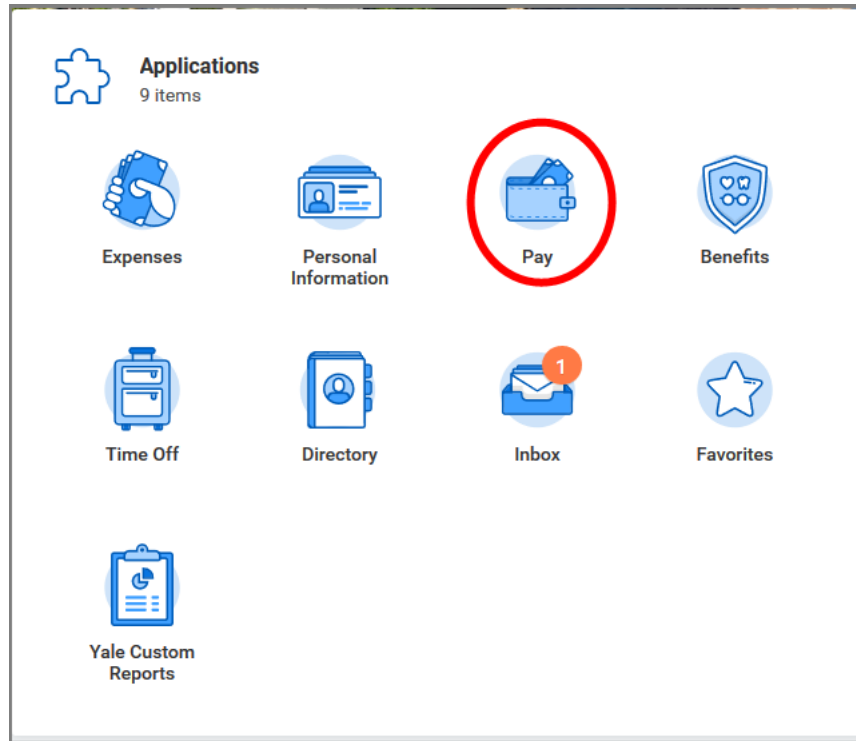
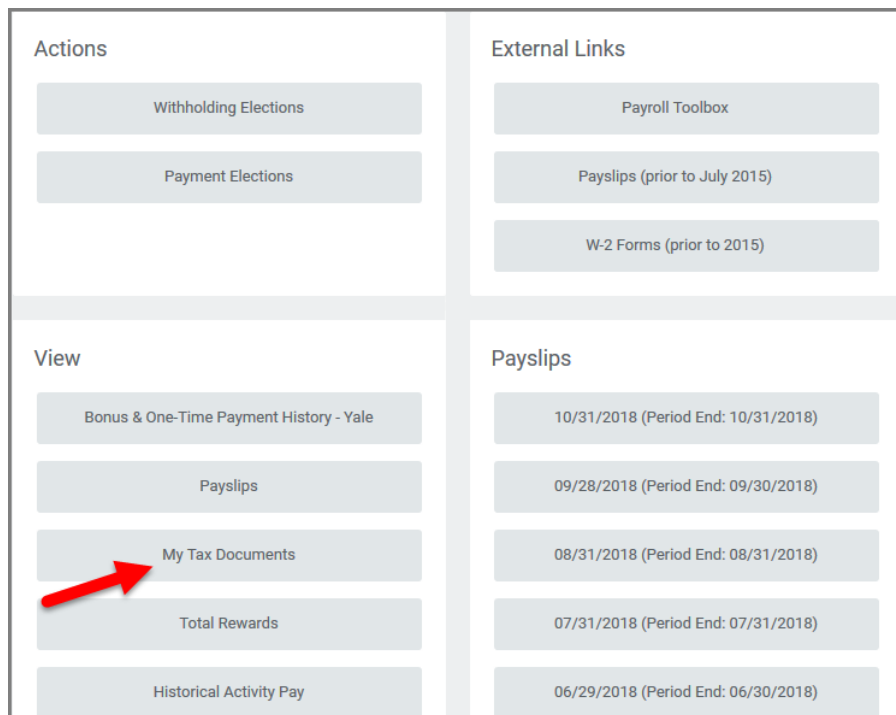


