***Consent required to receive W-2’s electronically***

**Step 1.** Locate the Employee Self-Service tile via Connect Lehigh.



**Step 2.** In the middle of the Dashboard, select the taxes link:



**Step 3.** Again, in the middle of the Dashboard, select Electronic Regulatory Consent:



**Step 4.** Check the box under My Choice and select the Submit button. All done!

