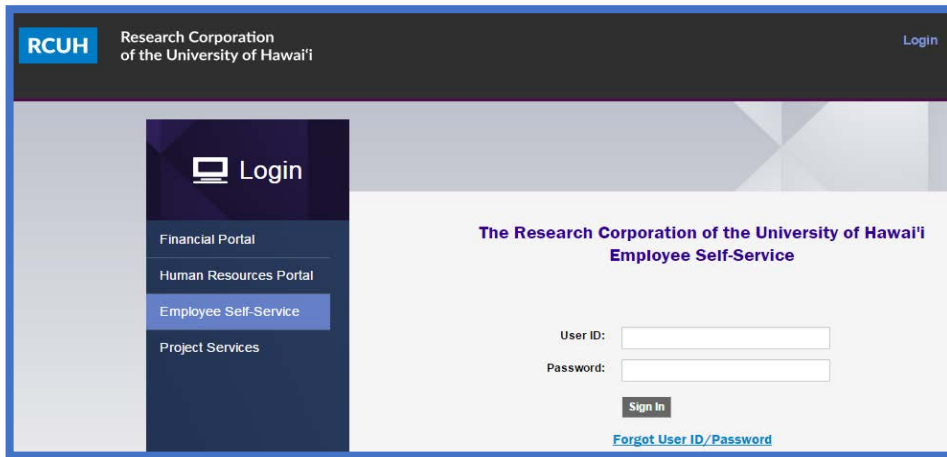


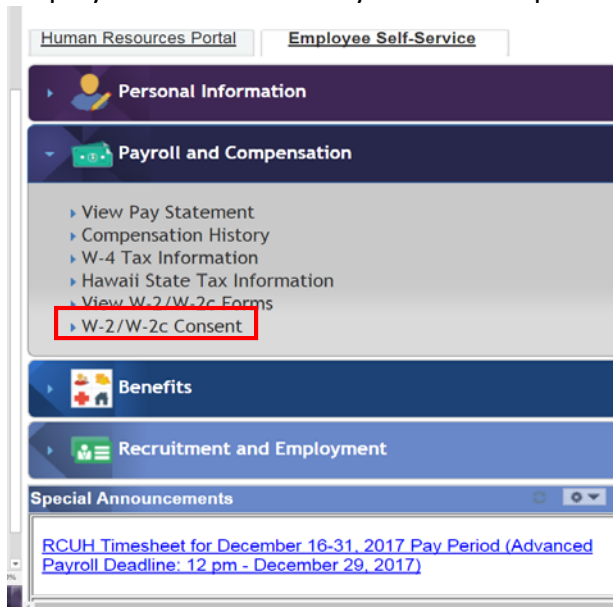


## Instructions on How to Consent to Receive an Electronic W-2

- 1) Access the RCUH Employee Self-Service (ESS) system from the RCUH Homepage ([www.rcuh.com](http://www.rcuh.com))
  - Forgot your User ID or Password? Click on the "Forgot User ID/Password" link



- 2) Provide Consent to receive your electronic W-2
  - Employee Self Service > Payroll and Compensation > W-2/W-2c Consent



- 3) To consent to receive your electronic W-2 or W-2c:
- Read the W-2/W-2c Consent Form
  - Check the box  to indicate your consent to receive electronic W-2 and W-2c
  - Click on the **SUBMIT** button

**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**

- 4) Enter your password to verify your Identity
- Your User ID will auto populate
  - You must enter your Password
  - Click on the **Continue** button

**Verify Identity**

To protect your privacy, verify your identity by typing your password. If you are not this user, click **Sign Out**.

User ID: Your-User ID

Password:

**Continue** **Cancel**

**Submit Confirmation**

The Submit was successful.

**OK**

- 5) A confirmation of your consent, or withdrawal, will be sent to your primary email address on record.
- 6) We will notify you by email when your electronic W-2 form is available (scheduled for distribution by Monday, January 29, 2018)