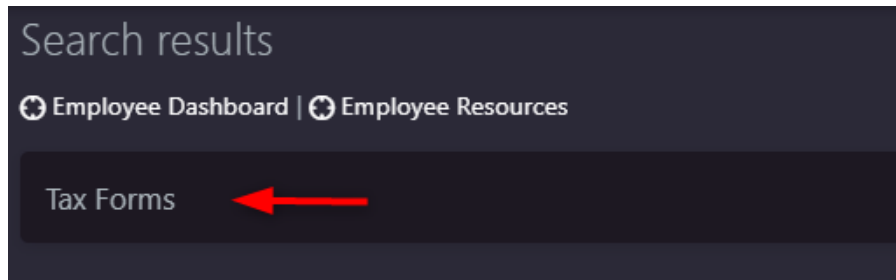


Help Guide: Electronic W-2 and 1095-C Consent

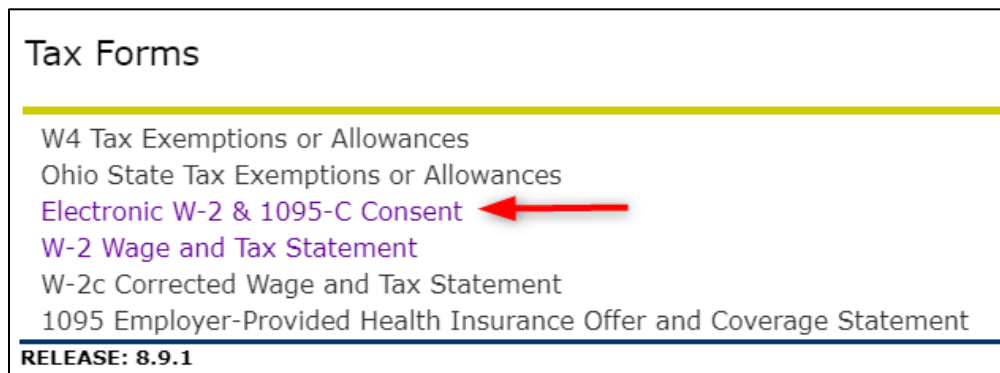
1. Login to Flashline (<https://flashline.kent.edu>)
2. Type **W2** in the search box and hit Enter



3. Click **Tax Forms**



4. Select **Electronic W-2 & 1095-C Consent**



5. Read the information provided and then click the boxes in the My Choice column to indicate your consent to receive your W-2 and/or 1095-C electronically. Then click Submit.

Selection Criteria	
	My Choice
Consent to receive W-2 electronically:	<input checked="" type="checkbox"/> 1
Consent to receive 1095-C electronically:	<input checked="" type="checkbox"/> 2
I understand the instructions provided to me for accessing and printing my electronic tax forms.	
<input type="button" value="Submit"/> 3	