1. Login: SAP Portal your ID and password then click on Log On
2. At the Employee Services Tab, the default should be MAP, then 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 log off located at the right hand corner of the screen.