

**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.

The screenshot shows the 'Inside EWU' website interface. At the top, there is a navigation bar with links for 'A-Z Services', 'STUDENTS', 'FACULTY & ADVISORS', 'EMPLOYEES', 'MY ACCOUNT', and a 'LOGIN' button. Below the navigation bar is a large banner image of a building with the text 'PUB Receives Second Design Award in 3 Months'. To the left of the banner is a 'Quick Links' section under the heading 'General', which includes links for Canvas, Email | Calendar, Directory, Map, EagleNET (highlighted with a red circle), Google Drive | OneDrive, and Time Reporting. Below this is an 'Academic' section with links for Academic Calendar, Advising, and Course Schedules. To the right of the banner is an 'Announcements' section featuring a local documentary titled 'LOCAL DOCUMENTARY: 'OLDER THAN THE CROWN'' with a description about the Sinixt Tribal people's fight. Below the announcement is a 'SUBMIT A STORY' button. Further down is an 'Explore' section with 'Be Well' and 'Get Involved' categories, listing services like CAPS, Disability Support Services, EAP, and EWU Police. On the far right, there is an 'Events' calendar for January, listing events such as 'Eagle Store Tie Dye Event', 'WAC Public Hearing/EW Policy Open Forum', and 'Health Hut' on various dates. A 'VIEW ALL EVENTS' button is located at the bottom of the events list.

Sign in via SSO



NETID

Enter NetID

> [Forgot your password?](#)

> [Need Help?](#)

PASSWORD

Enter Password

Login

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

You are now in EagleNET  
Now select Employee

A screenshot of a web browser displaying the EagleNET application. The browser's address bar shows the URL "https://eaglenet.ewu.edu/PROD-DAD/twbkwbis.P\_G". The page header includes the "EagleNET" logo, a "Sign Out" button, and a "Help" button. Below the header, a "Browse" button is visible. The main content area features a welcome message: "Welcome, Jane Doe to EagleNET!". A search bar with the placeholder "Find a page..." is located to the right. Below the welcome message, there are four menu items: "Personal Information", "Faculty &amp; Advisors", "Employee", and "Finance". The "Employee" menu item is circled in red, and a red box with the text "Click Here" and an arrow points to it. The "Employee" menu item has a description: "Time sheets, benefits, leave or job data, paystubs, W2 forms, W4 data." The "Personal Information" menu item has a description: "Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Pay your bill." The "Faculty &amp; Advisors" menu item has a description: "Enter Grades and Registration Overrides, View Class Lists and Student Information." The "Finance" menu item has a description: "Create or review financial documents, budget information, approvals." At the bottom of the page, there is a copyright notice: "© 2016 Ellucian Company L.P. and its affiliates." and a "RELEASE: 8.8" label. A "SITE MAP" link is located in the bottom right corner.

Now select Tax Forms

The screenshot shows a web browser window with the URL [https://eaglenet.ewu.edu/PROD-DAD/twbkwbis.P\\_G](https://eaglenet.ewu.edu/PROD-DAD/twbkwbis.P_G). The page title is "Employee". The header includes the "EagleNET" logo, a "Sign Out" button, and a "Help" button. A "Browse" dropdown menu is visible. The main content area displays a welcome message: "Welcome, Jane Doe, to EagleNET!". Below this is a breadcrumb trail: "Home > Employee". A navigation bar contains four tabs: "Personal Information", "Faculty & Advisors", "Employee" (which is selected), and "Finance". The main content area is a grid of links:

<b>Time Sheet</b>	<b>Benefits and Deductions</b> Retirement, Flexible Spending, Health, Miscellaneous, Benefit Statement.	<b>Pay Information</b> Direct deposit allocation, earnings and deductions history, or pay stubs.
<b>Tax Forms</b> W4 information and W2 Form	<b>Jobs Summary</b>	<b>Leave Balances</b>

The "Tax Forms" link is circled in red. A red box with the text "Click Here" and an arrow points to the "Tax Forms" link. At the bottom of the page, there is a copyright notice: "© 2016 Ellucian Company L.P. and its affiliates." and a "SITE MAP" link.

Now select "Electronic W-2 Consent"

The screenshot shows a web browser window with the URL [https://eaglenet-test-env.ewu.edu/PPRD-DAD/twbkwbis.P\\_GenMenu?nar](https://eaglenet-test-env.ewu.edu/PPRD-DAD/twbkwbis.P_GenMenu?nar) and a tab titled "Tax Forms". The browser's address bar and menu bar are visible at the top. The main content area features the "EagleNET" logo and a "Browse" button. A navigation bar includes "Welcome, Jane Doe" and "EagleNET!". A search bar is located on the right. The breadcrumb trail reads "Home > Employee > Tax Forms". A horizontal menu contains "Personal Information", "Faculty & Advisors", "Employee" (selected), and "Finance". Below this, a grid of menu items is displayed. The "Tax Forms" menu item is expanded, showing a list of options: "W4 Tax Exemptions or Allowances", "Electronic W-2 Consent" (circled in red), "W-2 Wage and Tax Statement", and "W-2c Corrected Wage and Tax Statement". A red box with the text "Click Here" and an arrow points to the "Electronic W-2 Consent" option. The footer contains the copyright notice "© 2016 Elucian Company LP, and its affiliates.", the version "RELEASE: 8.13.1", the last access date "Last web access on Dec 14, 2016 at 02:19 pm", and a "SITE MAP" link. The Eastern Washington University logo is in the bottom right corner.

https://eaglenet-test-env.ewu.edu/PPRD-DAD/twbkwbis.P\_GenMenu?nar

Tax Forms

File Edit View Favorites Tools Help

Suggested Sites Web Slice Gallery

EagleNET

Sign Out Help

Browse

Welcome, Jane Doe EagleNET!

