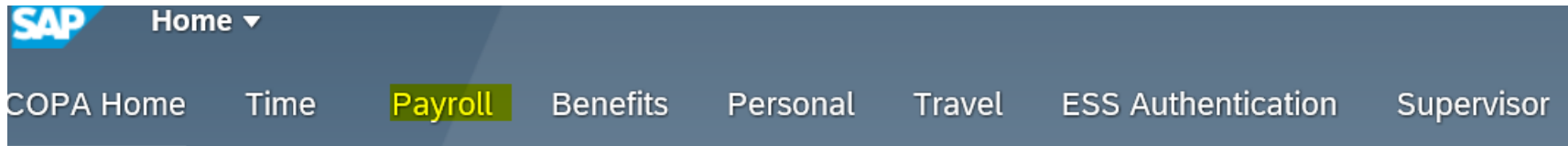


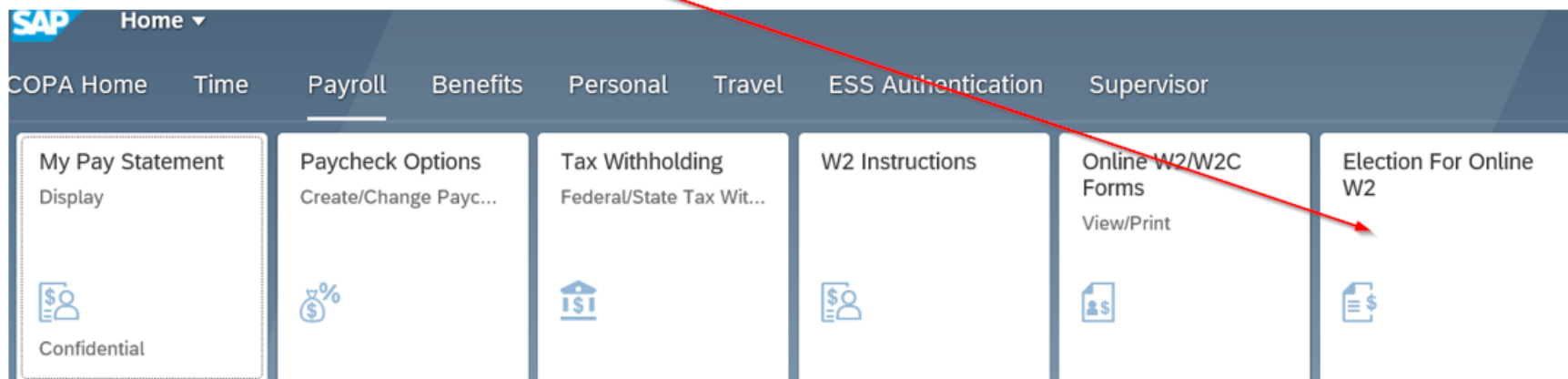
To elect enroll in online W-2 only and stop receiving the paper form in the mail, follow the following steps:

#1. Log-in to ESS.

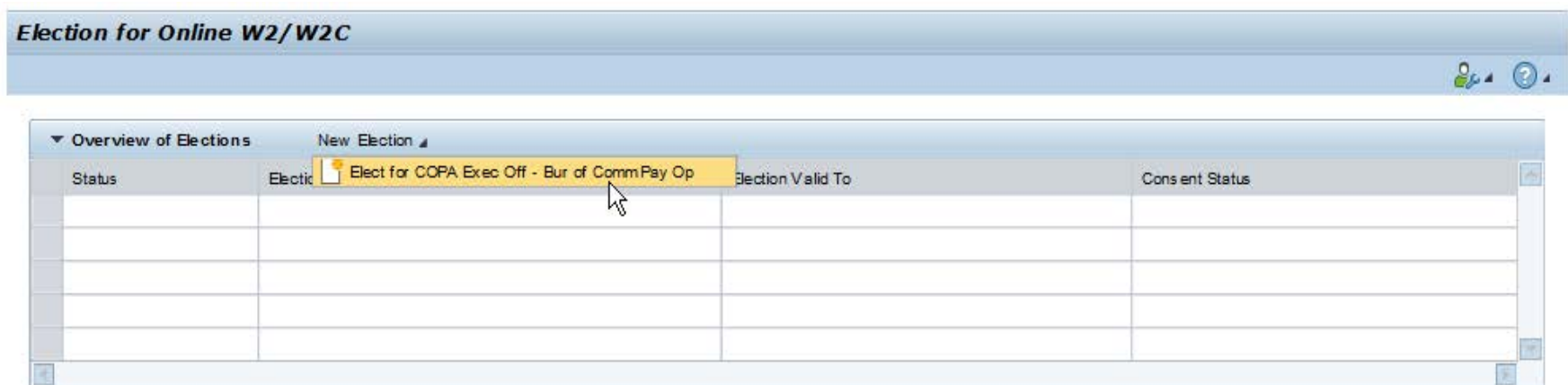
#2. From ESS Home select Payroll on the top banner.



Under Payroll 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.

**Election for Online W2/W2C**

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 in paper.

Election Details

Paper W2 | **Online Only W2/W2C**

Election Details

Election Valid From: 01/01/2016

Election Valid To: 12/31/9999

#5. Click OK to confirm your election.

**Election for Online W2/W2C**

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 in paper.

Election Details

Paper W2 | Online Only

Election Details

Election Valid From: 01/01/2016

Election Valid To: 12/31/9999

**Confirmation**

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.

OK Cancel

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: 01/01/2016

Election Valid To: 12/31/9999

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: 01/01/2016

Election Valid To: 12/31/9999

Please review FAQ's [here](#). Please contact BCPO via email at [ra-ob-bcpo@pa.gov](mailto:ra-ob-bcpo@pa.gov) with any additional questions.