

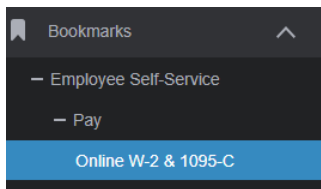


## Online W-2 & 1095-C Forms Instructions

Below are the step-by-step instructions to access your W-2 and 1095-C forms online.

After logging into [HR Self-Service](#) follow the below path on the left side of your screen:

- Click on [Bookmarks](#) > [Employee Self-Service](#) > [Pay](#) > [Online W-2 & 1095-C](#).



- Click on 'My Delivery Settings' in the Menu to Opt In.

State of Michigan Online W-2 and 1095-C Self-Service

My Documents ▾ My Delivery Settings

Welcome to State of Michigan W-2 and 1095-C Self-Service!

We are pleased to announce the new State of Michigan Online W-2 and 1095-C Self-Service! After you opt in you will receive notification emails when new W-2 and 1095-C forms are available each year and your most recent W-2 and 1095-C will appear on this page for immediate retrieval to view or print.

Tips for using the site:

- Click on "My Delivery Settings" from the menu and then set your document delivery settings. You must opt in for web delivery before you can view your documents. Please consider opting into both the W-2 and 1095-C at the same time. Your delivery setting selections will be indicated with icons.
- After choosing to opt in to each document group through "My Delivery Settings", you can view your available documents within each document group. Click on "My Documents" from the menu and then click on either W-2 or 1095-C.
- Need additional help? Here is a [step-by-step instruction guide](#) to assist you.

By choosing web delivery of your W-2 and 1095-C, you can access your forms up to two weeks before they will be in the mail!

Thanks for using State of Michigan W-2 and 1095-C Self-Service!

**NOTE:** Each delivery option displays an icon that identifies your document delivery setting.

- ➔ indicates no delivery setting has been selected
- ✔ indicates you are opted in
- ✘ indicates you are opted out
- ⚠ indicates you have started the tax document authorization process, but have not completed it

- To opt in for your W-2 and 1095-C, click on 'Authorization Required or Web Delivery'.

▼ W2		▼ W2
➔ Authorization Required	or	✘ Web Delivery
▼ 1095C		▼ 1095C
➔ Authorization Required	or	✘ Web Delivery

- Read attestation statement and if you agree, Select 'Print Test'.

**Authorization Started**


I wish to receive my W-2 electronically via HR Self-Service and for it not to be mailed. I understand that I could receive my W-2 form as a printed document. I understand that I need to print my W-2 and that the W-2 form needs to be included with my tax return(s). My W-2 will be accessible online as a PDF and I will use a standard browser PDF viewer or tool such as Adobe Reader, to view and print it. I was able to view the sample tax document successfully.

I understand that I may revoke my consent to receive my W-2 electronically anytime through December 1 of the current year. Otherwise, my consent will carry forward from year to year.

It is anticipated that the electronic W-2s will be available by January 15, but no later than January 31. I will be notified via email when my W-2 is available online.

To confirm that you were able to print you only need to verify that you were able to open the sample PDF. You do not need to print a hard copy of the sample to successfully complete this step. The green Print Test button and confirmation that you were able to print successfully is a system limitation and is only meant to verify that you can open the sample test W-2 pdf.

**You must successfully print a test page before you agree.**



- Click on 'Tax Document in PDF Format' to view the requested document. If you can view, click Yes. If not, you will need to install Adobe Reader app to view your tax form. You do not need to print the test document to confirm this step was successful.

**Authorization Started**

I wish to receive my W-2 electronically via HR Self-Service and for it not to be mailed. I understand that I could receive my W-2 form as a printed document. I understand that I need to print my W-2 and that the W-2 form needs to be included with my tax return(s). My W-2 will be accessible online as a PDF and I will use a standard browser PDF viewer or tool such as Adobe Reader, to view and print it. I was able to view the sample tax document successfully.

I understand that I may revoke my consent to receive my W-2 electronically anytime through December 1 of the current year. Otherwise, my consent will carry forward from year to year.

It is anticipated that the electronic W-2s will be available by January 15, but no later than January 31. I will be notified via email when my W-2 is available online.

To confirm that you were able to print you only need to verify that you were able to open the sample PDF. You do not need to print a hard copy of the sample to successfully complete this step. The green Print Test button and confirmation that you were able to print successfully is a system limitation and is only meant to verify that you can open the sample test W-2 pdf.

**You must successfully print a test page before you agree.**

View a sample [Tax Document in PDF Format](#) and print it.

Were you able to print it successfully?

- Once you can View, click on 'I Agree' to document your consent to the attestation statement.

**Authorization Started**

I wish to receive my W-2 electronically via HR Self-Service and for it not to be mailed. I understand that I could receive my W-2 form as a printed document. I understand that I need to print my W-2 and that the W-2 form needs to be included with my tax return(s). My W-2 will be accessible online as a PDF and I will use a standard browser PDF viewer or tool such as Adobe Reader, to view and print it. I was able to view the sample tax document successfully.

