Instructions to consent to receive Forms W-2 and 1095 electronically

1. Select the Penguin Portal Link

2. Select the Login button

3. Sign into the Penguin Portal using your Username and Password

4. Select Banner Self Service under e-Services Faculty & Staff
5. Select the Employee menu option

6. Select the Tax Forms menu option

7. Select Electronic Tax Form Consent menu option
8. Check either or both boxes then click Submit

9. Your electronic selection is complete once the screen below is received.

NOTE: If there is already a check mark in the box, you have previously given consent. No further action required to electronically consent.