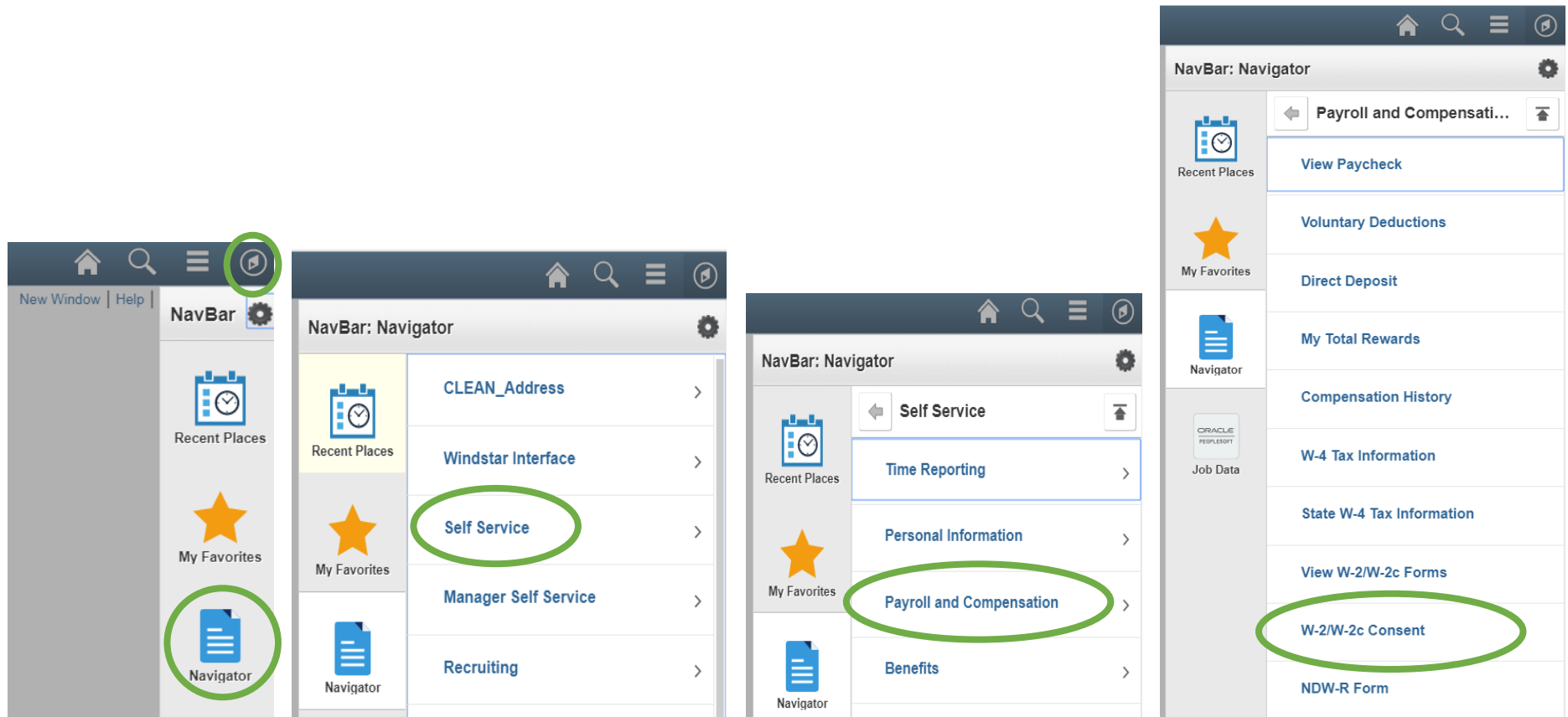


How to Consent to Electronic W-2 and 1095-C

Login to HRMS: <https://adminsyst.ndus.edu/psp/hehp/?cmd=login&languageCd=ENG&>

Electronic W-2 Consent:

Navigation



Check the check box and then click submit.

W-2/W-2c Consent Form

Submit or withdraw your consent to receive electronic W-2 or W-2c forms.

