

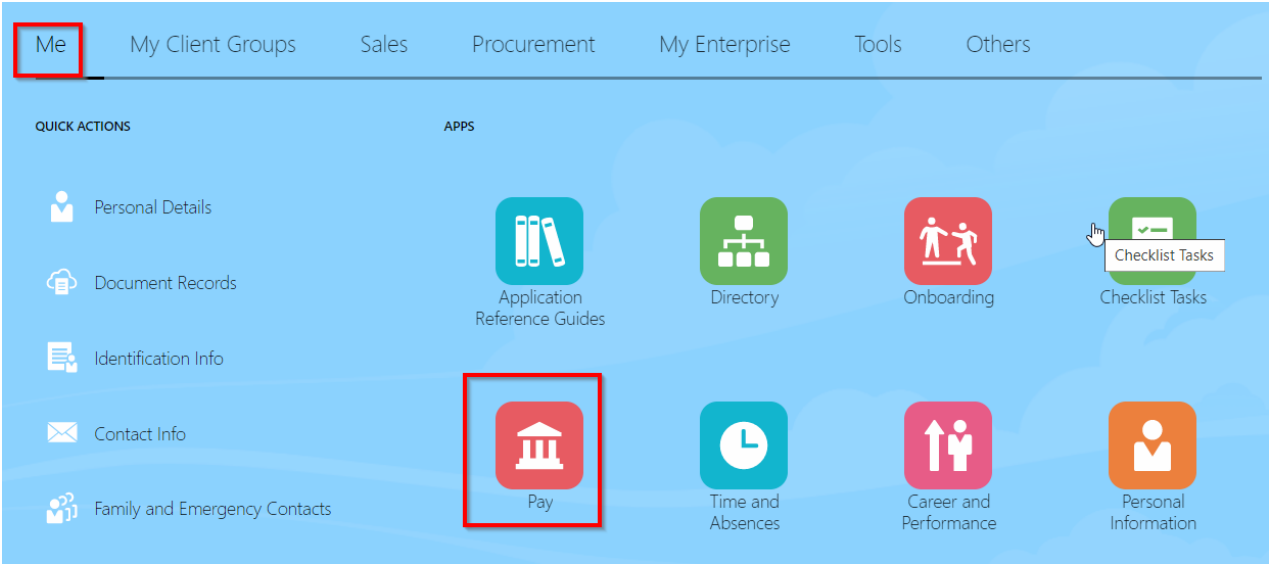
## Setting document delivery preferences for Payslips and W-2 forms




This guide describes how to change your document delivery preferences. This process can be used for both Payslips and W-2 statements. This enables you to print your own documents instead of receiving a copy in the mail.

Audience: All

Walkthroughs:

- 1.0 Navigation Path
- 2.0 Change Delivery Preference

Process Step & Description	Action
<p><b>1.0 Navigation Path</b></p>	<p><b>Getting Started</b></p> <p><b>Navigation path</b> Me &gt; Pay &gt; Document Delivery Preferences</p> <p>From the home screen:</p> <ul style="list-style-type: none"> <li>• Click on the “Me” table to see all Employee Self-Service applications.</li> <li>• Click on the “Pay” icon</li> </ul>  <p>The screenshot shows a navigation bar with tabs: Me (highlighted with a red box), My Client Groups, Sales, Procurement, My Enterprise, Tools, and Others. Below the navigation bar are two sections: 'QUICK ACTIONS' and 'APPS'. The 'APPS' section contains several icons: Personal Details, Document Records, Identification Info, Contact Info, Family and Emergency Contacts, Application Reference Guides, Directory, Onboarding, Checklist Tasks, Pay (highlighted with a red box), Time and Absences, Career and Performance, and Personal Information.</p>
	<ul style="list-style-type: none"> <li>• Click on “Document Delivery Preferences”</li> </ul>

	<div style="display: flex; justify-content: space-between;"> <div style="border: 2px solid red; padding: 5px; width: 30%;">  <p><b>Document Delivery Preferences</b></p> <p>Set up preferences for delivering documents.</p> <p style="text-align: right; border: 1px solid gray; padding: 2px;">Document Delivery Preferences</p> </div> <div style="width: 30%;">  <p><b>Payslips</b></p> <p>View, print, download and search current and past payslips, which contain gross pay, net pay, taxes and other information.</p> </div> <div style="width: 30%;">  <p><b>Payment Methods</b></p> <p>Define and prioritize salary payments details, such as payment type, payment amount and bank accounts details.</p> </div> </div>																					
<p><b>2.0 Change Delivery Preference</b></p>	<h3 style="margin-top: 0;">Change Delivery Preference</h3> <ul style="list-style-type: none"> <li>Select W-2 or Payslip</li> <li>Change the Delivery Method to Online</li> <li>Press the Save button</li> </ul> <div style="border: 1px solid gray; padding: 10px; margin-top: 10px;"> <p>Preferences</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"><b>1095-C</b></td> <td style="width: 40%;"></td> <td style="width: 30%;"></td> </tr> <tr> <td>Delivery Method Paper</td> <td>Online Delivery Consent Not applicable</td> <td></td> </tr> <tr> <td><b>W_2c</b></td> <td></td> <td></td> </tr> <tr> <td>Delivery Method Paper</td> <td>Online Delivery Consent Not applicable</td> <td></td> </tr> <tr> <td style="border: 2px solid red; background-color: yellow;"><b>W_2</b></td> <td></td> <td></td> </tr> <tr> <td>Delivery Method Paper</td> <td>Grant Online Delivery Consent Not applicable</td> <td></td> </tr> <tr> <td colspan="2"> <div style="border: 1px solid gray; padding: 2px;">             Paper  <span style="border: 2px solid red; background-color: lightblue; padding: 2px;">Online</span>              Online and Paper           </div> </td> <td style="text-align: right; vertical-align: bottom;"> <div style="border: 2px solid red; display: inline-block; padding: 5px;">Save</div> <input type="button" value="Cancel"/> </td> </tr> </table> </div>	<b>1095-C</b>			Delivery Method Paper	Online Delivery Consent Not applicable		<b>W_2c</b>			Delivery Method Paper	Online Delivery Consent Not applicable		<b>W_2</b>			Delivery Method Paper	Grant Online Delivery Consent Not applicable		<div style="border: 1px solid gray; padding: 2px;">             Paper  <span style="border: 2px solid red; background-color: lightblue; padding: 2px;">Online</span>              Online and Paper           </div>		<div style="border: 2px solid red; display: inline-block; padding: 5px;">Save</div> <input type="button" value="Cancel"/>
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**NOTE:** In order to reduce paper and associated postage/paper costs you need to select **online** only.