Find a page...

Home > Employee > Tax Forms

Personal Information Faculty & Advisors Employee Finance

Time Sheet Benefits and Deductions Pay Information Tax Forms

Click Here

W4 Tax Exemptions or Allowances Electronic W-2 Consent W-2 Wage and Tax Statement

W-2c Corrected Wage and Tax Statement

Jobs Summary Leave Balances

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RELEASE: 8.13.1 Last web access on Dec 14, 2016 at 02:19 pm SITE MAP

EASTERN WASHINGTON UNIVERSITY

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

The screenshot shows a web browser window with the URL [https://eaglenet.ewu.edu/PROD-DAD/bwplxtxs\\_P\\_W2Consent](https://eaglenet.ewu.edu/PROD-DAD/bwplxtxs_P_W2Consent). The page header includes the EagleNET logo and a 'Sign Out | Help' link. A search bar contains the text 'Find a page...'. The main content area features a red-bordered box with the instruction: 'Select the check box to consent to receive your tax statement electronically, or uncheck to revoke consent.' Below this is explanatory text: '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.' Further text states: '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 final note says: '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.'

The 'Selection Criteria' section includes a 'My Choice' header and two checkboxes:

- Consent to receive W-2 electronically:**  (An arrow points from this checkbox to a callout box stating: 'Checking this box will result in receiving "only" an Electronic W-2'. Another arrow points from this checkbox to a larger callout box stating: '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)'. A third arrow points from this checkbox to a callout box stating: 'Health Care Authority will provide Form 1095-C (EWU will not use this election)'.
- Consent to receive 1095-C electronically:**

Below the checkboxes is the statement: 'I understand the instructions provided to me for accessing and printing my electronic tax forms.' A red-bordered box with the text 'Click Here to Save' has an arrow pointing to the 'Submit' button, which is also circled in red. A 'Return To Tax Forms Menu' button is located at the bottom left. The footer contains the copyright notice: '© 2016 Ellucian Company L.P. and its affiliates.'

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

The screenshot shows a web browser window with the URL [https://eaglenet.ewu.edu/PROD-DAD/bwplotbis.P\\_W2ConsentDriver](https://eaglenet.ewu.edu/PROD-DAD/bwplotbis.P_W2ConsentDriver). The page title is "Electronic Regulatory Consent". The navigation menu includes "Personal Information", "Faculty & Advisors", "Employee", and "Finance". The "Employee" menu item is selected. A search bar contains the text "Find a page...". The main heading is "Electronic Regulatory Consent". The breadcrumb trail is "Home > Employee > Tax Forms > Electronic W-2 Consent". A red-bordered box highlights a green checkmark and the text "Electronic Statement consent was submitted successfully." Below this, there is a section titled "Selection Criteria" with a "My Choice" button. Two checkboxes are present: "Consent to receive W-2 electronically:" with a checked box, and "Consent to receive 1095-C electronically:" with an unchecked box. A "Submit" button is located below the checkboxes. A red-bordered box with an arrow points to the checked box, containing the text "My Choice will remain ✓ that you have consented to receive an electronic W-2". Another red-bordered box with an arrow points to the unchecked box, containing the text "Health Care Authority will provide Form 1095-C (EWU will not use this election)". At the bottom left, there is a button labeled "Return To Tax Forms Menu".

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:

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

Submit

Return To Tax Forms Menu

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)

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.

The screenshot shows the EagleNET website interface for the 'Electronic Regulatory Consent' page. The browser address bar shows the URL: [https://eaglenet.ewu.edu/PROD-DAD/bwplxtxs.P\\_W2ConsentDriver](https://eaglenet.ewu.edu/PROD-DAD/bwplxtxs.P_W2ConsentDriver). The page title is 'Electronic Regulatory Consent'. The breadcrumb trail is: Home > Employee > Tax Forms > Electronic W-2 Consent. A success message at the top states: '✓ Electronic Statement consent has been revoked.' Below this, there is a section for selecting consent options. The 'My Choice' tab is selected. Under 'Selection Criteria', there are two checkboxes: 'Consent to receive W-2 electronically:' and 'Consent to receive 1095-C electronically:'. Both checkboxes are currently unchecked. A 'Submit' button is located at the bottom left of the form area. A 'Return To Tax Forms Menu' button is at the bottom. Several red boxes and arrows highlight key elements: a box around the success message, a box around the 'My Choice' tab, a box around the 'Submit' button, and a box around the 'Return To Tax Forms Menu' button. Arrows point from the 'My Choice' tab to the 'Consent to receive W-2 electronically:' checkbox and from the 'Submit' button to the 'Return To Tax Forms Menu' button. A search bar is visible in the top right corner.

Electronic Statement consent has been revoked.

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:

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

Submit

Return To Tax Forms Menu

My Choice  (Unchecked) 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)