

## Online W 2 Instructions

1. Enter the Samford Portal through the Quick Links at the bottom of the Samford homepage or by entering [connect.samford.edu](http://connect.samford.edu) in the address line of your browser.
2. Select the [BANNER](#) icon near the top of the page
3. Choose the [Employee](#) option.
4. Choose [Employee Dashboard](#)
5. Then select [Taxes](#)
6. If you have not done so in previous years, to view your W 2 online, you must select [Electronic Regulatory Consent](#) If you wish to receive your W 2 electronically only and not have it printed and mailed at the end of Consent . Le . p 22 . 005 / T c (only Tj / TT3 1 16 / 37 0 0 A 00 T c <0003> T1 T t 0 TD 0 T