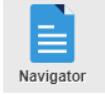
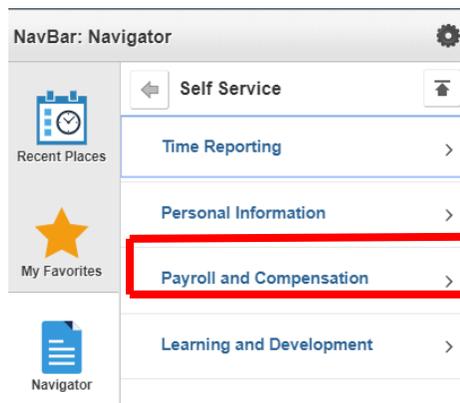


Go Paperless with Your W-2 Statement Through HR Direct

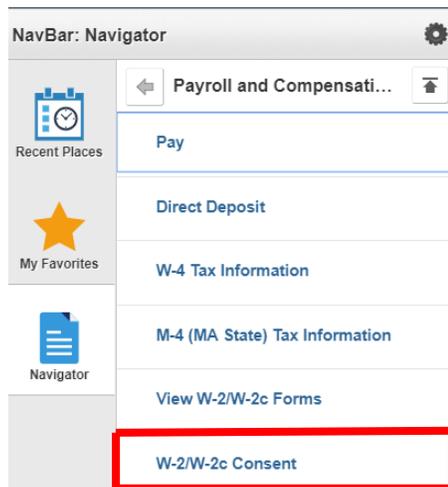
- Please follow the below instructions to consent to receive your W-2 electronically:
 - To consent to receive your W-2/W-2c electronically and go paperless, log on to [HR Direct](#).

- Click on the NavBar located on the top right of the page. 

- From the NavBar menu, click on "Navigator". 
- Click on "Self-Service" and then "Payroll and Compensation".



- Then, click the "W2/W-2c Consent" link.



- Read the disclosure information on the Form and if you want to receive your W-2/W-2c electronically, check the "Consent" box and hit "Submit".

Reviewing and Updating Personal Information in HR Direct

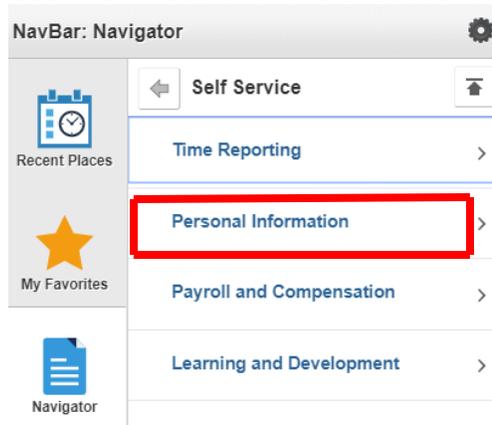
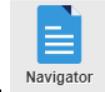
- It is important to review your current address on record in the HR Direct System to confirm your mailing address is updated and accurate:

- To review your mailing address, log on to [HR Direct](#)

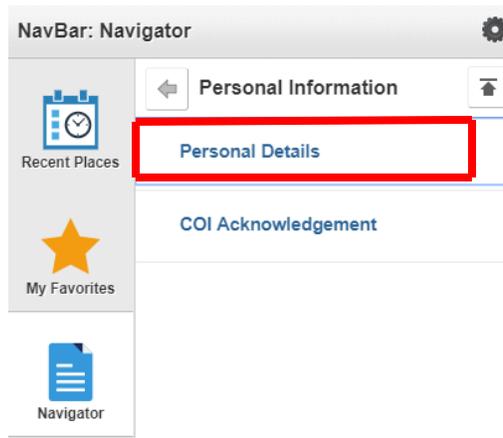
- Click on the NavBar located on the top right of the page.



- From the NavBar menu, click on "Navigator".
- Click on "Self-Service" and then "Personal Information".



- Then, click the "Personal Details" to validate that your mailing address is accurate.



- If corrections are needed, please make the edits and save the corrected information.