W2 Consent/Withdrawal Consent Instructions

Via PeopleSoft

1. Access the Internet using a browser (i.e. Internet Explorer)
2. Type CWIS [enter]
3. Select the link to CS9PROD
4. Log into PeopleSoft using your PeopleSoft account and password and press [Sign In]
6. Read the text box
7. [√] Check the box to consent and press [submit]. You will receive an email with the subject “Consent Confirmation”.
8. You will be prompted for your PeopleSoft password. Type in your password and press [Continue]. The password serves as a digital signature.
9. Upon successful login, a message will be displayed “The Submit was successful” and press [OK]

To Withdraw consent

1. Read the text box
2. Your current status should read “Consent received”
3. [√] Check the box next to “Consent here to withdraw your consent to receive electronic W-2 and W-2c forms”, and press [submit]. You will receive an email with the subject “Withdrawal Confirmation”.
4. You will be prompted for your password. Type in your password and press [Continue]. The password serves as a digital signature.
5. Upon successful login, a message will be displayed “The Submit was successful” and press [OK]