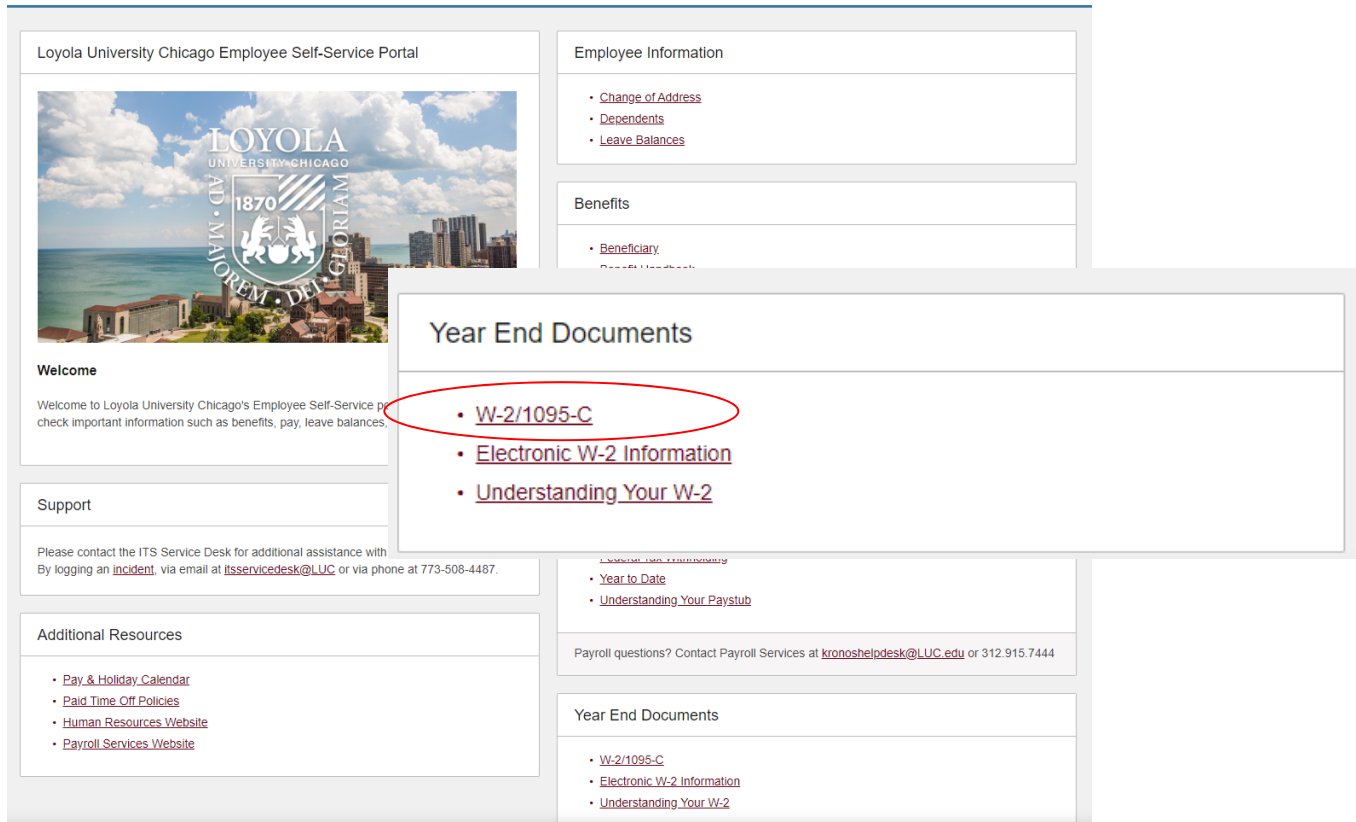


Instructions to Opt-In for Electronic W-2's

Log into the Employee Self Service Portal web page, <https://ess.luc.edu>, using your Loyola email address and password.

Under *Year End Documents*, click on the *W-2/1095-C* link



Loyola University Chicago Employee Self-Service Portal

Employee Information

- [Change of Address](#)
- [Dependents](#)
- [Leave Balances](#)

Benefits

- [Beneficiary](#)

Year End Documents

- [W-2/1095-C](#)
- [Electronic W-2 Information](#)
- [Understanding Your W-2](#)

Support

Please contact the ITS Service Desk for additional assistance with
By logging an [incident](#), via email at its servicedesk@LUC or via phone at 773-508-4487.

Additional Resources

- [Pay & Holiday Calendar](#)
- [Paid Time Off Policies](#)
- [Human Resources Website](#)
- [Payroll Services Website](#)

Payroll questions? Contact Payroll Services at kronoshelpdesk@LUC.edu or 312.915.7444

Year End Documents

- [W-2/1095-C](#)
- [Electronic W-2 Information](#)
- [Understanding Your W-2](#)

A new tab will open Loyola University Chicago's Document Self-Service page. Click on *My Delivery Settings*.



 **Loyola University Chicago Electronic Tax Forms**

My Documents ▾ **My Delivery Settings**

Welcome to Loyola University Chicago's Document Self-Service!

Loyola University Chicago is giving you the opportunity to receive your Tax Forms electronically via the web. When you set your delivery settings, you will receive emails notifying you of when new information is available on our website.


You can choose any of the delivery settings displayed on the side menu. Click on "My Delivery Settings" or a specific delivery settings at any time. Your personal settings will be indicated with a green checkmark on the side menu.

After choosing your delivery settings, you can view any of the documents within the groups displayed on the side menu and/or specific group. Then click on the document title to view the document.

