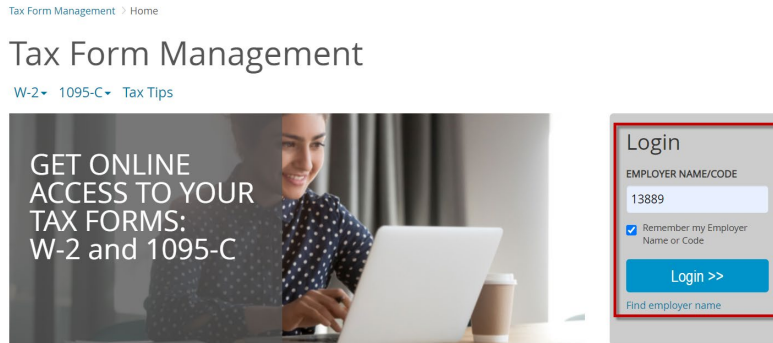


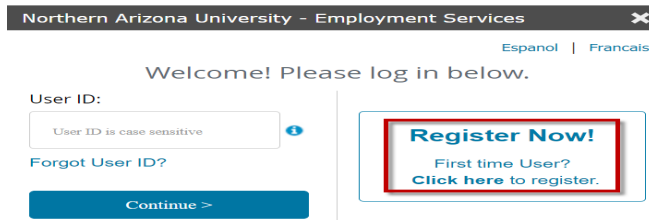
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Receive my W-2/1095c Tax Forms Electronically

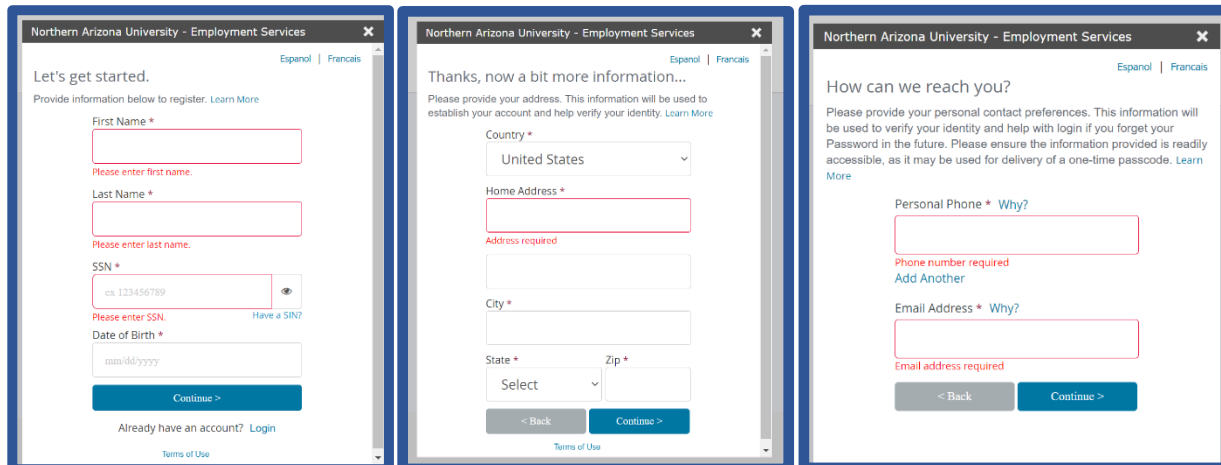
1. Log into <http://www.mytaxform.com/>
2. Enter Company ID: 13889 – and Log in



3. Register as a new user

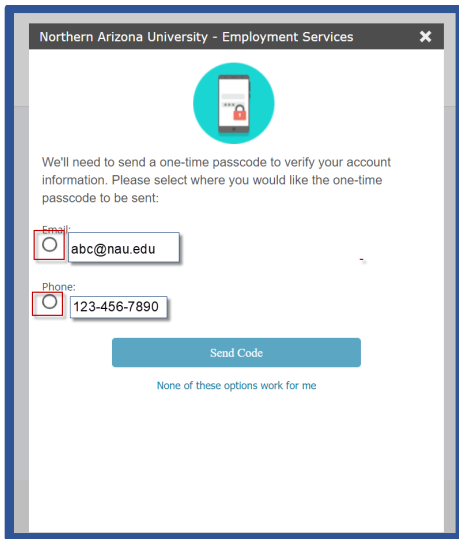


4. Enter required Information for identification purposes – Required information is noted with an asterisk *. Because this is a tax form portal you will be required to provide your SSN for validation.

