

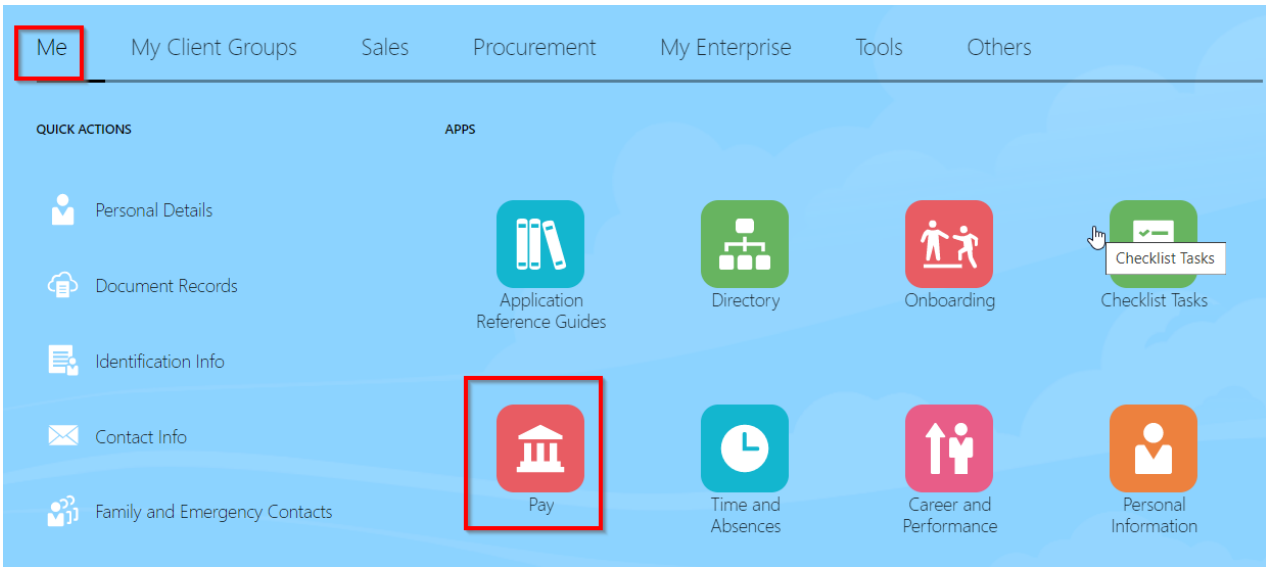
Setting document delivery preferences for Payslips and W-2 forms




This guide describes how to change your document delivery preferences. This process can be used for both Payslips and W-2 statements. This enables you to print your own documents instead of receiving a copy in the mail.

Audience: All

Walkthroughs:

- 1.0 Navigation Path
- 2.0 Change Delivery Preference

Process Step & Description	Action
<p>1.0 Navigation Path</p>	<p>Getting Started</p> <ul style="list-style-type: none"> ➤ Navigation path Me > Pay > Document Delivery Preferences <p>From the home screen:</p> <ul style="list-style-type: none"> • Click on the “Me” table to see all Employee Self-Service applications. • Click on the “Pay” icon  <p>The screenshot shows a navigation bar with tabs: Me (highlighted with a red box), My Client Groups, Sales, Procurement, My Enterprise, Tools, and Others. Below the navigation bar are two sections: 'QUICK ACTIONS' and 'APPS'. The 'APPS' section contains a grid of icons: Personal Details, Document Records, Identification Info, Contact Info, Family and Emergency Contacts, Application Reference Guides, Directory, Pay (highlighted with a red box), Time and Absences, Onboarding, Career and Performance, Checklist Tasks, and Personal Information.</p>
	<ul style="list-style-type: none"> • Click on “Document Delivery Preferences”

	<div style="display: flex; justify-content: space-between;"> <div style="border: 2px solid red; padding: 5px; width: 30%;">  <p>Document Delivery Preferences</p> <p>Set up preferences for delivering documents.</p> <p>Document Delivery Preferences</p> </div> <div style="width: 30%;">  <p>Payslips</p> <p>View, print, download and search current and past payslips, which contain gross pay, net pay, taxes and other information.</p> </div> <div style="width: 30%;">  <p>Payment Methods</p> <p>Define and prioritize salary payments details, such as payment type, payment amount and bank accounts details.</p> </div> </div>									
<p>2.0 Change Delivery Preference</p>	<p>Change Delivery Preference</p> <ul style="list-style-type: none"> • Select W-2 or Payslip • Change the Delivery Method to Online • Press the Save button <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p>Preferences</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">1095-C</td> <td style="width: 40%;"></td> <td style="width: 40%; text-align: right;">Online Delivery Consent Not applicable</td> </tr> <tr> <td>W_2c</td> <td></td> <td style="text-align: right;">Online Delivery Consent Not applicable</td> </tr> <tr> <td>W_2</td> <td></td> <td style="text-align: right;">Grant Online Delivery Consent Not applicable</td> </tr> </table> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 40%;"> <p>Delivery Method</p> <p>Paper</p> <p>Online</p> <p>Online and Paper</p> </div> <div style="width: 50%; text-align: right;"> <p>Save Cancel</p> </div> </div> </div>	1095-C		Online Delivery Consent Not applicable	W_2c		Online Delivery Consent Not applicable	W_2		Grant Online Delivery Consent Not applicable
1095-C		Online Delivery Consent Not applicable								
W_2c		Online Delivery Consent Not applicable								
W_2		Grant Online Delivery Consent Not applicable								

NOTE: In order to reduce paper and associated postage/paper costs you need to select **online** only.