I understand that I may revoke my consent to receive my W-2 electronically anytime through December 1 of the current year. Otherwise, my consent will carry forward from year to year.

It is anticipated that the electronic W-2s will be available by January 15, but no later than January 31. I will be notified via email when my W-2 is available online.

To confirm that you were able to print you only need to verify that you were able to open the sample PDF. You do not need to print a hard copy of the sample to successfully complete this step. The green Print Test button and confirmation that you were able to print successfully is a system limitation and is only meant to verify that you can open the sample test W-2 pdf.

- At a minimum, enter the required primary email address (if email is pre-populated, please verify that it is still valid). Make sure that email addresses are valid so that you don't miss out on any communications in the future. **We highly recommend you enter your work email address and a secondary personal email address.**
- Choose 'Yes' and 'Submit'.


Please choose your delivery settings for your **W2** documents.

You will receive emails at your **primary email address:**  \*  
as well as your **secondary email address:**


**Web Delivery**

Authorization Started - clicking Submit completes your authorization


Yes  No

- Repeat above steps to opt into the other tax documents (i.e. 1095-C or W-2). Even if tax forms are not yet available, you can still opt in now.
- Your setting should now indicate you have opted in .

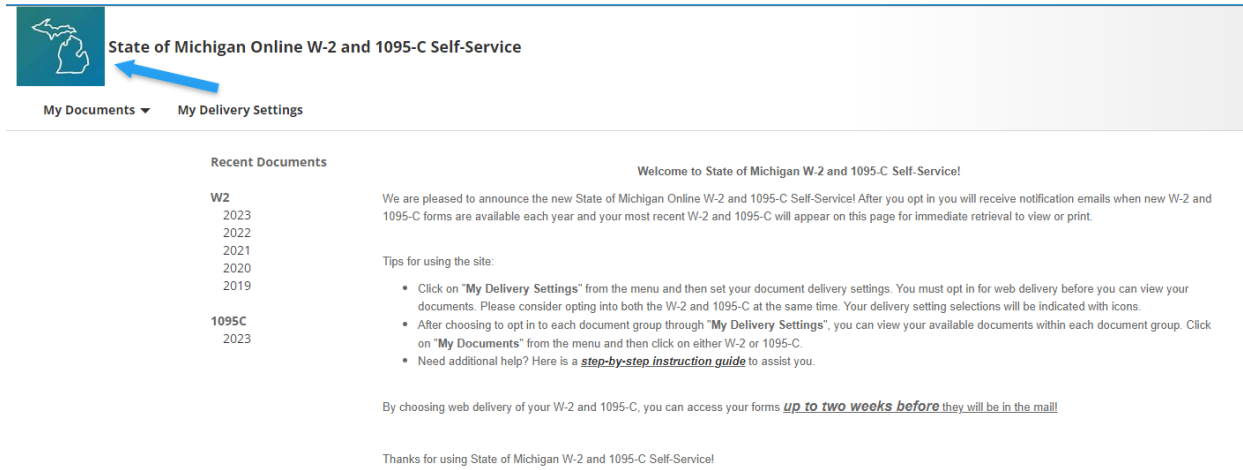
▼ W2

 Web Delivery

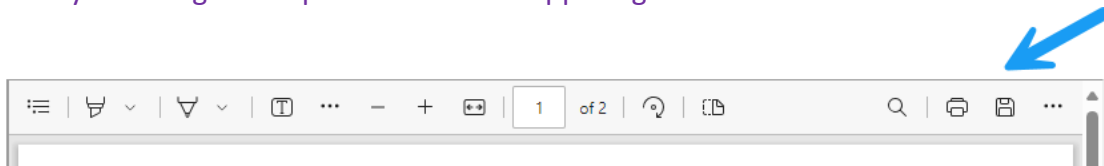
▼ 1095C

 Web Delivery

- **Select the State of Michigan logo at top left of page to return to the Welcome Page to view available ‘W2’ or ‘1095C’ forms.** *Note: 1095-Cs are not available to MEDC Corporate, Senate and House employees.*



- Select available year(s) you want to view.
- You should now be able to see your selected form. Save or print your document(s) by choosing the required icon in the upper right of the form.



- **Log out of employee HR Self-Service and close your browser.** Please note: if you are using a shared computer and you do not log out and fully close your browser you risk other individuals accessing your information until you are systematically logged out.

*Please note we do not recommend you email your sensitive information to anyone, including yourself as it may be vulnerable to cyber interception. Please also note you may opt in and out anytime. Once you have opted in you will have the benefit of being opted in for all years (no need to do again) and your W-2/1095-C will not be mailed. However, if you are not opted in before W-2 and 1095-C forms are scheduled to be mailed, they will be sent by USPS delivery. We recommend you remain opted in to receive your W-2 and 1095-C electronically and to receive email notifications when forms are available each January.*

*For navigation assistance, please contact MI HR Service Center at 877-766-6447.*

<b>Content Owner:</b>	DTMB-Payroll	<b>Functional Area:</b>	Payroll
<b>Date Reviewed:</b>	04/12/2024		