How to Elect to Receive an Electronic Copy of Your W-2

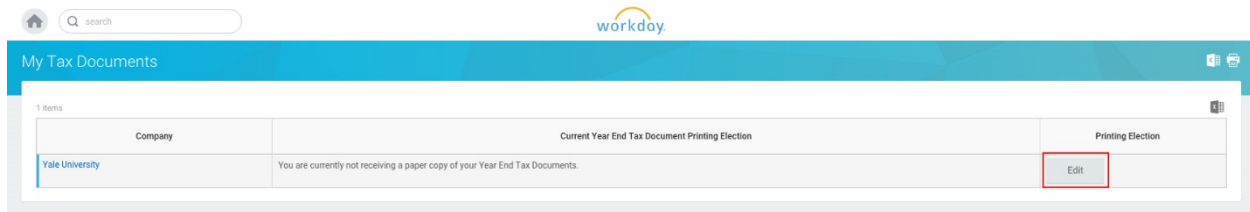
1. [Login to Workday](#) with your NetID and NetID password
2. Click the “Pay” worklet



3. In the “View” section, click “My Tax Documents”



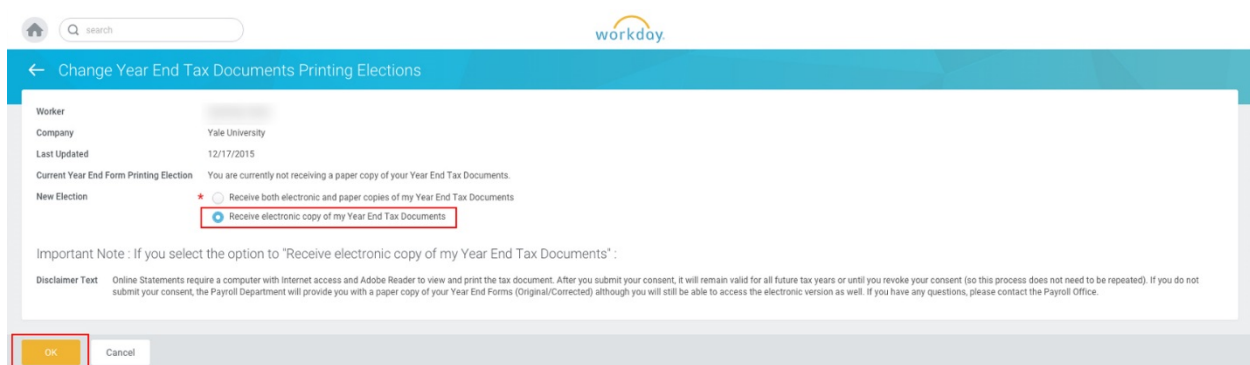
4. Click “Edit” on the right



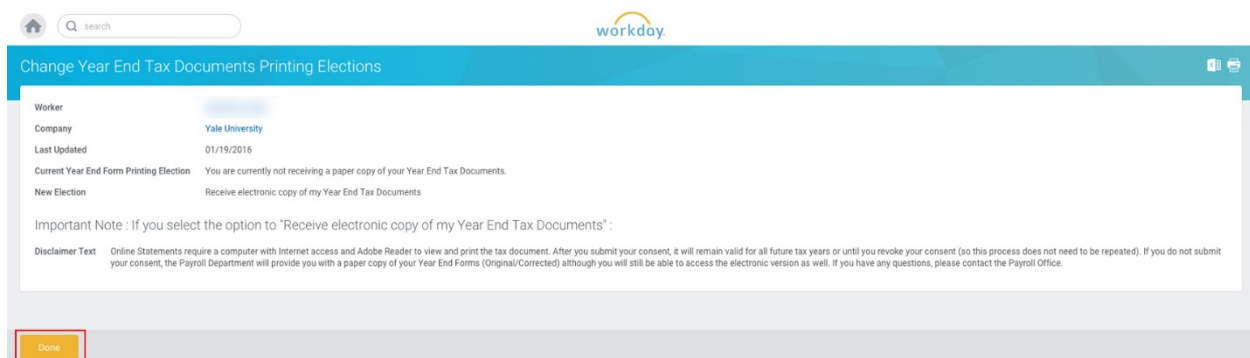
5. Verify your name and click “OK” in the bottom left corner

6. Select the radio button: “Receive electronic copy of my Year End Tax Documents” (Ignore the red asterisk next to the first radio button)

7. Click “OK” in the bottom left corner



8. Click “Done” in the bottom left corner



9. Close the browser to exit Workday

Questions may be directed to employee services at 203-432-5552 or employee.services@yale.edu.