You must complete this consent form to receive Form W-2 electronically. If you do not submit a consent form or a withdrawal of consent form, the Payroll Department will process your year-end forms based on the information currently on file. After you submit your consent form, it will remain valid until you submit a withdrawal of consent form. The exception is when your employment is terminated or electronic access to forms is discontinued.

If you have any questions, please contact your Payroll Administrator.



Your Current Status: Consent Withdrawn

Check here to indicate your consent to receive electronic W-2 and W-2c forms.

Submit

You will get a Confirmation screen. Click Ok.

Submit Confirmation

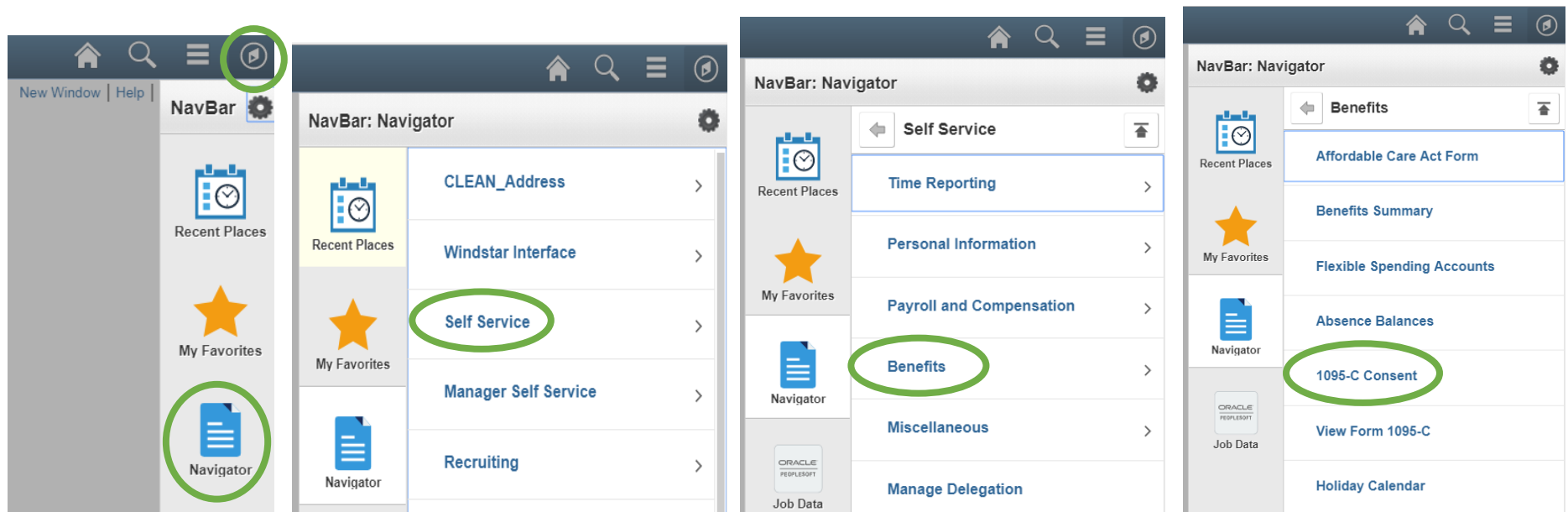
The Submit was successful.

OK

Login to HRMS: <https://adminsyst.ndus.edu/psp/hehp/?cmd=login&languageCd=ENG&>

Electronic 1095-C Consent

Navigation:



Check the check box and click submit.

Form 1095-C Consent

Joanne Barstad

You currently receive Form 1095-C paper statements by mail:

You must complete this Consent Form to receive an electronic copy of Form 1095-C. If you do not submit a Consent Form, the Benefits Department will process your Form 1095-C based on the most recent information you have provided. Once you submit the Consent Form, it will remain valid until you submit a Withdrawal of Consent Form, unless your employment is terminated or your employer stops providing electronic access to forms.

If you have any questions, please contact your Benefits Administrator.



consent to receive Form 1095-C electronically

Submit

You will get a Confirmation screen. Click Ok.

Submit Confirmation



The Submit was successful.

OK