Access the **Gweb Information System** and follow these steps to receive an electronic W2 form.

1. **Access the Gweb Information System** and follow these steps to receive an electronic W2 form.
2. The W2 electronic consent form is located in the Tax Forms section of Gweb.
3. After you are notified the electronic W2 forms are available, return here to view and print your form.
4. Click Electronic W2 Consent to update your preference.
Check the box and click Submit to receive an electronic W2.

Once you have clicked Submit (the screen will not change) your consent has been updated and you may logout or return to the tax menu.