



Updating W2 Document Delivery Method



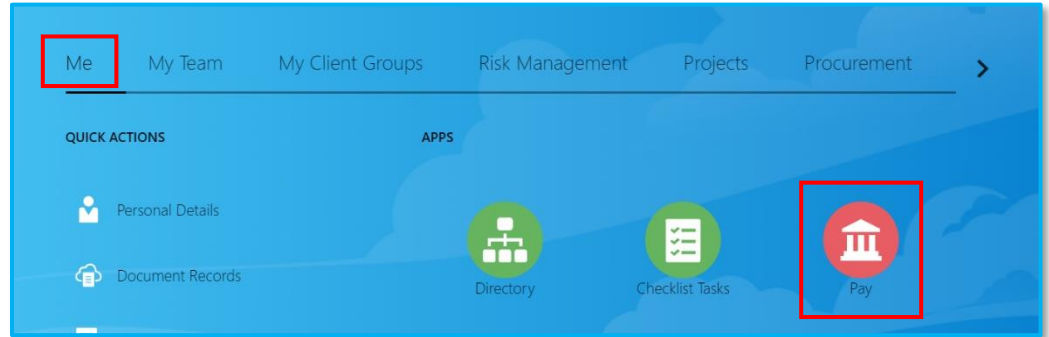
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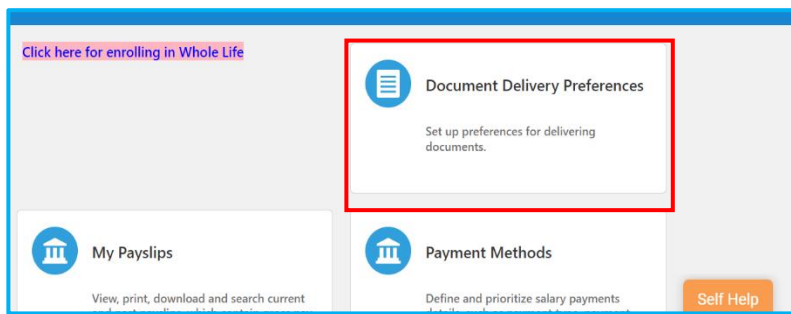
Created on 12/21/2021

Note: Once your Delivery Method has been changed to Online, a paper W2 will **not** be mailed to you.
Important: Registration with ADP is required to obtain your W2. If you have not already registered, please refer to the accompanying **ADP Registration guide**.

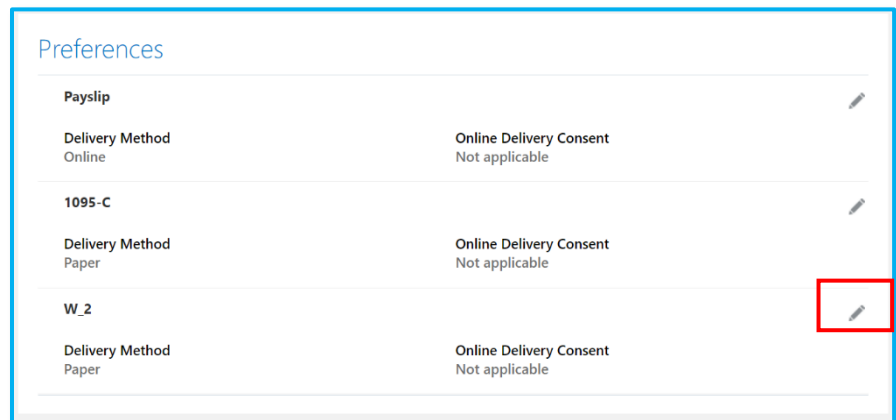
1. From the **Home** page, click on **Me**
 - a. Click **Pay**



2. Click on **Document Delivery Preferences**



3. Click the **pencil** on the W_2 option to **Edit**
 - a. This will open your **W_2 Preferences**



4. From the **Delivery Method** drop-down menu;
 - a. Select **Online**
 - b. Click **Save**

The screenshot shows a 'Preferences' form with three sections: 'Payslip', '1095-C', and 'W_2'. Each section has a 'Delivery Method' field and an 'Online Delivery Consent' field. The 'Delivery Method' field for 'W_2' is open, showing options: 'Online', 'Paper', and 'Online and Paper'. The 'Online' option is highlighted. The 'Save' button is highlighted with a red box.

Section	Delivery Method	Online Delivery Consent
Payslip	Online	Not applicable
1095-C	Paper	Not applicable
W_2	Online	Not applicable

5. After saving, the **Delivery Method** will be **Online**

The screenshot shows the 'W_2' form with the 'Delivery Method' field set to 'Online'. The 'Online Delivery Consent' field is 'Not applicable'. The 'Delivery Method' field is highlighted with a red box.

Section	Delivery Method	Online Delivery Consent
W_2	Online	Not applicable

