


## Enroll for Online W-2 Delivery

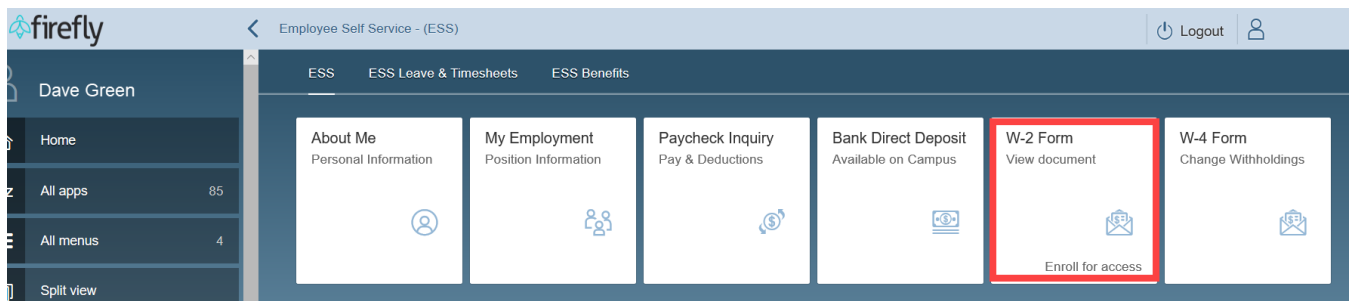
University of Nebraska and Nebraska State College System employees can enroll for online W-2 delivery via Firefly's Employee Self Service. Online delivery allows you access to view or print your W-2 at any time. By enrolling you will *not* receive a printed copy in the mail.


 If currently enrolled for online delivery, no action is needed.

## Enrollment Instructions

Log into Firefly to request an electronic version of your W-2.

1. In Firefly, click on Employee Self Service.
2. Click on the W-2 Forms tile.



3. Enter the last four digits of your Social Security Number and click on **Continue**.
4. Near the top left of the screen, click on  **Enroll for W-2 Online Delivery**.
5. Click  **Yes- I consent to receive access to W-2 form only online**
6. Review the Terms and Conditions, then click **Agree and Save**.
7. Once saved, you will see a pop-up screen with **"Your Selection has been saved. You will receive confirmation by email."** Click on **OK**.
8. You can navigate to another application within Firefly or simply log out.

You will receive a confirmation email stating you have elected to receive the online delivery of your W-2.

\*Employees who have enrolled in electronic delivery and have since left the University or Nebraska State College systems will automatically receive a printed copy of their W-2 in the mail. Federal regulations require employees give their consent to only receive the W-2 in a secure electronic format.