**W-2 Options**

*Access these easy steps to sign up for electronic W-2s:*

Step 1: Log into my.luther.edu.
- Students should choose the *Student Menu*.
- Faculty and staff should choose the *Employee Menu*.
- Go to the *Employee Profile Section*.

Step 2: Click on W-2 Electronic Consent.

Step 3: Read and choose one of the options and hit submit.
- The first option is to receive your W-2 electronically. You do not need to do this again if you have previously given consent. (Mac users – please do not use the “preview” application to view your W-2.)
- The second option is to have your W-2 mailed to your home address.

*How will I know when I can print my electronic W-2?*
- You will receive an email notification in January when your W-2 is ready to print.
- Click on *W-2 Statements* (in the Employee Profile section) and *view/print* out your W-2.
- If you withhold your consent to the electronic format, your paper copy will be mailed to your home address by the end of January.

If you have problems or questions, call the Payroll Office at 1135.

Remember, the electronic option is the sustainable option!