

# How to Register for Electronic W-2 Statement

Log into MSM Connect using your Network Login

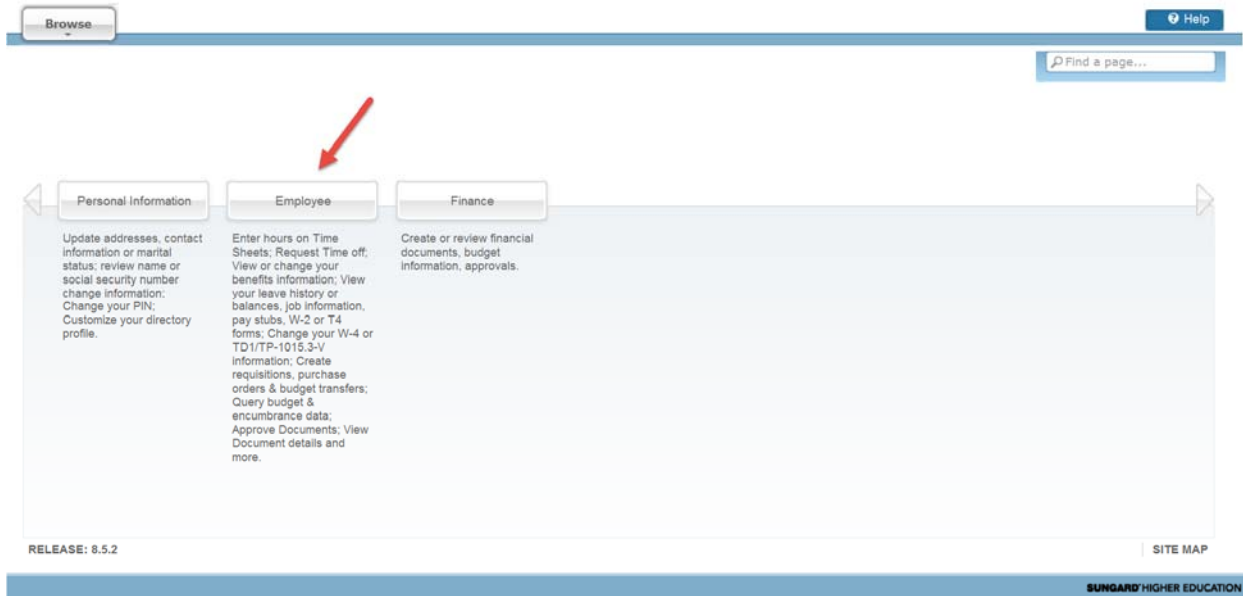
<https://myportal.msm.edu/cp/home/displaylogin>

The screenshot shows the MSM Connect login page for the Morehouse School of Medicine. At the top, there is a navigation bar with links for Students, Administration, Faculty, and Alumni. The main header features the school's logo and the motto "Knowledge Wisdom Excellence Service". Below the header is a login section with fields for Username and Password, and a "Forgot Password" link. A central image shows a group of people in a laboratory setting. To the right, there is a menu with links to MSM Website, Banner INB, Banner SSB, MSTAT, SharePoint, and Blackboard. Below the login section, there are three tabs: Public Safety & Weather, Institutional Announcements, and MSM IT Announcements. The Institutional Announcements tab is active, displaying a "Congratulations, Residents!" message and a "Blackboard Mobile!" link.

