

# The University of Texas Rio Grande Valley

## Online W-2/W-2c Withdraw Consent Procedures

**Step 1:** Visit the MyUTRGV home page at <https://my.utrgv.edu/> and login with your UTRGV credentials.



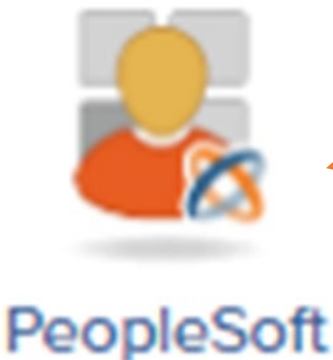
Sign in with your UTRGV Account

  
  
  
[Can't access your account?](#)

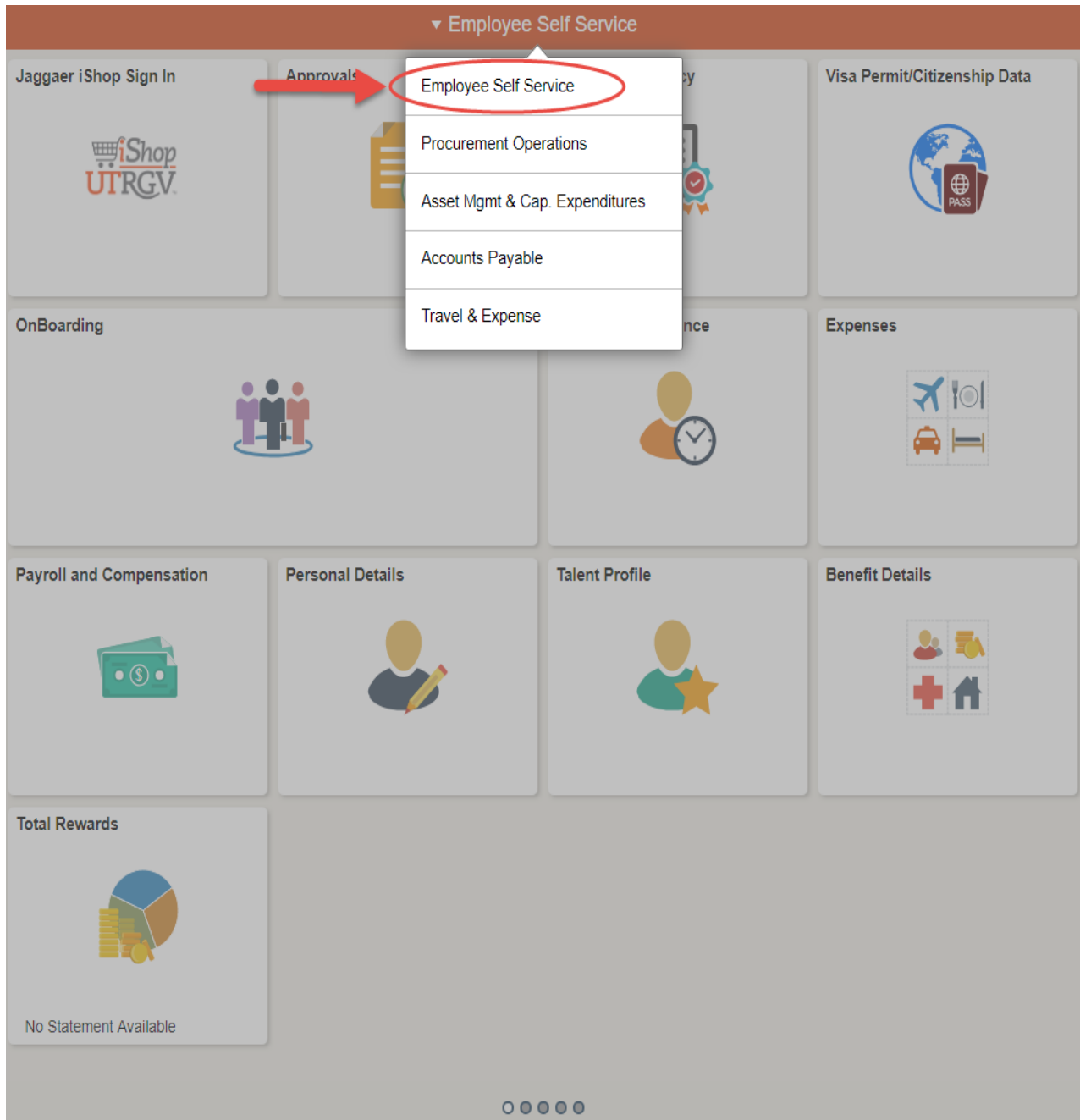
**Step 2:** Once logged in to the home page, listed under Applications, click on the PeopleSoft tile.

