W–2 Electronic Consent
Log Into WebAdvisor

Please click On WebAdvisor Link.
Login

Please select “Login To WebAdvisor”
Please click on “LOG IN”.
Please enter your User ID (first name last name with no spaces) and your password. You will then click on “SUBMIT”.
You will see your name on the page and you will then need to select the "Employees" tab. This may be in a different order on your individual page.
Select “W–2 Electronic Consent”.

Please click on “W-2 Electronic Consent”.
Select to Consent or Withhold Consent then click on “Submit”

Please select to Consent to Electronic W-2’s or you can select withhold consent. If you withhold consent you will not be able to view your W-2 electronically, but will receive a paper copy through the US mail.
If you electronically consented to view your W-2 click on “W-2 Statements” in the Employees Menu.