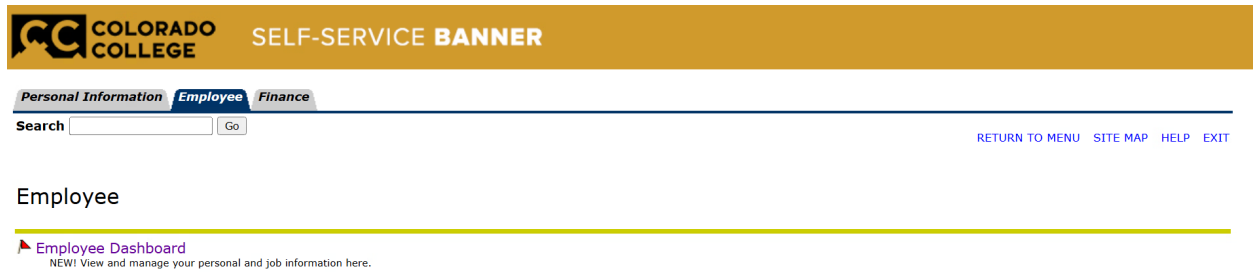
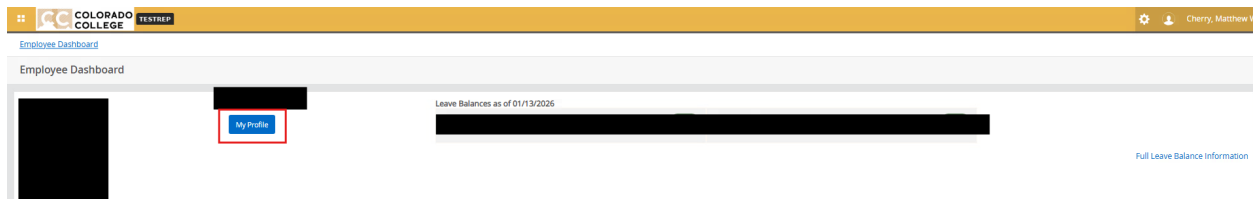


Log into SSB, click the Employee tab, then click the Employee Dashboard link:

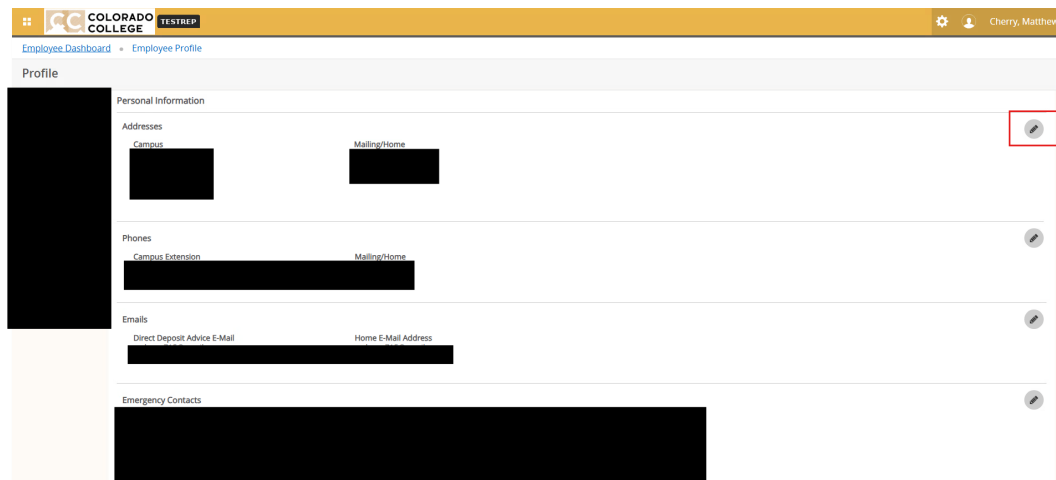


Step 1 - Check your contact information (address, phone number, etc)

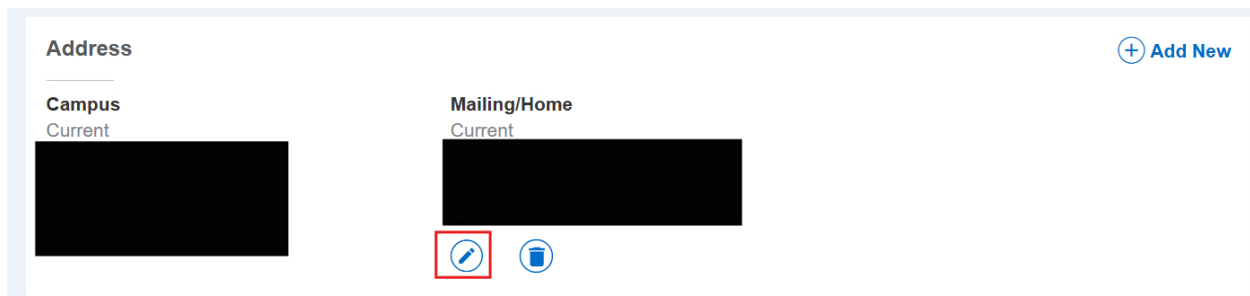
Click “My Profile” from Employee Dashboard



Click the pencil icon to edit



Click the pencil icon (again) to update to new address, phone number, etc.



Step 2 - Electronic consent of W-2 and 1095s

From Employee Dashboard, expand the “Taxes” section and click Electronic Regulatory Consent link

Employee Dashboard

[My Profile](#)

[Full Leave Balance Information](#)

Pay Information

Earnings

Benefits

Taxes

Federal Income Tax

W-4 Employee's Withholding Allowance Certificate

Electronic Regulatory Consent

1095-C Employer Provided Health Insurance Offer and Coverage Statement

W-2 Wage and Tax Statement

W-2c Corrected Wage and Tax Statement

My Activities

[Enter Leave Report](#)

[Approve Time Sheet](#)

[Approve Leave Report](#)

[Salary Planner](#)

Select the checkboxes to receive W-2 and/or 1095-C electronically, and then click Submit. If you provide consent, you will be able to view them online once they are released.

Electronic Regulatory Consent

Select the check box to consent to receive your tax statement electronically, or uncheck to revoke consent.

By consenting to receive your tax statement(s) electronically, you agree to return to this site between January 31 and October 15 of the appropriate year to print each of your tax forms on-line. You may be required to print and attach your tax forms to Federal, State, or local income tax return and it is your responsibility to review the instructions for each statement as provided in the Help on the specific statement page.

Your consent for each electronic statement 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 paper forms by accessing this site and unchecking the My Choice consent box, or providing written notification to the Human Resources or Payroll office. Revoking consent does not apply to previously issued tax statements.

A paper copy of your tax statement(s) 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:	<input checked="" type="checkbox"/>
Consent to receive 1095-C electronically:	<input checked="" type="checkbox"/>

I understand the instructions provided to me for accessing and printing my electronic tax forms.

[Submit](#)