

Electronic Consent for Tax Form W-2 and 1095-C

1. Log on to PASPORT and open the Employee Self-Service Dashboard

The screenshot shows the PASPORT V2.0 interface. The top navigation bar includes the Laredo College logo and the PASPORT title. The main area is a grid of service tiles. The 'Employee Self-Service' tile is highlighted with a green border and contains a button labeled 'OPEN EMPLOYEE DASHBOARD'.

2. Select “Taxes” to open the drop-down menu, then Select “Electronic Regulatory Consent”.

The screenshot displays the 'Employee Dashboard' with a yellow header. The main content area includes a profile section, leave balances for 01/07/2025, and a 'Taxes' dropdown menu. The 'Taxes' menu is expanded, showing 'Electronic Regulatory Consent' highlighted with a green border.

Category	Item
Pay Information	Latest Pay Stub: All Pay Stubs
	Deductions History
Earnings	
Benefits	
Taxes	W-4 Employee's Withholding Allowance Certificate
	Electronic Regulatory Consent
Federal Withhold Tax	W-2 Wage and Tax Statement
	W-2c Corrected Wage and Tax Statement

3. Select the check box for the tax form(s) you wish to receive electronically and submit.

The screenshot shows the 'Electronic Regulatory Consent' page. At the top, there is a yellow navigation bar with 'Home' and utility icons. Below the header, the page title is 'Electronic Regulatory Consent' with a breadcrumb trail 'Employee Dashboard / Electronic Regulatory Consent'. A blue banner contains the instruction: 'Select the check box to consent to receive your tax statement electronically, or uncheck to revoke consent.' Three paragraphs of text provide details about electronic consent, including the validity period and the ability to revoke consent. A 'Selection Criteria' section contains a table with two rows and two columns. The second column is titled 'My Choice' and contains two checked checkboxes. A blue 'Submit' button is located at the bottom left of the form area.

	My Choice
Consent to receive W-2 electronically:	<input checked="" type="checkbox"/>
Consent to receive 1095-C electronically:	<input checked="" type="checkbox"/>

4. Once you have submitted, a notification will appear to acknowledge successful submission.

This screenshot shows the same 'Electronic Regulatory Consent' page as above, but with a dark grey notification box in the top right corner. The notification box contains a checkmark icon and the text 'Electronic Statement consent was submitted successfully.' The rest of the page content, including the 'Selection Criteria' table and the 'Submit' button, remains the same as in the previous screenshot.