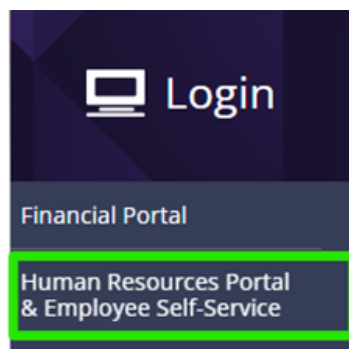


How to Consent for Electronic W-2s in ESS

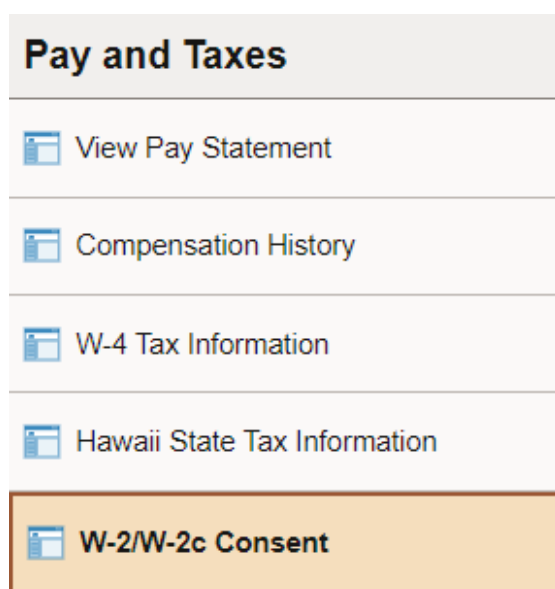
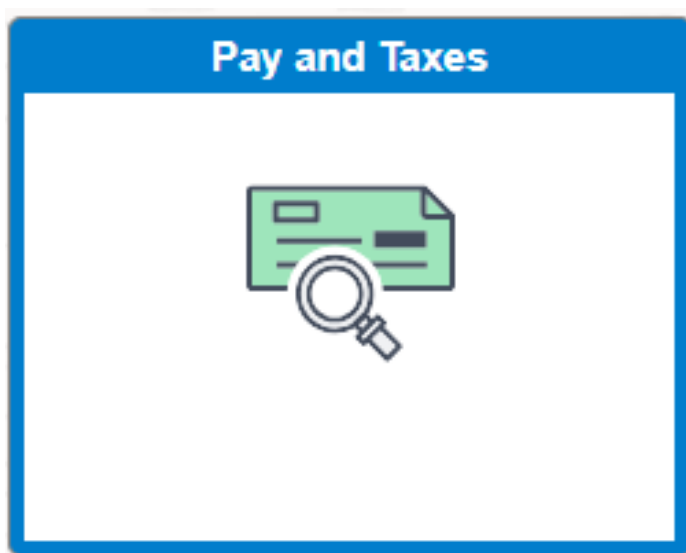
1) Log in to ESS

www.rcuh.com > Human Resources Portal & Employee Self-Service



2) W-2/W2c Consent

Select Pay and Taxes > W-2/W-2c Consent



3) Check the Box & Submit

Check the box “Check here to indicate your consent to receive electronic W-2 and W-2c forms” and Click “Submit” at the bottom of the page

W-2/W-2c Consent Form

Submit or withdraw your consent to receive electronic W-2 or W-2c forms.

Consent is required to receive electronic W-2 or W-2c forms from RCUH. Please click on the checkbox below, then “Submit.” Your consent will remain valid until you submit a withdrawal of consent or until electronic access to the W-2 forms is discontinued.

If you do not submit consent, or if you withdraw consent, you will be provided with a paper W-2 or W-2c form mailed to your mailing address on record.

Your Current Status No consent received.

Check here to indicate your consent to receive electronic W-2 and W-2c forms.

Submit

5) Verify Identity

Verify your identity with your ESS password and select “Continue”. A confirmation notice will appear confirming that your election was successful.

Verify Identity

To protect your privacy, verify your identity by typing your password.

User ID:

Password:

Continue

Cancel

Submit Confirmation

The Submit was successful.

OK

NOTE: Your W-2s will generate in one hour & will be available via the “View W-2/W-2c Forms” link.

NEED HELP? Email us at hrhelpdesk@rcuh.com or call us at 808-956-8900.