

W-2 paperless feature will allow you to:

- View and print your W-2 tax statements for the current tax year back to the 2016 tax year
- Receive your W-2 earlier than physical statements made by mail
- Minimize mail theft and securely access your personal tax information
- Have early access to your W-2 statement

To get started, make sure to register with the Cal Employee Connect (CEC) portal. If you have not yet registered for Cal Employee Connect (CEC), you can access those instructions via the Cal Employee Connect quick link: [CEC quick link](#). Once you are registered, login to the CEC portal.

HOW TO OPT-IN THE W-2 PAPERLESS FEATURE:

1. Once logged into your CEC portal you will be prompted with a message:
 - a. Select **“Go W-2 Paperless today!”**

The screenshot shows the Cal Employee Connect (CEC) portal interface. A pop-up window titled "W-2 Paperless Enrollment" is centered on the screen. The pop-up contains the following text:

W-2 Paperless Enrollment

Need to download your W-2 Statement at any time?

Paperless W-2 Statement allows you to download from any internet-connected device:

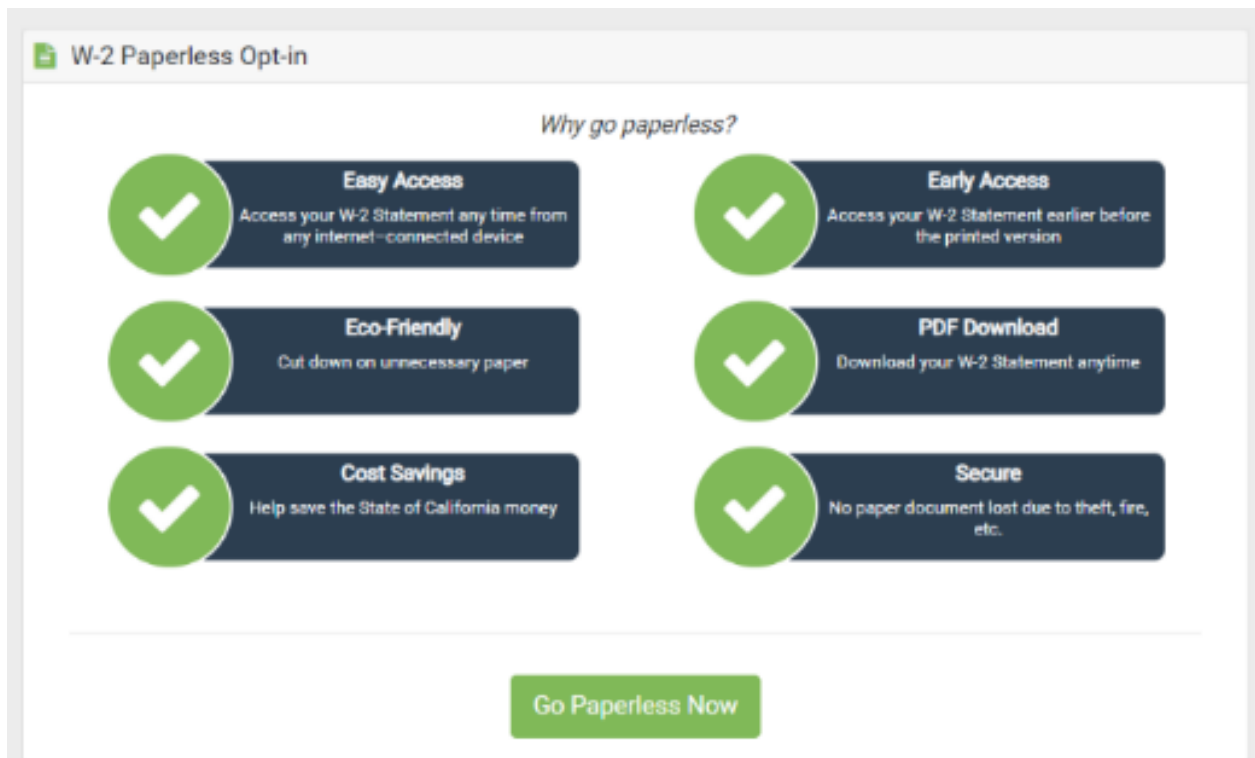
- Your previous years' W-2 Statements
- Your next year's W-2 Statement at least two weeks before the printed version is mailed-out.

