You can opt out of receiving paper copies of your W-2 form in ConnectCarolina for tax year 2018 and beyond. If you have any problems accessing your form contact the help desk at (919) 962-HELP.

**Finding the W-2/W-2c Consent Form**

Follow these steps to opt out of receiving printed W-2 forms.

1. In your preferred internet browser go to https://connectcarolina.unc.edu
2. Click the Log In button.
3. Enter your Onyen and password. If you don’t have an Onyen, call (919) 962-HELP.
4. In the top banner, click the white triangle and select Self Service.
5. Click the My Pay and Taxes tile,
6. In the left menu, click W-2/W-2c Consent. The system will display the W-2/W-2c Consent Form.

**Opting Out of Printed W-2 Forms**

7. Read and review the form. Complete the consent form by checking the box **Check here to indicate your consent to receive electronic W-2 and W-2c forms.**
8. Click the Submit button.