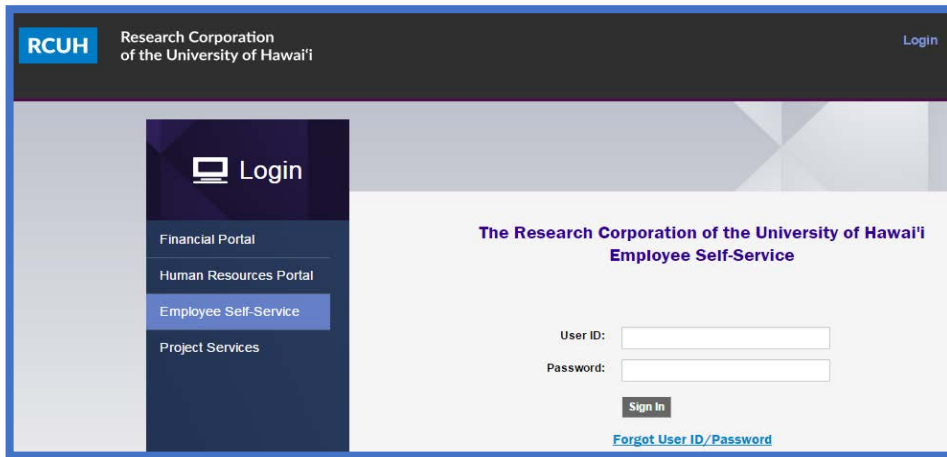


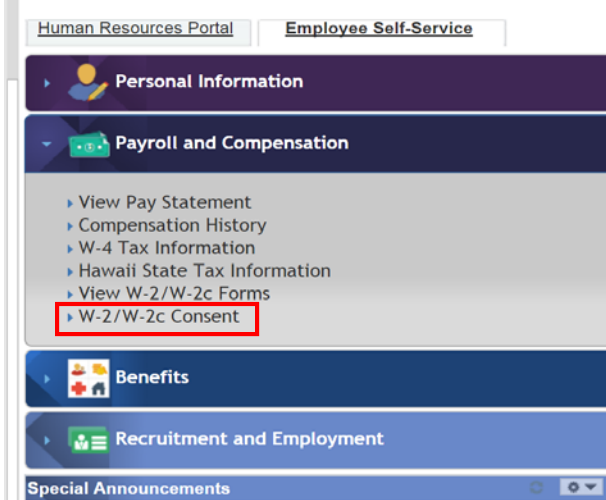


Instructions on How to Consent to Receive an Electronic W-2

- 1) Access the RCUH Employee Self-Service (ESS) system from the RCUH Homepage (www.rcuh.com)
 - 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.