Remember to set your delivery options by January 18th to receive your W-2 electronically!

Thanks for using Document Self-Service!

On the My Delivery Settings Instruction page, click on the *Web Delivery* under W-2s

 **Loyola University Chicago Electronic Tax Forms**

My Documents ▾ **My Delivery Settings**

My Delivery Settings

^ Collapse All

▾ 1095-Cs

- ✖ Web Delivery

▾ W-2s

- ✖ Web Delivery
- ➔ eTax Delivery

My Delivery Settings Instructions

Please refer to the instructions below to set your delivery settings.

- To view documents online, select **Web Delivery** under each document group, and follow the instructions to opt in.
- To receive documents as a PDF attachment via email, select **Email Delivery** under each document group, and follow the instructions to opt in.

NOTE: Each delivery option displays an icon that identifies your document delivery setting.

- ➔ indicates no delivery setting has been selected
- ✔ indicates you are opted in
- ✖ indicates you are opted out
- ⚠ indicates you have started the tax document authorization process, but have not completed it

Add a secondary, non-Loyola email address, if desired, and use the “Click HERE to get authorized” link to begin the authorization process.

Please choose your delivery settings for your **W-2s** documents.

You will receive emails at your **primary email address:** *

as well as your **secondary email address:** X

Web Delivery

Deliver my **W-2s** documents via web access?

Yes No

[Click HERE to get authorized](#)

Click the “Print Test” button to access the page to print a test W-2.

Authorization Started

I wish to receive my W-2 electronically via the Loyola University Chicago Employee Self-Service website, in lieu of a printed W-2. I understand that I am responsible for printing my W-2 form and attaching my W-2 form to my tax returns. NOTE: I understand I will need internet access, a web browser, a network connection, and Adobe Reader to view and print my electronic W-2.

I understand that I may revoke my consent to receive my W-2 electronically and receive a printed W-2 instead, anytime through December 1 of the current year. Otherwise, my consent will carry forward from year to year. I understand that I may revoke my consent via the Loyola University Chicago Employee Self-Service website and changing my W-2 delivery settings. I understand that revoked consent does not apply to previously issued W-2 forms.

I understand that I may request a paper copy of my W-2 from the Payroll Services department at kronoshelpdesk@luc.edu or U.S. mail to Loyola University Chicago, 820 N. Michigan Ave, LT-603, Chicago, IL 60611. I understand that such a request will be treated as revoking my consent to receive my W-2 electronically.

I understand that if employment with Loyola University Chicago is terminated, I will receive a printed W-2 form.

An active employee may update their contact information and address via the Employee Self-Service portal.

You must successfully print a test page before you agree.

Print Test

Use the “Tax Document in PDF Format” link to view a sample document and print it. Once printed, click “Yes” to confirm that it printed successfully and continue the authorization process.

Authorization Started

I wish to receive my W-2 electronically via the Loyola University Chicago Employee Self-Service website, in lieu of a printed W-2. I understand that I am responsible for printing my W-2 form and attaching my W-2 form to my tax returns. NOTE: I understand I will need internet access, a web browser, a network connection, and Adobe Reader to view and print my electronic W-2.

I understand that I may revoke my consent to receive my W-2 electronically and receive a printed W-2 instead, anytime through December 1 of the current year. Otherwise, my consent will carry forward from year to year. I understand that I may revoke my consent via the Loyola University Chicago Employee Self-Service website and changing my W-2 delivery settings. I understand that revoked consent does not apply to previously issued W-2 forms.

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I understand that if employment with Loyola University Chicago is terminated, I will receive a printed W-2 form.

An active employee may update their contact information and address via the Employee Self-Service portal.

You must successfully print a test page before you agree.

View a sample [Tax Document in PDF Format](#) and print it.

Were you able to print it successfully?

Yes

No

Review the consent statement and click the “I Agree” button to continue.

Authorization Started

I wish to receive my W-2 electronically via the Loyola University Chicago Employee Self-Service website, in lieu of a printed W-2. I understand that I am responsible for printing my W-2 form and attaching my W-2 form to my tax returns. NOTE: I understand I will need internet access, a web browser, a network connection, and Adobe Reader to view and print my electronic W-2.

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I understand that if employment with Loyola University Chicago is terminated, I will receive a printed W-2 form.

An active employee may update their contact information and address via the Employee Self-Service portal.

I Agree

Choose “Yes” under Web Delivery and click the Submit button to finish the authorization process. You will receive an e-mail confirmation. Your authorization will remain in place until you revoke it.

Please choose your delivery settings for your W-2s documents.

You will receive emails at your **primary email address:** *
as well as your **secondary email address:**

Web Delivery

Authorization Started - clicking Submit completes your authorization

Yes No

Settings controlled by your system administrator dictate whether you will receive an email notification when information is available via the web.

Submit Cancel

You should now see a green check mark next to Web Delivery for W-2s.

My Documents ▼ My Delivery Settings

My Delivery Settings

^ Collapse All

▼ 1095-Cs

✖ Web Delivery

▼ W-2s

✔ Web Delivery

➔ eTax Delivery

OPTIONAL: You may opt to have your W-2 data sent electronically to Intuit TurboTax for tax preparation by opting into via eTax Delivery.

NEXT STEPS

Watch for an email at the end of January alerting you that your new W-2 is available to view and print. Please refer to the *Instructions for Viewing/Printing Electronic W-2's* document on our website to view/print your new or existing W-2.