### Applications

ASSIST	Office 365	Blackboard
V Link	Engagement Zone	vPrint
Handshake	iTravel	FPT
PeopleSoft	Oracle 24/7	vSoftware
ePAF	E-Learn	People Admin
now ServiceNow		















**Step 3:** Click the drop down list located on the top-center page, select Employee Self Service.

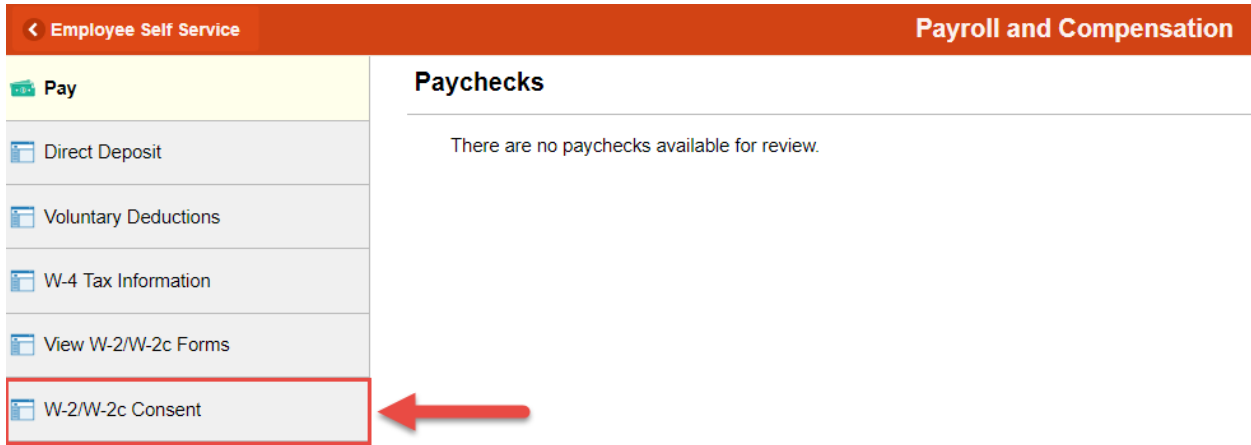


**Step 4:** Click on the Payroll and Compensation tile.

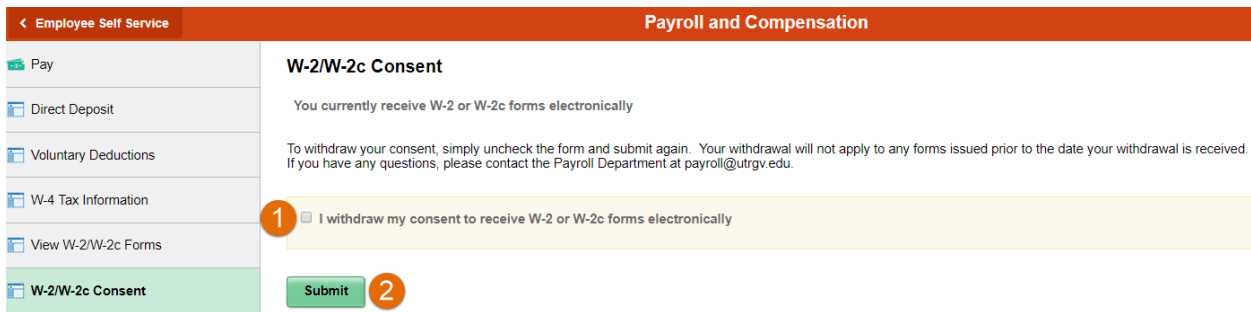
Employee Self Service

<b>Jaggaer iShop Sign In</b> 	<b>Approvals</b>  0	<b>UTRGV HOP Policy</b> 	<b>Visa Permit/Citizenship Data</b> 
<b>OnBoarding</b> 	<b>Time and Attendance</b> 	<b>Expenses</b> 	
<b>Payroll and Compensation</b>  <b>←</b>	<b>Personal Details</b> 	<b>Talent Profile</b> 	<b>Benefit Details</b> 
<b>Total Rewards</b>  No Statement Available			

**Step 5:** Click on W-2/W-2c Consent.



**Step 6:** On the W-2/W-2c Consent page, select the box which indicates “I withdraw my consent to receive W-2 or W-2c forms electronically.” Next, click on the “Submit” button.



**Step 7:** Confirm receipt with the displayed message, “*You will receive W-2 or W-2c paper forms by mail.*”

