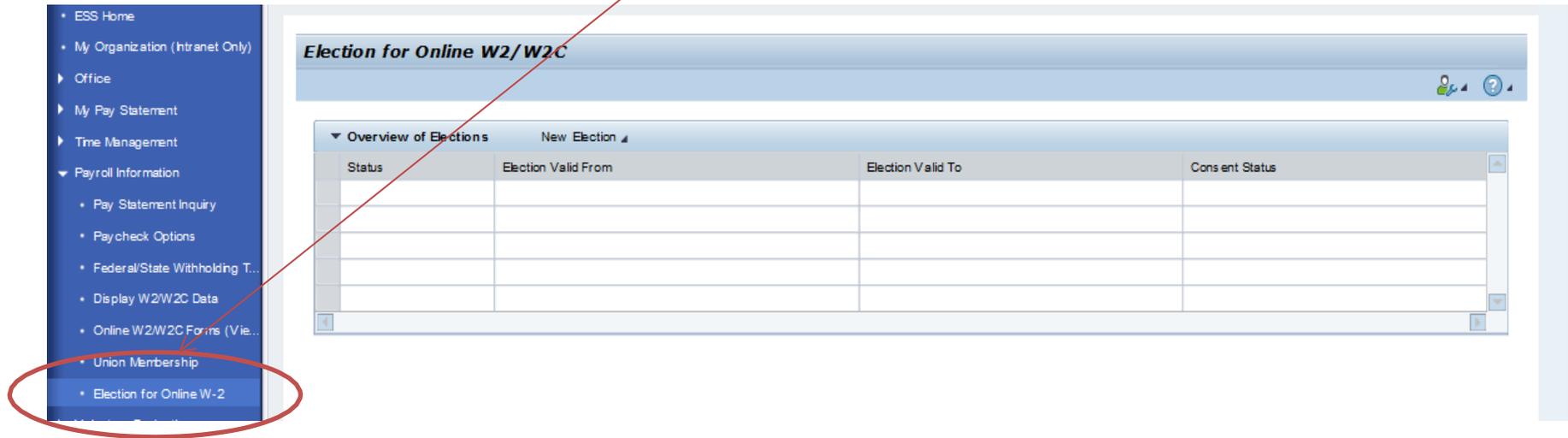


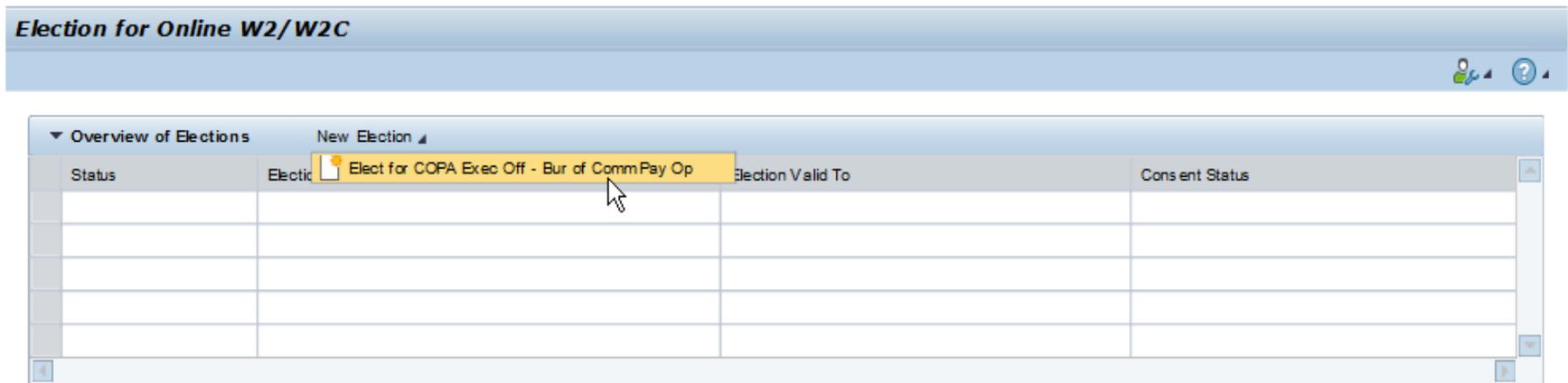
To elect enroll in online W-2 only and stop receiving the paper form in the mail, follow the following steps:

#1. Log-in to ESS.

#2. Under Payroll Information menu, click the option “Election for Online W-2”



#3. Select “New Election” and “Elect for COPA Exec Off – Bur of CommPay Op”



#4. Click on the "Online Only W2/W2C" button.

The screenshot shows the 'Election for Online W2/W2C' interface. At the top, there is a title bar with the text 'Election for Online W2/W2C' and a user profile icon. Below this is a section titled 'Overview of Elections' containing a table with the following data:

Status	Election Valid From	Election Valid To	Consent Status
Election period open	01/01/2016	12/31/9999	Receive Form W-2/W-2c only in paper.

Below the table is the 'Election Details' section, which has two tabs: 'Paper W2' and 'Online Only W2/W2C'. The 'Online Only W2/W2C' tab is selected and highlighted with a mouse cursor. Underneath, there are two input fields: 'Election Valid From' with the value '01/01/2016' and 'Election Valid To' with the value '12/31/9999'. A red arrow points from the text above to the 'Online Only W2/W2C' button.

#5. Click OK to confirm your election.

The screenshot shows the same 'Election for Online W2/W2C' interface as in the previous image, but with a 'Confirmation' dialog box overlaid in the center. The dialog box has a title bar that says 'Confirmation' and contains the following text:

**Confirm your election**  
By confirming this election, you agree to receive Forms W-2 and W-2c as selected below.  
Receive Form W-2/W-2c only via online service.

At the bottom of the dialog box are two buttons: 'OK' and 'Cancel'. A mouse cursor is pointing at the 'OK' button. The background interface is dimmed, showing the 'Overview of Elections' table and the 'Election Details' section with the 'Online Only W2/W2C' tab selected.

Data is saved successfully. You can now log-off of ESS.

**Election for Online W2/W2C**

✔ Data saved successfully

▼ Overview of Elections

Status	Election Valid From	Election Valid To	Consent Status
Election period open	01/01/2016	12/31/9999	Receive Form W-2/W-2c only via online service.

▼ Election Details    Paper W2 | Online Only W2/W2C

Election Details

Election Valid From:

Election Valid To:

Note: If you need to change back to paper at a later time, simply follow the above and on the final step, click on the “Paper W-2” button. The Consent Status column will display your current selection.

▼ Overview of Elections

Status	Election Valid From	Election Valid To	Consent Status
Election period open	01/01/2016	12/31/9999	Receive Form W-2/W-2c only via online service.

▼ Election Details    **Paper W2** | Online Only W2/W2C

Election Details

Election Valid From:

Election Valid To:

Contact BCPO via email at [ra-ob-bcpo@pa.gov](mailto:ra-ob-bcpo@pa.gov) with any questions.