	Notation
2015	<a href="#">2015 W-2 Statement</a>

Date	Consent Status
1/12/2012 9:21:29 AM	Consent Given