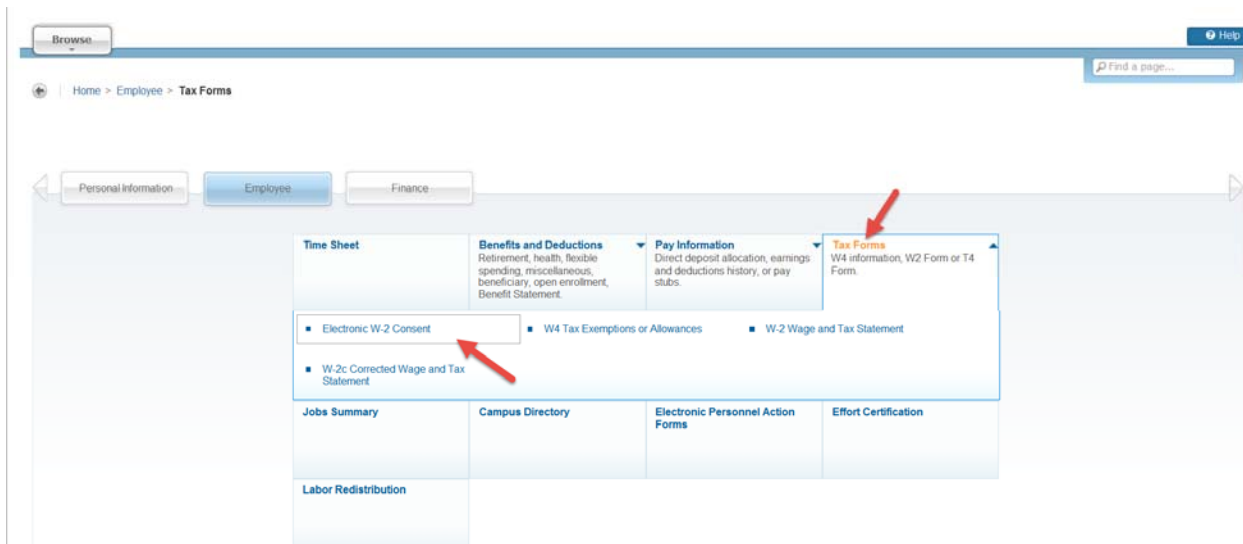
Click on the HR Tab and Click on Self Service Banner (SSB)

The screenshot shows the user dashboard for Jonathan J. Johnson, who is logged in. The dashboard has a top navigation bar with links for Home, My Stuff, Research, Finance, IT, HR, Library, and Services. The HR tab is selected and highlighted with a red arrow. Below the navigation bar, there are several content areas. The "BETA Channel" section contains a "Test Our New Kronos and Cornerstone Single Sign On Links" banner. The "Kronos Time & Attendance" section lists links for Kronos Time & Attendance Login, Kronos NGUI Login, Kronos Time & Attendance Website, and Kronos KnowledgePass Training Portal. The "Banner Single Sign-On Links" section lists links for Internet Native Banner (INB) and Self Service Banner (SSB), with a red arrow pointing to the SSB link. The "Training & Development" section lists links for Learning Management System (LMS), Online Course Catalog, and Onboarding resources. The "Employee Forms" section lists links for HR Forms. The "HR News Alert" section contains a reminder for managers/approvers to review and approve direct supports by Friday.

# Click on Employee button



# Select Tax Forms and Click on Electronic W-2 Consent



# Check Consent to Receive W-2 Electronically and Click on the Submit button

Browse Help

Personal Information Employee Finance  
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Home > Employee > Tax Forms > Electronic W-2 Consent

Select the check box to consent to receive your W-2 electronically, or uncheck to revoke consent.

By consenting to receive your W-2 electronically, you agree to return to this site between January 31 and October 15 of the appropriate year to print your W-2 form on-line. You may be required to print and attach your W-2 form to a Federal, State, or local income tax return.

Your consent will be valid for all subsequent tax years unless revoked by you, upon termination, or this service is not supported in a future given tax year. You may revoke your consent and receive a paper Form W-2 by accessing this site and unchecking the box to revoke consent, or providing written notification to the Human Resources or Payroll office.

A paper copy of your W-2 may be obtained by contacting the Human Resources or Payroll office. Updating of employee contact information is the responsibility of the employee by providing correct up-to-date information to the Human Resources or Payroll office.

**Selection Criteria**

My Choice

Consent to receive W-2 electronically:  **Submit**

I understand the instructions provided to me for accessing and printing my electronic W-2 form.

Return To Tax Forms Menu

RELEASE: 8.9 SITE MAP SUNBARD HIGHER EDUCATION

A message will appear confirming that the Electronic W-2 consent was submitted successfully

Browse Help

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✓ Electronic W-2 consent was submitted successfully.

Select the check box to consent to receive your W-2 electronically, or uncheck to revoke consent.

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**Selection Criteria**

My Choice

Consent to receive W-2 electronically:  **Submit**

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Return To Tax Forms Menu

SUNBARD HIGHER EDUCATION

Please contact the Payroll Department if you have any questions or concerns.

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