



[See how easy it is to sign up for Electronic W-2 Delivery.](#)

In 2024 please plan ahead for tax season by **signing up for an electronic W-2 in [the Employee Self-Service \(ESS\) system](#)**. Many find this more convenient, secure, and timely than receiving a paper W-2 in the mail. If you opt in now, your 2024 W-2 will be available to access in ESS mid-January.

If you've already requested an electronic W-2 in ESS in 2017 or later, you will continue to receive your form electronically—no additional action is needed. If you have not consented to electronic delivery since 2016, you can select your W-2 delivery preferences before December 31, 2024.

How to Select Electronic W-2 Delivery

1. [Access ESS here](#) (or from [my.jh.edu](#))
 - Open the HR section and select the Employee Self Service (ESS) icon.
 - Click the blue Login to ESS button at the top of the page.
 - Note that this page requires an additional login step using Azure multifactor authentication. If you have not yet signed up for Azure MFA,

find more information and a sign-up link on the [MFA Resource Center website](#).

2. Click **W-2 Information**, then **Online W-2 Election**.
3. On the following screen, next to the Overview of Elections header, click the **New Election button**.
4. Under the Overview of Elections section, click on the row that states the current Election Period Open. This will open the Election Details section at the bottom of the page.
5. Click **Receive W-2 Online** to initiate the consent to receive your W-2 electronically.
6. A pop-up box will ask you to confirm your election. If you wish to proceed, click OK to confirm your consent. A message saying "Data Saved Successfully" will appear at the top of the page, just below the Election for Online W-2/W-2c title, and you will be sent an email confirmation. Be sure to note that more information is on the page under Additional Information.
7. When your W-2 is available in January, you will receive an email from ESS that will direct you to sign in to view and print the form.

How to Confirm Your Permanent Mailing Address

If you prefer to receive your W-2 by mail, **please confirm your mailing address in [ESS](#)** to ensure safe delivery. On the ESS overview page, click the **Personal Information** link followed by the **Permanent Address** to update if necessary.

If you leave Johns Hopkins before W-2s are issued in January, you will get a paper copy even if you asked for an electronic one, so please be sure you check your permanent mailing address before you leave.

For more information and step-by-step instructions, go to the W-2 Forms page of the [HR/Payroll Shared Services website](#).

Please take action now so delivery of your tax information is easy and efficient in the new year.