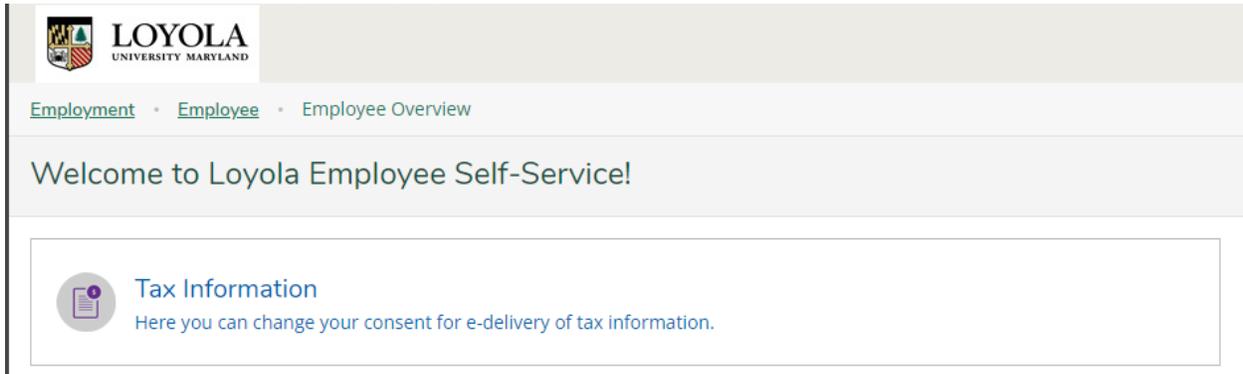# Giving Consent for Online W2's

1) Login to inside.loyola.edu.

2) Under Resources for Employees, select and sign into 'Employee Self Service'.

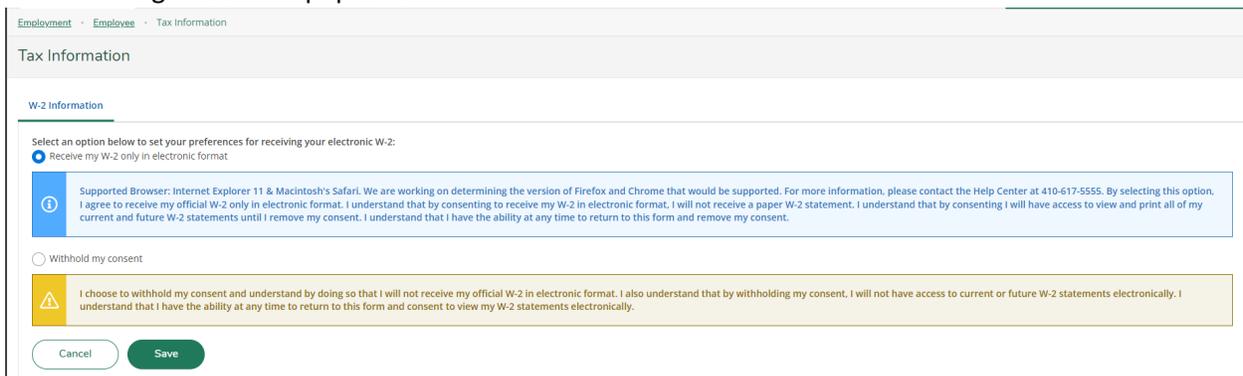3) From the Welcome to Loyola Employee Self-Service screen, select 'Tax Information'.

4) From here you can opt to change your preferences. **The default is to withhold consent**

   If you have opted to receive your W-2 in electronic format but wish to change your preference, select 'Change Preference'.
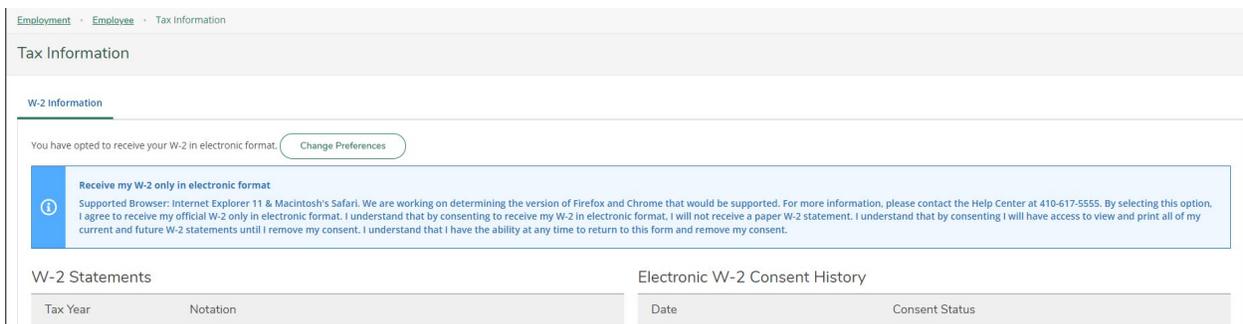
5) The following screen will populate.

6) Select your new preference and click save. You can change this selection at anytime throughout the year.