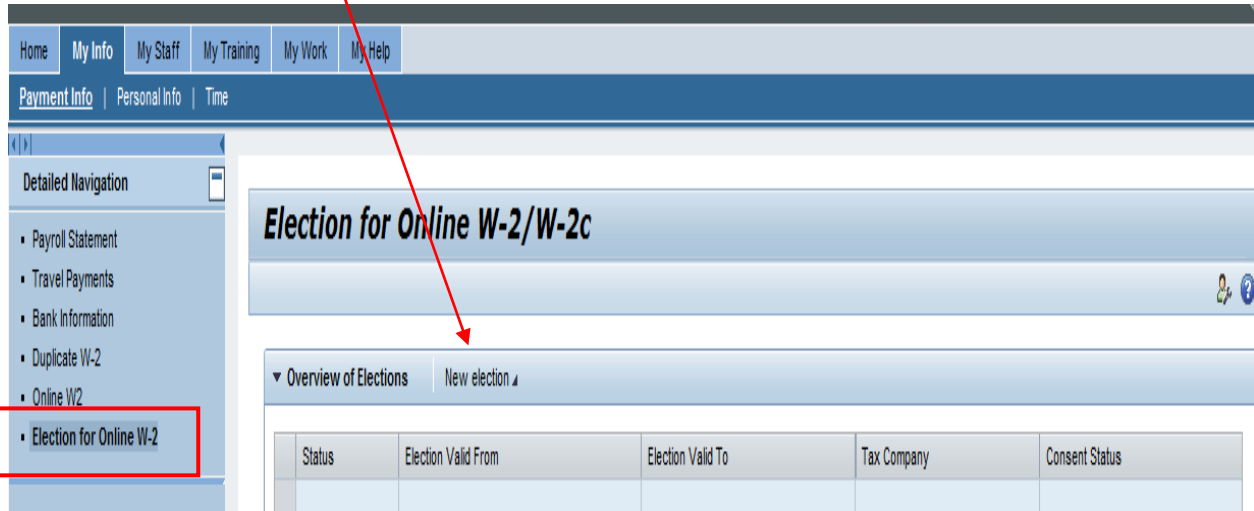


Election for self-print of W-2

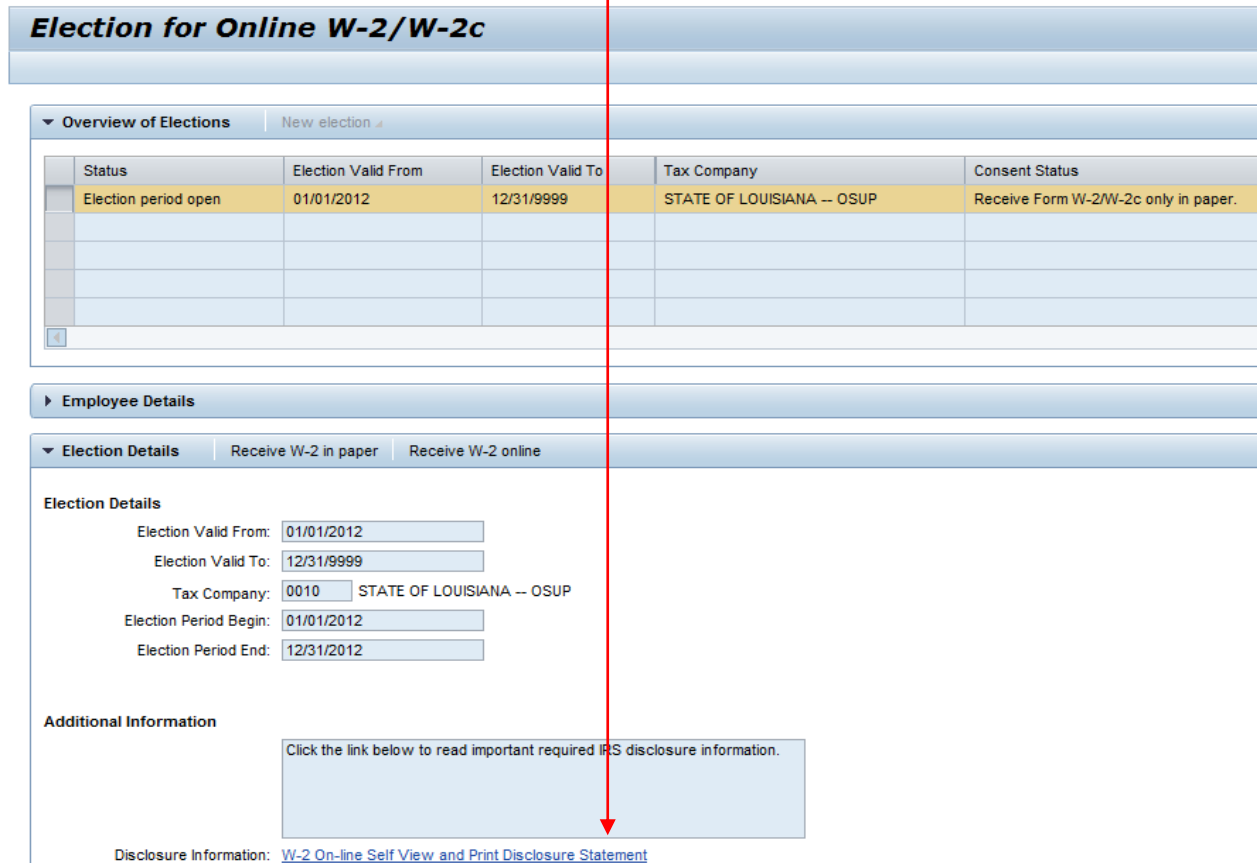
1. Once logged into LEO, select My Info > Payment Info > Election for Online W-2

2. Click  , then click 'Elect for State of Louisiana OSUP'.



The screenshot shows the LEO system interface. At the top, there are navigation tabs: Home, My Info, My Staff, My Training, My Work, and My Help. Below these are sub-tabs: Payment Info, Personal Info, and Time. On the left, there is a 'Detailed Navigation' menu with options: Payroll Statement, Travel Payments, Bank Information, Duplicate W-2, Online W2, and Election for Online W-2 (highlighted with a red box). The main content area is titled 'Election for Online W-2/W-2c'. Below the title, there is a 'New election' button (highlighted with a red arrow) and a table with the following columns: Status, Election Valid From, Election Valid To, Tax Company, and Consent Status.

3. The screen below will display. Click link at the bottom to read important required IRS disclosure information. Close disclosure window once complete.



The screenshot shows the 'Election for Online W-2/W-2c' page. The 'Election Details' section is expanded, showing the following information:

Status	Election Valid From	Election Valid To	Tax Company	Consent Status
Election period open	01/01/2012	12/31/9999	STATE OF LOUISIANA -- OSUP	Receive Form W-2/W-2c only in paper.

The 'Additional Information' section contains a link to read important required IRS disclosure information.

Disclosure Information: [W-2 On-line Self View and Print Disclosure Statement](#)

4. Next, click

Receive W-2 online

Overview of Elections New election

Status	Election Valid From	Election Valid
Election period open	01/01/2012	12/31/9999

Employee Details

Election Details Receive W-2 in paper Receive W-2 online

Election Details

Election Valid From: 01/01/2012

5. Then click OK when the Confirmation pop-up box is displayed.

Confirmation

Confirm your election

I have read the required IRS disclosure information and agree to receive Forms W-2 and W-2c as indicated below:

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

I understand that I can withdraw my consent at any time during the election period.

OK Cancel

6. Watch for the message that says, 'Data saved successfully'.

7. If prior to 12/31, you wish to change this election, repeat these instructions, with one exception: Rather than select the New Election option, you will,

instead, select the existing election record and then

Receive W-2 in paper