



## Electronic Consent Instructions: W-2 and 1095-C

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### **W-2/W-2c Consent**

- 1) Confirm you are on the Illinois State University network.
  - a) If you are on campus, you are automatically on the network.
  - b) If you are off campus, use multi-factor authentication (MFA). For assistance with MFA, contact the IT Help Desk at 309-438-4357 or [SupportCenter@IllinoisState.edu](mailto:SupportCenter@IllinoisState.edu)
- 2) Open a web browser and navigate to My Illinois State found at <https://my.illinoisstate.edu>
- 3) Select the *Central Login* button to login using your ULID and Password.
- 4) Select the *Pay & Benefits* tab.
- 5) Select the *iPeople* button.
- 6) Select the *Tax Forms* tile.
- 7) Select *W-2/W-2c Consent* from the left side navigation.
- 8) Check the box consenting to receive your W-2/W-2c forms electronically
- 9) Select Submit.

### **1095-C Consent**

- 1) Confirm you are on the Illinois State University network.
  - a) If you are on campus, you are automatically on the network.
  - b) If you are off campus, use multi-factor authentication (MFA). For assistance with MFA, contact the IT Help Desk at 309-438-4357 or [SupportCenter@IllinoisState.edu](mailto:SupportCenter@IllinoisState.edu)
- 2) Open a web browser and navigate to My Illinois State found at <https://my.illinoisstate.edu>
- 3) Select the *Central Login* button to login using your ULID and Password.
- 4) Select the *Pay & Benefits* tab.
- 5) Select the *iPeople* button.
- 6) Select the *Tax Forms* tile.
- 7) Select *1095-C Consent* from the left side navigation.
- 8) Check the box consenting to receive your Form 1095-C electronically.
- 9) Select *Submit*.