How to Provide Consent for Paperless W-2 forms

Log in to the MyJob application: https://myjob.mu.edu/ using regular eMarq user ID and password. Click on MU Employee Self Service then the Personal Actions menu.

To provide consent to receive only electronic W-2 forms, choose the W2 Printing Options by clicking the radial button and [Start]. Next, choose the W-2 document type and click [Update].

Use the drop-down arrows to change Paper to “No”, then click [Apply].

Click APPLY to continue.
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After changing the Paper option, you are routed back to this page. Click [Next].

Review the changes on this page then click [Submit].

After you receive this confirmation message then click [Home] to return to the main menu and logout.

Congratulations! You have just provided consent to no longer receive a paper W-2 form mailed to your home.