How to Consent to Receiving your W2 Electronically

1. Access “Leo Online” from ODU’s home web page:
   (Web address: https://leoonline.odu.edu)

2. Select “Enter Leo Online News and Secure Area” from the list of options

3. At the bottom of the Welcome to Old Dominion University News from LEO Online page you will see a button with a key on it titled - “Enter Secure Area”. Click on “Enter Secure Area”

4. The next screen titled “Monarch- Key” requires that you enter your “Midas ID” and “Password” followed by clicking on the “login” button to log into the secure area of Leo Online.

5. Once you click on the “login button” - you will be brought to the Employee Self Service “Main Menu”. Click on “Employee” from the list of options on the Main Menu. This brings you to the “Employee Menu”

6. On the “Employee Menu” - click on “Employee Self Service” from the list of options. This brings you to the “Employee Dashboard.”

7. Scroll down and click on “Taxes” Then Click “Electronic Regulatory Consent”

8. Check the box to consent to receive your W-2 electronically and then click Submit.

You will not receive a confirmation message stating you have successfully consented. You will see the box under “My Choice” is checked beside “Consent to receive W-2 electronically”

You will be notified via e-mail and/or University Announcement each calendar year when your W-2 is available for you to print.