Question:
How do I update and/or make changes to my electronic consent for Form W-2?
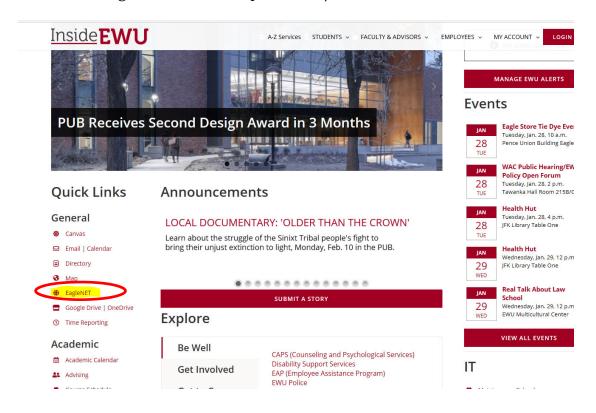
Answer:
Updates to your electronic consent for Form W-2 can be completed online via EagleNET through the EWU website.

The following steps will guide you through the process of consenting or revoking consent to receive your Form W-2 electronically.

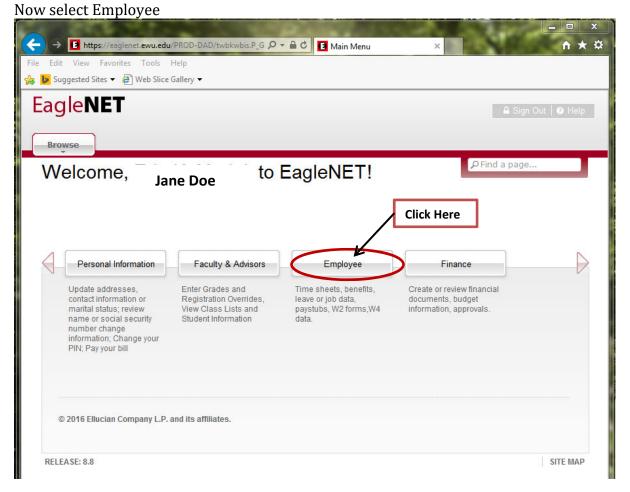Login to EagleNET from the EWU website@ https://inside.ewu.edu/

Click on the EagleNet Link under Quick Links/General down the left side.

Sign in via SSO

Eastern Washington University

NETID

Enter NetID

PASSWORD

Enter Password

Login

> Forgot your password?

> Need Help?

By logging in, I understand and agree to the **EWU Systems and Server Login Banner Notice**

You are now in EagleNET
Now select Employee

https://eaglenet.ewu.edu/PROD-DAD/twbkwbis.P_G   Main Menu

File   Edit   View   Favorites   Tools   Help

Suggested Sites ▾   Web Slice Gallery ▾

EagleNET   🔒 Sign Out   ❓ Help

Browse

Welcome, **Jane Doe** to EagleNET!

🔍 Find a page...

Click Here

Personal Information	Faculty & Advisors	Employee	Finance
Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Pay your bill	Enter Grades and Registration Overrides, View Class Lists and Student Information	Time sheets, benefits, leave or job data, paystubs, W2 forms,W4 data.	Create or review financial documents, budget information, approvals.

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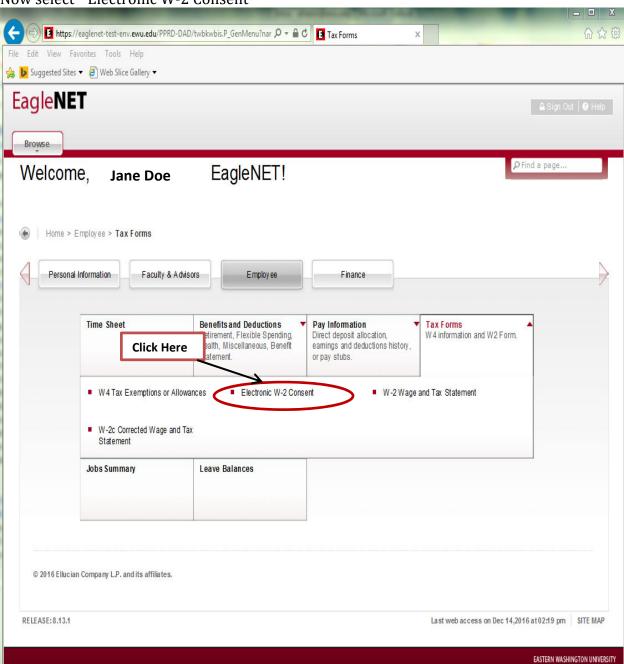RELEASE: 8.8   SITE MAP

Now select Tax Forms

Now select "Electronic W-2 Consent"

You are now ready to make or change your Electronic Regulatory Consent election by checking or unchecking the My Choice box. Then click the Submit button

Checking this box will result in receiving "only" an Electronic W-2

Unchecking this box or leaving it blank will result in a paper Form W-2 being mailed to the Permanent address on record (Address changes can be made under the Personal Information tab)

Click Here to Save

Health Care Authority will provide Form 1095-C (EWU will not use this election)

After checking the My Choice and clicking the Submit button, a confirmation will appear that the submition was successful.

EagleNET

🔒 Sign Out   ❓ Help

Browse

Personal Information | Faculty & Advisors | Employee | Finance

🔍 Find a page...

Electronic Regulatory Consent

⬅ | Home > Employee > Tax Forms > Electronic W-2 Consent

✔ Electronic Statement consent was submitted successfully.

💬 Select the check box to consent to receive your tax statement electronically, or uncheck to revoke consent.

By consenting to receive your tax statement(s) electronically, you agree to return to this site between January 31 and October 15 of the appropriate year to print each of your tax forms on-line. You may be required to print and attach your tax forms to Federal, State, or local income tax return and it is your responsibility to review the instructions for each statement as provided in the Help on the specific statement page.

Your consent for each electronic statement will be valid for all subsequent tax years unless revoked by you, upon termination, or this service is not supported in a future given tax year. You may revoke your consent and receive paper forms by accessing this site and unchecking the, My Choice consent box, or providing written notification to the Human Resources or Payroll office.

A paper copy of your tax statement(s) may be obtained by contacting the Human Resources or Payroll office. Updating of employee contact information is the responsibility of the employee by providing correct up-to-date information to the Human Resources or Payroll office.

Selection Criteria

	My Choice
Consent to receive W-2 electronically:	☑
Consent to receive 1095-C electronically:	☐

My Choice will remain ✓ that you have consented to receive an electronic W-2

Health Care Authority will provide Form 1095-C (EWU will not use this election)

I understand the instructions provided to me for accessing and printing my electronic tax forms.

Submit

Return To Tax Forms Menu

If you wish to revoke you consent after you previously consented to receive an electronic W-2, simply uncheck the My Choice and click Submit.