

W-2 Electronic Consent Instructions:

Employees can sign up for access to Electronic W-2's using the instructions below. This will allow employees to print their W-2's as soon as they are processed. If you are unsure if you have completed this in the past, it is ok to submit it again. An email will be sent out when W-2's are ready to be viewed/printed.

- From the Northeast State homepage, click Faculty/Staff
- Click on MyNortheast and log in how you would for your Timesheet/Leave Report
- Under Banner Self-Service, click Employee, then Tax Forms, then Electronic Regulatory Consent
- Use checkboxes for W-2 and/or 1095-C and then click Submit

