Electronic Consent W-2 and 1095-C

1. Log onto the Portal, my.cuw.edu, and select the ‘Employee’ tab.
2. Locate the box labelled “Banner Self Service”
3. Click on the Employee Folder

4. Click on the Tax Forms Folder
5. Click on Electronic Regulatory Consent

6. Click on Either the W-2 and/or 1095-C box

7. Click Submit
8. Once submitted, you may exit the system.