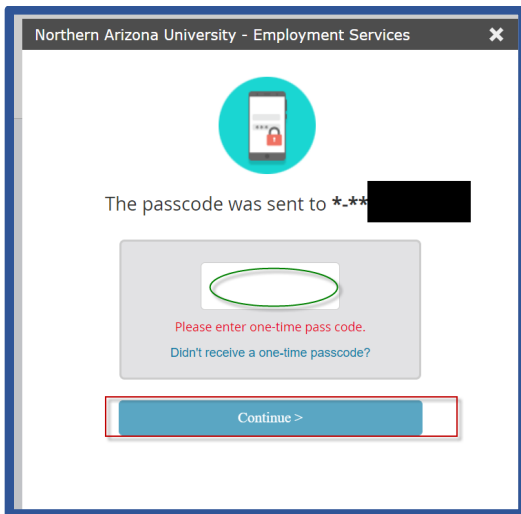


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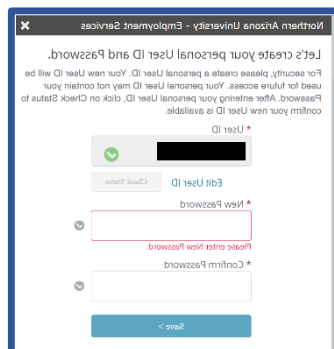
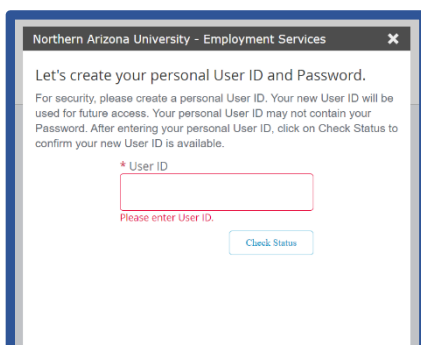
- 5. A one-time passcode to verify your account information will be sent to either the phone or email provided previously.