At the bottom of the pop-up are two buttons: "Go W-2 Paperless today!" and "Remind Me Later".

The background of the screenshot shows the CEC portal with sections for "Earnings Summary", "Leave Balances", "What's New?", "Multifactor Authentication (MFA)", "Employee Services", and "Address Update for 2023 W-2". A "Next payday is 10/31/2023" notification is visible in the top right corner.

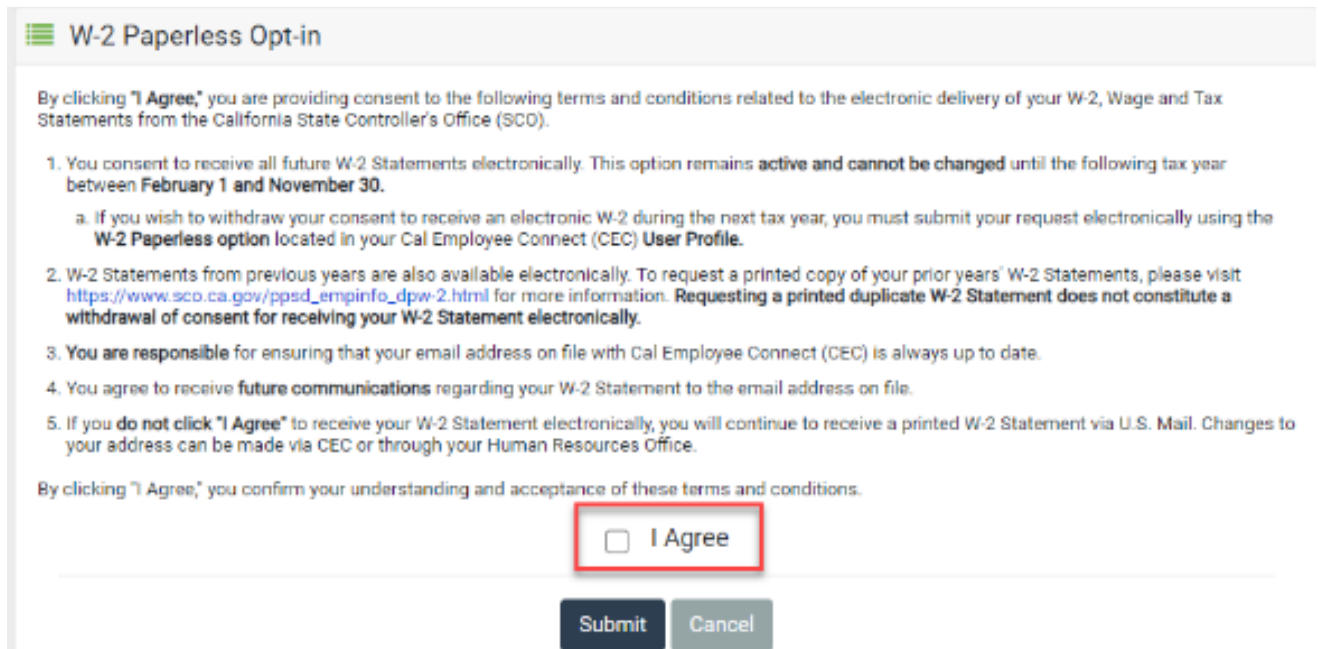
2. Informational W-2 paperless features will be presented:

a. Select “Go Paperless Now!”

