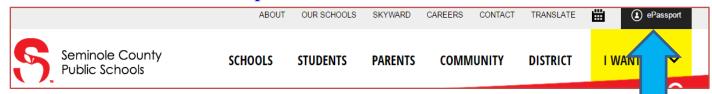
## Consent to receive your W2 online

• Log onto the Portal at <u>www.scps.k12.fl.us</u>



- If you are experiencing difficulty with your username or password, please contact th Help Desk for SCPS, (407) 320-0350.
- Once logged into Clever, Select the Employee Self Service icon.



• Follow the path below to find your W2 information. Select View W2.

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• If you have never consented to receive your W2 online before, then click on the box next to "check here to receive." You will receive an email to your school board account.

W-2/W-2c Consent Form
Submit or withdraw your consent to receive electronic W-2 or W-2c forms.
1. To receive four W-2 electronically you must give your consent by logging on to Employee Self Service (ESS), A Payroll and compensation, W2 Consent. Read the consent information and click on the box: Check here to indicate your construction of the to receive electronic W-2 forms.
2. An epiloyee who consents to receive Form W-2 online will not receive a paper copy. The online version of Form will be available in early January. Consent will remain effective until withdrawn by the employee or upon separation from the district.
Your Current Status Consent Withdrawn
Check here to indicate your consent to receive electronic W-2 and W-2c forms.
Submit