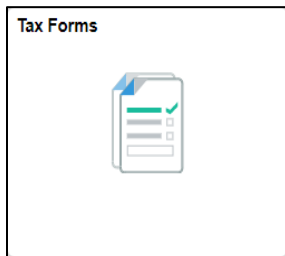


Electronic Consent Instructions: W-2 and 1095-C

W-2/W-2c Consent

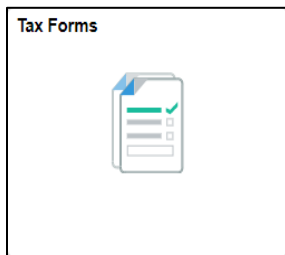
- Ensure you are on the Illinois State University network (use VPN if you are off campus – call the IT Help Desk at 309-438-4357 if you require assistance setting up your VPN)
- Navigate to <https://my.illinoisstate.edu> and login using your ULID and Password
- Select the *Pay & Benefits* tab
- Select the *iPeople* box
- Select the *Tax Forms* tile



- Select *W-2/W-2c Consent* (from the left side navigation)
- Check the box consenting to receive your W-2/W-2c forms electronically
- Select **Submit**

1095-C Consent

- Ensure you are on the Illinois State University network (use VPN if you are off campus – call the IT Help Desk at 309-438-4357 if you require assistance setting up your VPN)
- Navigate to <https://my.illinoisstate.edu> and login using your ULID and Password
- Select the *Pay & Benefits* tab
- Select the *iPeople* box
- Select the *Tax Forms* tile



- Select *1095-C Consent* (from the left side navigation)
- Check the box consenting to receive your Form 1095-C electronically
- Select **Submit**