Overview

- All employees can select their W-2 election to be paper, online, or both in Ignite. The preferred delivery method is online, and users can print their W-2 from Ignite if needed.
  - Example: As a new hire, you must select your W-2 delivery method in Ignite. For all other employees, you can verify your W-2 Delivery Method is correct in Ignite.

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I. Navigating to Select Your W-2 Delivery Method

1. You can access the W-2 Delivery Method task in two ways:
   a. Click the Navigator icon in the upper left-hand corner of the Ignite landing page.
   b. Under the “Me” section click the drop-down arrow and select Pay from the drop-down list.
c. Under the “Me” heading on the home page, you can scroll down and click on the Pay tile on the Main Page to access the **W-2 Delivery Method** task.
2. Selecting Your W-2 Delivery Method

1. Upon entering the Pay tile, click **Document Delivery Preferences**.

2. Next, click the edit pencil icon for “W_2.”
3. Then, select the preferred option on the **Delivery Method** drop down menu.

4. Finally, click **Save** in the right-hand corner of the screen.