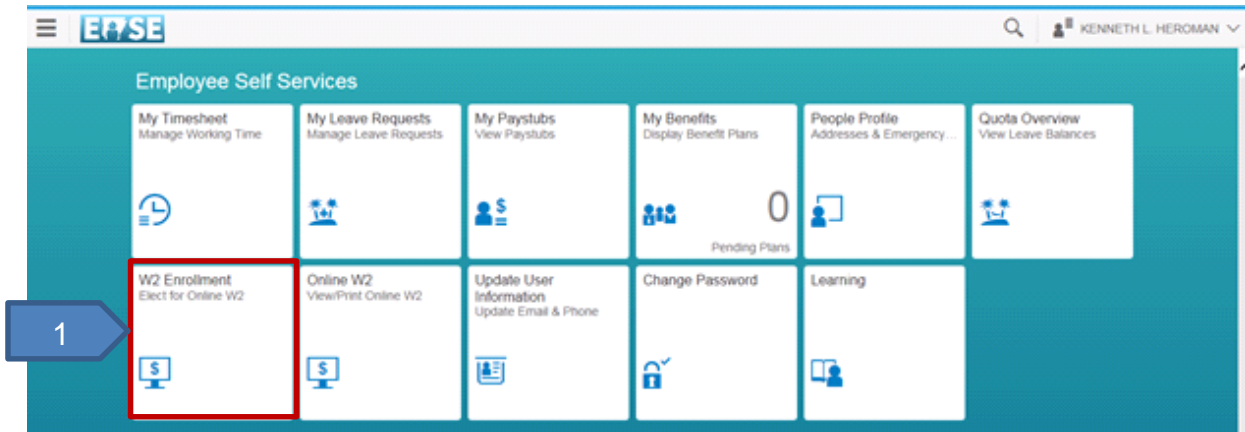


Purpose: Use this job aid to select or change an online W-2 distribution, during the open election period, using EASE from your desktop or laptop. W-2 Election is not available from your mobile device at this time.

An AASIS ID and password are required to proceed.

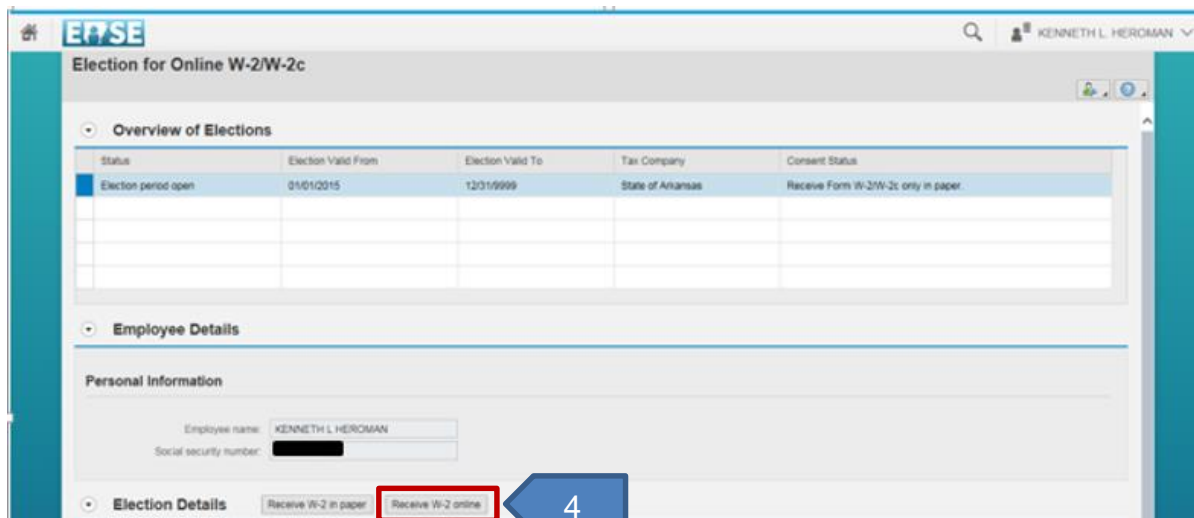


1. Click the **W2 Enrollment** tile.



2. Click the **New Election** button.

3. Select **Elect for State of Arkansas**.



4. Click the **Receive W-2 online** button (or Receive W-2 in paper to reverse the election).

5. Click the **OK** button.

Confirmation

Confirm your election

By confirming this election, you agree to receive Forms W-2 and W-2c as selected below.

Receive Form W-2/W-2c only via online service.

You can withdraw your consent at any time during the election period.

5

OK

Cancel

6. Message displayed:

Election for Online W-2/W-2c

✓ Data saved successfully

6

7

Home

EASE

Search

KENNETH L. HEROMAN

Election for Online W-2/W-2c

✓ Data saved successfully

Status	Election Valid From	Election Valid To	Tax Company	Consent Status
Election period open	01/01/2015	12/31/9999	State of Arkansas	Receive Form W-2/W-2c only via online service.

7. Click the **Home** button to exit the **W2 Enrollment** application.