GET YOUR W-2 & 1095-C Forms ONLINE
SIGN UP BY Sunday, JANUARY 21, 2024

EMORY UNIVERSITY, EMORY HEALTHCARE, EMORY SPECIALTY ASSOCIATES & EMORY + CHILDREN'S PEDIATRIC INSTITUTE EMPLOYEES CAN RECEIVE THEIR W-2 & 1095-C ONLINE.

Action is required to receive your W-2 & 1095-C forms online if you have not previously consented for both tax forms.

Here's How:

- Log into the **PeopleSoft HR/Self-Service website** using your **Network Id and Password**
- For security purposes, if you log on from a computer outside the Emory network, you will get a DUO Two-Factor Authentication challenge to verify your identity. If you are not enrolled in Duo, instructions can be found at **it.emory.edu/duo**.
- Select **Payroll** tile
- Select **W2/1095C Reissue Request**
- Click on the Equifax link **www.hr.emory.edu/w2**
- Login using your Network Id and Password
- DUO authentication for security purposes is needed to access the W2 web site from outside of Emory network
- If you have not yet consented to receive your tax forms online, use the red boxes to the right of this page to consent. If you have already consented click on My Account to ensure your information is correct.
- Under Online Delivery Consent – Check the W-2 & 1095-C boxes then Click on the box – "**Receive forms online**"
- Read the disclosure and mark the checkbox to acknowledge that you understand and accept the terms for the consenting to online tax form delivery.
- Select "**Accept & Continue**"
- Please confirm your contact information. **You must add an EMAIL if blank** or update the EMAIL & **verify your mailing ADDRESS**. **If your mailing address is wrong update in Employee Self-Service, Personal Information**. Check both the EMAIL and the ADDRESS boxes Then select "**Confirm & Submit**"
  - After you have confirmed your information, you will see a receipt page indicating that you have consented to online delivery of your tax form.
- Click on **Test Now**
- A sample W-2 & 1095-C will show on your computer. If the sample W-2 & 1095-C screen shows on your computer, you will be able to access your W-2 & 1095-C online from that computer. If the sample does not show, then contact your local support to check your Adobe Acrobat Reader.
- **Click X** on the sample file to close.
- Then click "**Logout**"

Note: *Your original W-2 & 1095-C will be mailed to your home address if you do not use this online service.*

Note: All active employees have an online account and must access via the PeopleSoft HR website to request W2 & 1095-C reissues.

Follow the online instructions. If you have questions, contact University Payroll at 404-727-6100 or Emory Healthcare Payroll at 404-712-7106.