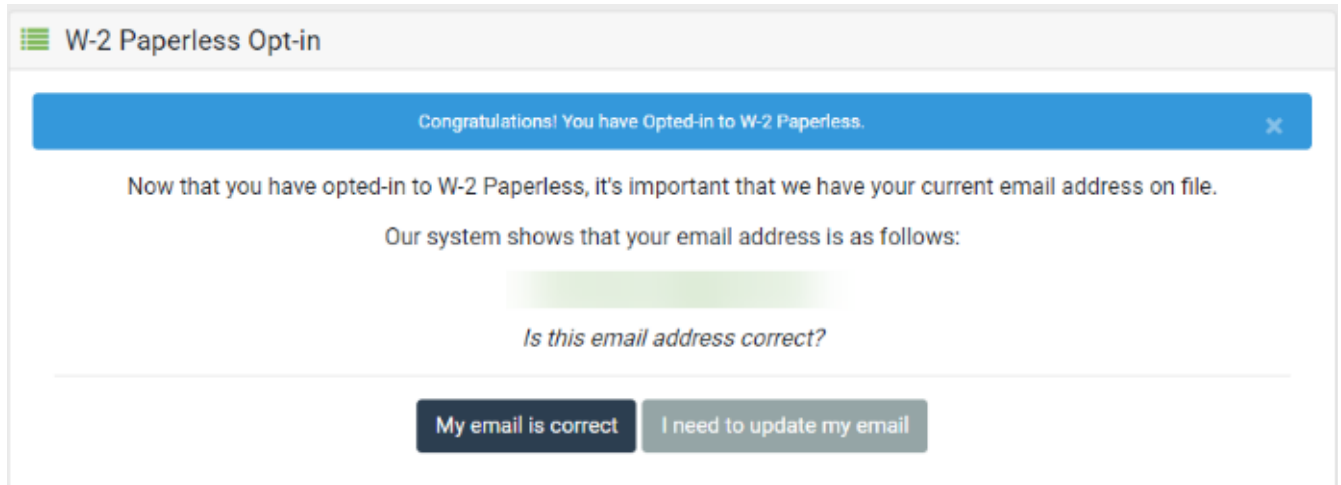


3. Terms and Conditions will be prompted:

a. Read and if you agree with the terms, click the box next to “I Agree” and Submit.

