

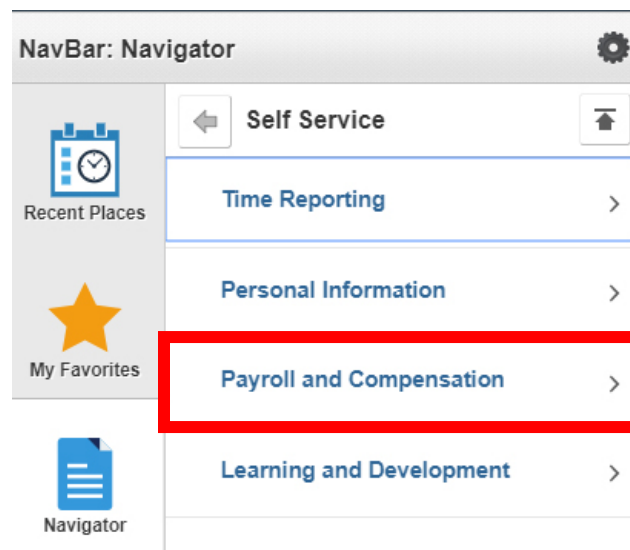


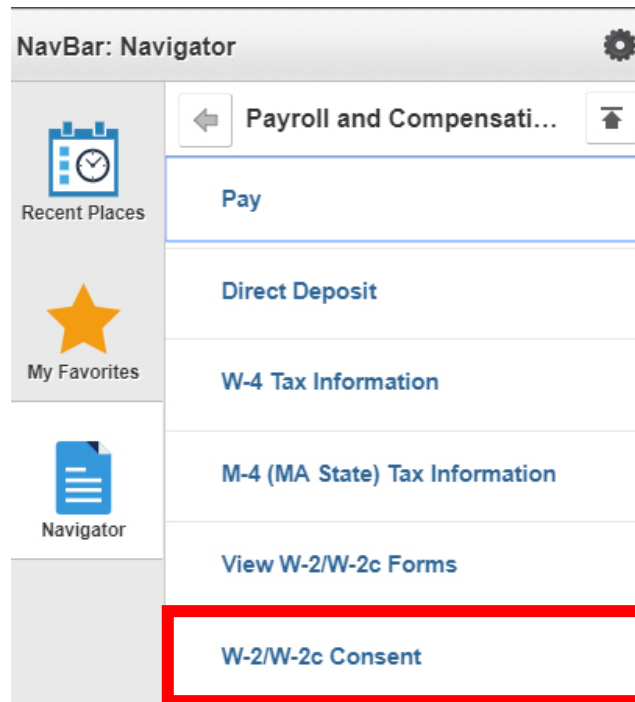
Go Paperless with Your W-2 Statement Through HR Direct

Please follow the below instructions to consent to receive your W-2 electronically.

Step	Action
1.	To consent to receive your W-2/W-2c electronically and go paperless, log on to HR Direct.
2.	Click on the NavBar located on the top right of the page. 
3.	From the NavBar menu, click on Navigator . 
4.	Click on Self-Service and then Payroll and Compensation .





Step	Action
5.	Then, click the W2/W-2c Consent link.

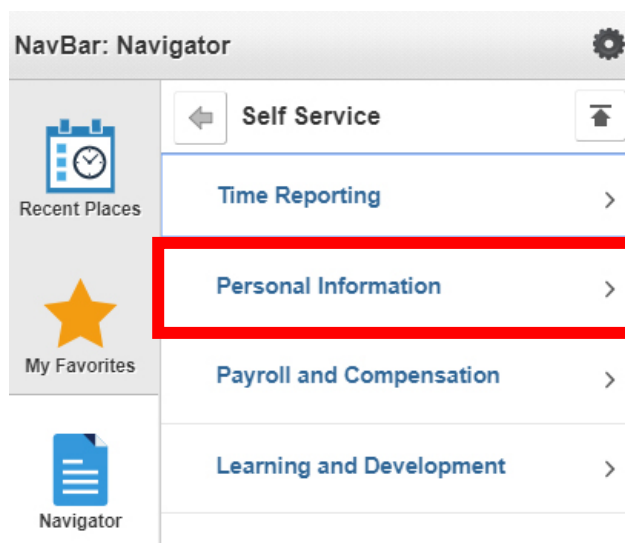


Step	Action
6.	Read the disclosure information on the Form and if you want to receive your W-2/W-2c electronically, check the Consent box and hit Submit .

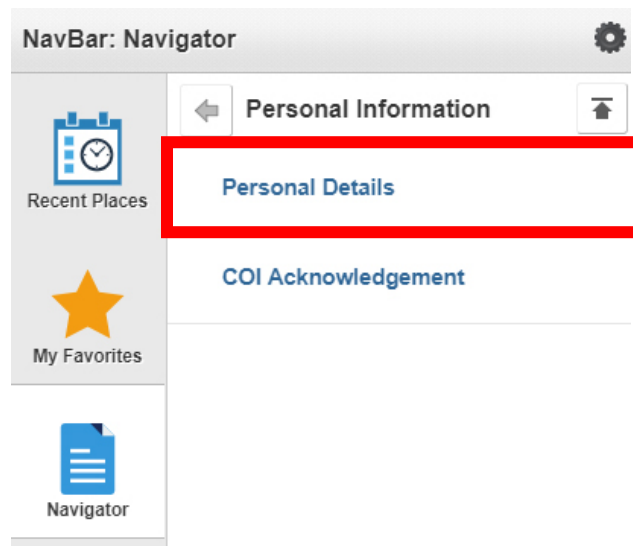
Reviewing and Updating Personal Information in HR Direct

It is important to review your current address on record in the HR Direct System to confirm your mailing address is updated and accurate.

Step	Action
1.	To review your mailing address, log on to HR Direct.
2.	Click on the NavBar located on the top right of the page. 
3.	From the NavBar menu, click on Navigator . 
4.	Click on Self-Service and then Personal Information .



Step	Action
5.	Then, click the Personal Details to validate that your mailing address is accurate.



Step	Action
6.	If corrections are needed, please make the edits and save the corrected information. End of Procedure.