

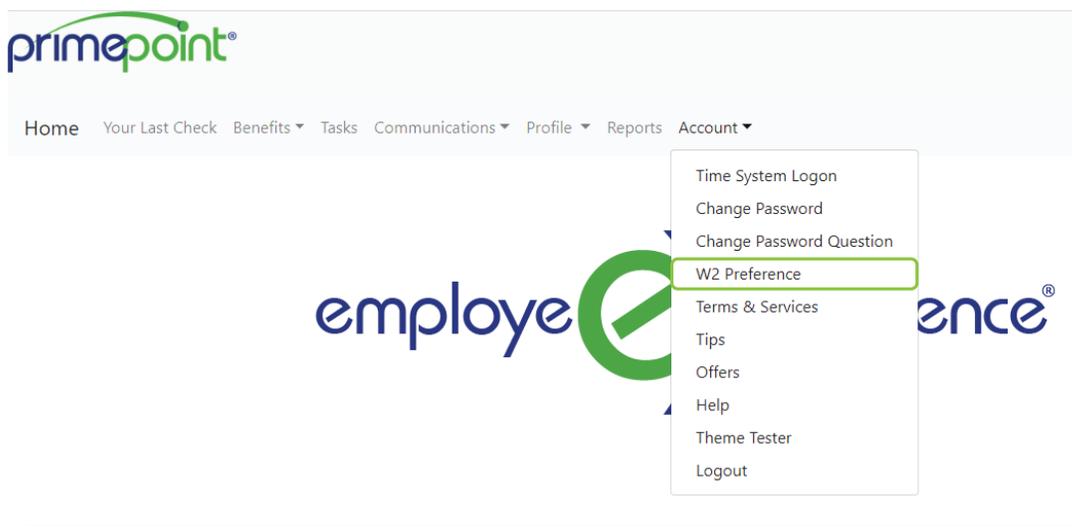
Changing Your W2 Delivery Preference

What is Electronic W2 Delivery?

Electronic Delivery of your W2 allows you to opt-out of having a paper W2 mailed to you. Instead, you will retrieve your W2 electronically through the employeeXperience®.

How do I change my W2 Delivery Preference?

Once you log in to your employeeXperience® account, go to the Account tab, and then select "W2 Preference."



You will then be asked if you would like to receive your W2 electronically. Click "Accept" to opt-in to the electronic W2 delivery. The next screen will tell you some important information about receiving your W2 electronically. Click "Ok" to acknowledge that you've read this information.