- 6. Enter the Passcode sent and continue

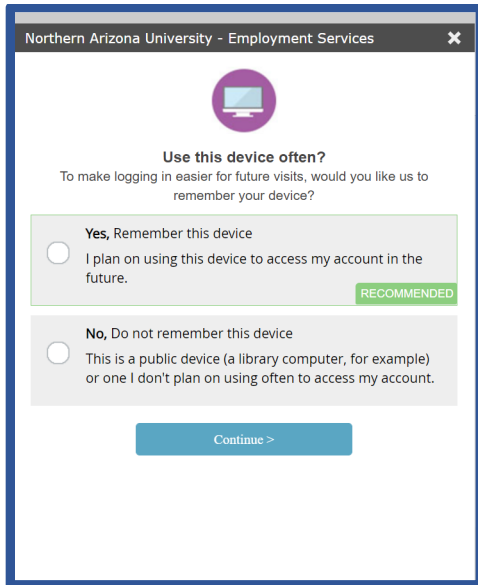


- 7. Create your personal User ID and Password

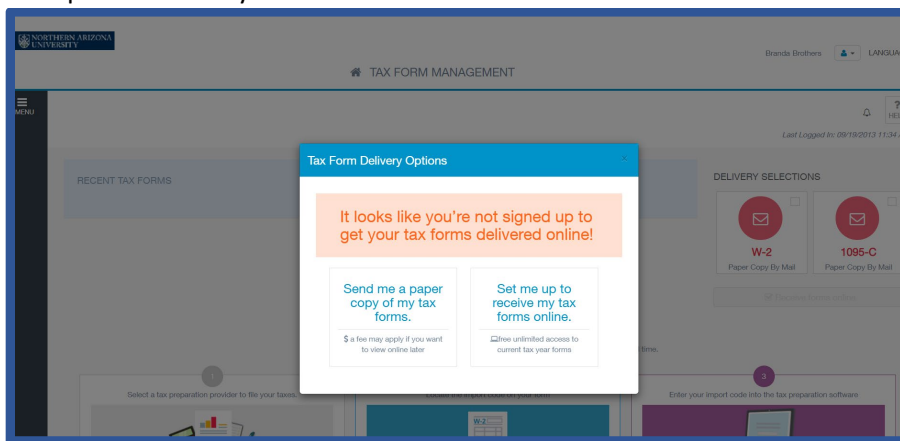


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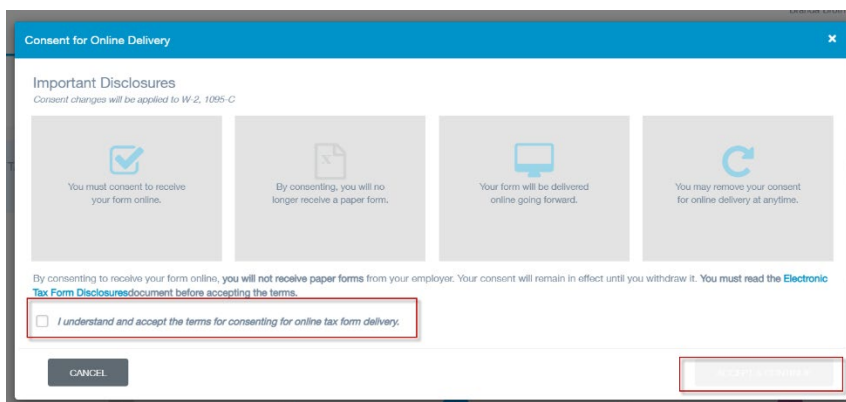
- 8. Select if you use the device often to make logging in easier.



- 9. The “Tax Form Delivery Options” box will pop up – select the delivery option of “send me a paper copy” or “set me up to receive my tax forms online”



- 10. If receiving forms electronically acknowledge terms and confirm submission



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- 11. You will need to confirm your contact information by adding an email or emails and by adding your mailing address (you must enter both)

This screenshot shows the 'Consent for Online Delivery' form. The title bar is blue with a close button. The main content area has a white background with a blue header. Below the header, there is a section titled 'Please confirm your contact information.' with a sub-note: 'We will notify you when your electronic form is available.*At least one email and address are required.' There are two main input areas: 'EMAIL' and 'ADDRESS'. Each has a red box around a blue pencil icon, indicating they are editable. The 'EMAIL' section has a dropdown menu and a text input field. The 'ADDRESS' section has a text input field. At the bottom, there are 'BACK' and 'CONFIRM & SUBMIT' buttons. A footer text reads 'Are you ready to file your taxes?'.

Two side-by-side screenshots of the 'Northern Arizona University - Employment Services' forms. The left screenshot shows the 'View/Edit your Personal Information' form. It has a blue header with a close button. Below the header, there is a section titled 'View/Edit your Personal Information. When you are finished, click 'Save' at the bottom of the page.' There is a blue box with text: 'To ensure your security, you are required to have at least one e-mail address on file.' Below this, there is an 'E-Mail' section with a dropdown menu and a text input field. There is a '+ Add another E-mail' link and 'Cancel' and 'Save' buttons. The right screenshot shows the 'Mailing Address' form. It has a blue header with a close button. Below the header, there is a section titled 'Mailing Address'. It has a 'Country' dropdown menu, three 'Address' text input fields, 'City', 'Country', 'Region', and 'Zip / PostalCode' text input fields. There are 'Cancel' and 'Save' buttons at the bottom.

Once Entered please select the email address and the mailing address and "Confirm & Submit"

This screenshot shows the 'Consent for Online Delivery' form after the user has entered their contact information. The 'EMAIL' and 'ADDRESS' sections now have green checkmarks next to the selected email address and mailing address, respectively. The 'CONFIRM & SUBMIT' button at the bottom right is highlighted with a red box. The 'BACK' button is at the bottom left. The footer text reads 'Are you ready to file your taxes?'.

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12. You will receive a pop-up confirmation that your request has been processed

