W-2 Consent for Electronic W-2s

**Please note: If no action is taken, the system will default to the paper option. This results in a printed copy of your W-2; your W-2 will not be available online.**

Go to the Wooster home page (www.wooster.edu). Click on the ScotWeb link located at the lower right side of the web page.

The ScotWeb log in screen will appear. Click on one of the Log In tabs.
Enter your User ID and Password. This is your Novell user name and password, the same one that you use for email and pay advices (without the @wooster.edu).

Then, click on the Submit button.

Click on the Employees tab to access the Employees menu.
Click on the W-2 Electronic Consent link.

Click on the ELECTRONIC option to receive your W-2 electronically. This provides immediate access to W-2s once they have been processed. Note: the online W-2 will not be any different from the paper copy that you will receive from the College by U.S. mail.

Then, click on the Submit button.
Click on the PAPER option to decline viewing and printing your W-2 electronically. By selecting this option, you will receive your W-2 by U.S. mail to your home address. The W-2 will not be available for viewing or printing online.

Note: The IRS requires employers to have paper copies postmarked no later than January 31.

Then, click on the Submit button.

After clicking on the Submit button, click on the W-2 Electronic Consent link at the Employee Menu to verify the option you selected.

Once you submit your election, you can change it at any time by repeating the above steps.