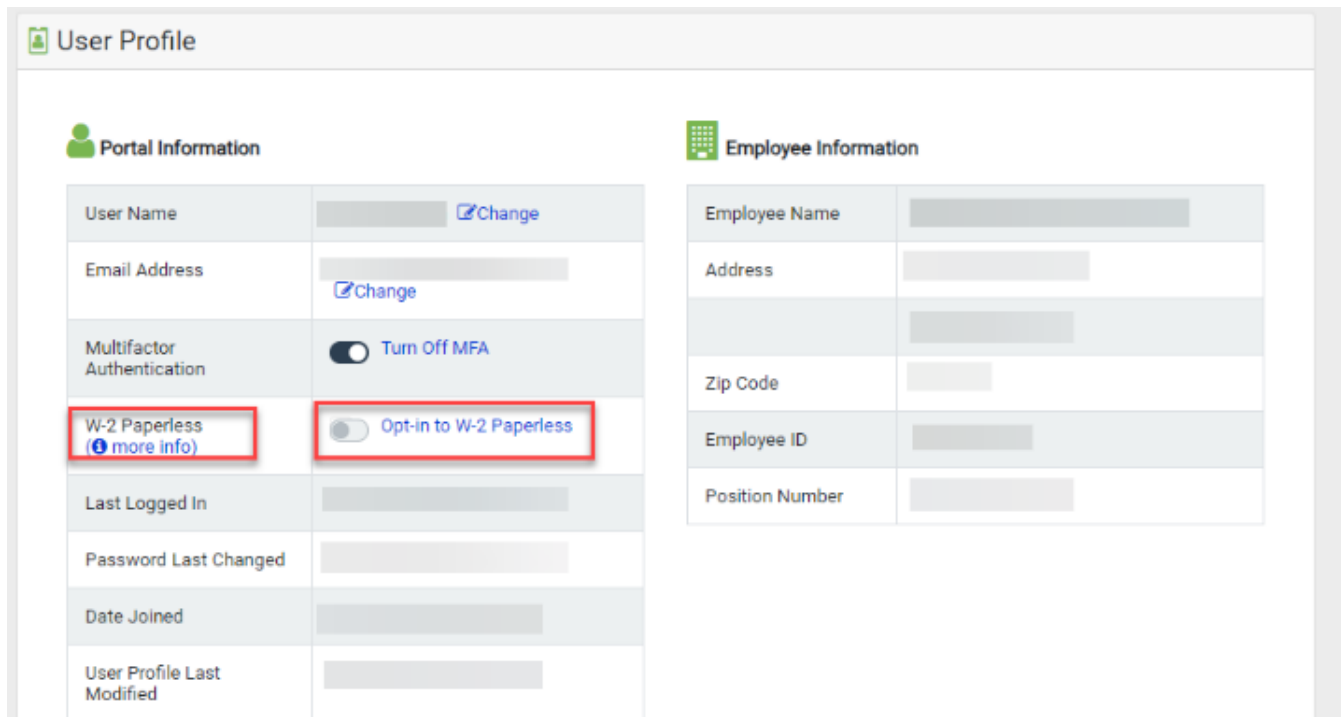


- Verify your email on file and select **“My email is correct”**. If your email is not correct, select **“I need to update my email”**.



The image shows a web interface for 'W-2 Paperless Opt-in'. At the top, there is a blue notification bar that says 'Congratulations! You have Opted-in to W-2 Paperless.' Below this, the text reads: 'Now that you have opted-in to W-2 Paperless, it's important that we have your current email address on file. Our system shows that your email address is as follows:'. There is a blurred area representing the email address, followed by the question 'Is this email address correct?'. At the bottom, there are two buttons: 'My email is correct' (dark blue) and 'I need to update my email' (light gray).

- Select the toggle to **“opt-in to W-2 Paperless”**, it will appear as a blue text and will not be grayed out when selected. If you decide to opt-out, you can do so on the next calendar year. The enrollment period to make changes to this feature is from **February 1 – November 30**. Changes will be effective immediately and cannot be changed until the next enrollment period beginning February 1st.



The image shows a 'User Profile' page with two main sections: 'Portal Information' and 'Employee Information'. The 'Portal Information' section contains a table with the following rows:

User Name	<input type="text"/> Change
Email Address	<input type="text"/> Change
Multifactor Authentication	<input type="checkbox"/> Turn Off MFA
W-2 Paperless (more info)	<input checked="" type="checkbox"/> Opt-in to W-2 Paperless
Last Logged In	<input type="text"/>
Password Last Changed	<input type="text"/>
Date Joined	<input type="text"/>
User Profile Last Modified	<input type="text"/>

The 'Employee Information' section contains a table with the following rows:

Employee Name	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>
Zip Code	<input type="text"/>
Employee ID	<input type="text"/>
Position Number	<input type="text"/>

In the 'Portal Information' table, the 'W-2 Paperless' row and its corresponding toggle are highlighted with a red box, indicating they are the focus of the instruction.

6. Once you have successfully enrolled into the W-2 paperless feature the toggle will be grayed out with the text **“Opt-out of W-2 paperless (unavailable until 2024)”**. If you decide to opt-out, you can do so on the next calendar year. The enrollment period to make changes to this feature is from **February 1 – November 30**.

The screenshot shows the 'User Profile' page. It is divided into two main sections: 'Portal Information' and 'Employee Information'. The 'Portal Information' section includes fields for User Name, Email Address, Multifactor Authentication, W-2 Paperless, Last Logged In, Password Last Changed, Date Joined, and User Profile Last Modified. The 'W-2 Paperless' section has a toggle switch that is currently turned off and is labeled 'Opt-out of W-2 Paperless (Unavailable until 2024)'. The 'Employee Information' section includes fields for Employee Name, Address, Zip Code, Employee ID, and Position Number. A red box highlights the 'W-2 Paperless' section, and another red box highlights the 'Employee Information' section.

7. If you do not receive the W-2 paperless message prompt at the home screen, you can enroll or make changes (opt-out or opt-in) using the **User Profile** tab in the upper right-hand corner of the webpage via the CEC portal.

