



## Northeastern University

### *Human Resources Management*

Northeastern encourages you to elect to receive an electronic W-2 (eW-2).

eW-2's are available *two weeks* before the paper W-2's are mailed; they are a *secure, paperless, and cost-effective* way to receive this important and confidential information.

You can use Employee Self-Service to consent receive an eW-2. It's simple:

- Go to myNEU
- Enter your username and password
- Click on the **Service and Links** tab
- Click on **Employees Self-Service**
- Select **W-2 Electronic Consent Form**
- Check the box, click **Submit**, and you're set!

Sign up today.

Be **Green**. Be Safe. Be Secure.