Signing up to receive an Electronic W-2 Form

After January 31, you may access your W2 on line:

First you need to sign up to get your W-2 Electronical on line.

http://ess.johnshopkins.edu/

- Access the ESS website from the myJH portal under the HR tab.

- Click on the "Login to ESS button" at the top right of the page. In order to login, you will need to use a myIT login code, which is Johns Hopkins’ system for multi-factor authentication. If you are not already using the myIT login code, you will be directed to enroll before continuing to ESS.
• Click “W2 Information”

• On the next screen, click “Online W-2 Election.”
On the following screen, next to the Overview of Elections header, click the “New Election” button.

This will open up areas for both “Employee Details” and “Election Details.”
- Under “Overview of Elections” click on “Election Open” which opens “Employee Details” and “Election Details.”
• Under “Election Details,” you can click on “Receive W-2 Online” to initiate the consent to receive your W-2 electronically.
• You will be presented with a confirmation pop-up box asking you to confirm your election. If you wish to proceed, click “OK” to confirm your consent.

• When you click “OK” make sure that the “Data saved successfully” is checked and “Consent Status” states “Receive Online”

Please log out and log back in to confirm your election of receiving your W-2 online.

After you complete the W-2 Online election you should get an email stating “Your W-2 Online Election has been changed thru ESS”