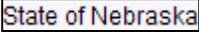
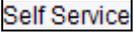


Electronic W-2 Selection Lesson

Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Self Service link. 
3.	Click the Electronic W2 Selection link. 
4.	<p>Select one of the two options:</p> <p>To receive your W-2 electronically click the check box which says “Yes, I wish to give consent to receive my W-2 electronically instead of by U.S. mail.”</p> <p>To receive your W-2 in paper form click the check box which says “No, I would like to continue to receive my W-2 in paper form.”</p> <p>Note: If you previously made a selection, that option will be checked by default.</p>
5.	<p>After making your selection click the Submit Changes button.</p> <p>Note: If you did not make a change to your selection you will still need to click the Submit Changes button to exit the screen.</p> 
6.	<p>You can change your selection at anytime prior to December 15th.</p> <p>You have successfully completed this lesson. End of Procedure.</p>