1. Login: SAP Portal your ID and password then click on Log On
2. At the Employee Services, Click on the Payroll link
3. Click on Election for Online W-2 link

4. At the Election for Online W-/W-2c, click on New Election
5. After New Election, click on **Elect for Texas State University**, should view Election period open, dates, Tax Company and the current status.

6. **Election Details** is next. Click on Receive W-2 Online.
7. A Confirmation Box pops up on the screen, click OK to consent for your W-2 Online delivery

8. Once elected you will see at the top left corner of the screen that the data was saved successfully
9. Click on the X to close

10. Redirects you to the Employee Self Service Area Page to log off
11. Click on the X, located at the upper right hand corner of the screen, to close the SAP Portal