How to Enroll in Paperless W-2's-UKG App



Step 1: Select 'Menu' at the bottom of your home screen.

Step 2: Select Pay to show options, then select Taxes.



← Taxes	;		
Filing Forms			
You don't have any Filing Forms available			
Withholding Form	ns		
Federal Inco Submitted Ju	me Tax un 7		
Indiana Submitted Ju	ın 7		
VIEW ALL			
Electronic W-2 C	onsent		VIEW
You can request to receive a paper copy of your W-2 form instead of an electronic version.			
TURN OFF PA	PERLESS		
Turbotax			
Home	Inbox	Q	Menu

<u>Step 3</u>: Select 'Turn On Paperless' to <u>opt in</u> to paperless documents. Then submit selection.

*If you desire to change from Paperless to paper copies of your tax documents follow the same steps but the option will be 'Turn Off Paperless'.