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.

SAP Ho	me ▼						
COPA Home	Time	Payroll	Benefits	Personal	Travel	ESS Authentication	Supervisor

Under Payroll menu, click the option "Election for Online W-2"

	Home 🕶			<		
С	OPA Home Time	Payroll Benefits	Personal Travel	ESS Authentication	Supervisor	
	My Pay Statement Display	Paycheck Options Create/Change Payc	Tax Withholding Federal/State Tax Wit	W2 Instructions	Online W2/W2C Forms View/Print	Election For Online W2
	Sconfidential	\$ [%]	<u>151</u>	<u></u>	2 5	Ē

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

lection for On	line W2/W2C			240
▼ Overview of Ek	ections New Election a			
Status	Electic Elect for COPA Exec Off - Bur of Comm Pay Op	Election Valid To	Cons ent Status	1
	2			
				100
4				1

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

		· · · · · · · · · · · · · · · · · · ·				
E	lection for Online I	w2/w2C				
						ê, a 🔞 a
	▼ Overview of Elections	5				
Ì	Status		Election Valid From	Election Valid To	Cons ent Status	
	Election period open		01/01/2016	12/31/9999	Receive Form W-2/W-2c only in paper.	
	4					>
ſ						
	 Election Details 	Paper W2	Online Only W2/W2C			
			U			
	Election Details					
	Bection Valid	d From: 01/01/2	2016			
	Election V	alid To: 12/31/9	9999			

#5. Click OK to confirm your election.

Election for Online W2/W2C	•					
					<u> a</u> ge 4	2
Overview of Elections						
Status	Election	Valid From	Election Valid To	Cons ent Status		
Election period open	01/01/20	16	12/31/9999	Receive Form W-2/W-2c only in paper.		
		Confirmation				
						-
		Confirm your election				
		By confirming this election, y	ou agree to receive			
▼ Election Details Paper W2	Online Only	Forms W-2 and W-2c as sele	ected bebw .			
		Receive Form W-2/W-2c or	nly via on line service.			
Election Details						
Bection Valid From: 01/0	1/2016					
Election Valid To: 12/3	1/9999					
			OK Cancel			
			U			

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

Election for Online W2	2/W2C			R . 0
Data saved successfully	_			
Status	Bection Valid From	Bection Valid To	Consent Status	-
Election period open	01/01/2016	12/31/9999	Receive FormW-2/W-2c only via online service.	
•				
▼ Election Details P Election Details	aper W2 Online Only W2/W2C			
Bection Valid Fr	om: 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.

Status	Bection Valid From	Bection Valid To	Consent Status	
Election period open	01/01/2016	12/31/9999	Receive-FormW-2/W-2c only via online service.	
4				7
Election Details Paper	W2 Online Only W2/W2C			
4)			
ction Details				
Bection Valid From:	01/01/2016			
Election Valid To:	12/31/9999			

Please review FAQ's <u>here</u>. Please contact BCPO via email at ra-ob-bcpo@pa.gov with any additional questions.