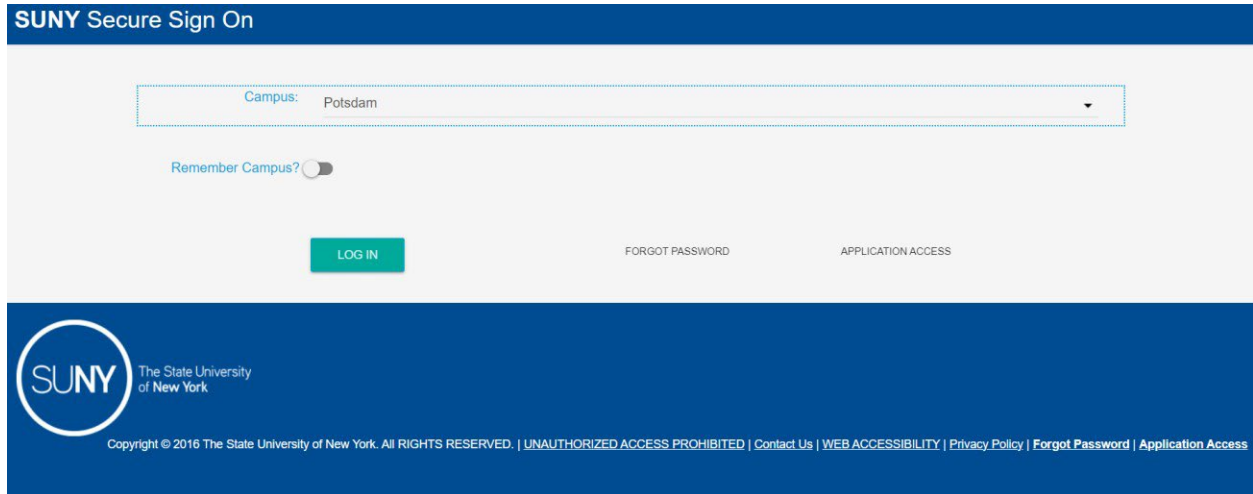


## W-2 OPT-OUT (Go Paperless) Instructions

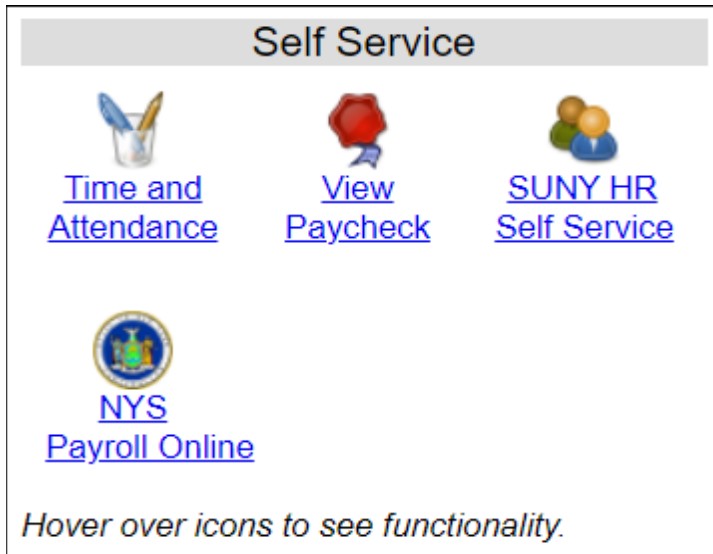
Follow these 5 easy steps to Opt Out (Go Paperless):

1. Sign into NYS Payroll Online via the [SUNYHR Portal](https://suny.edu/hrportal). (<https://suny.edu/hrportal>)

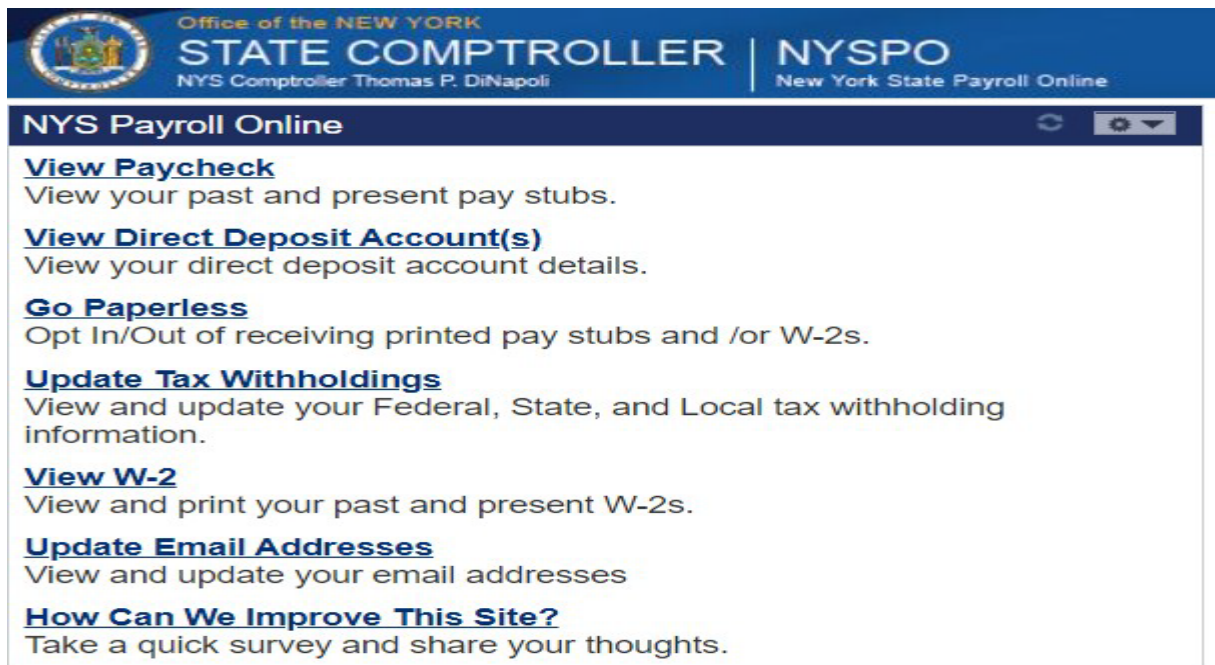


The screenshot shows the SUNY Secure Sign On interface. At the top, there's a blue header with the text "SUNY Secure Sign On". Below this, there's a light gray area containing a "Campus:" dropdown menu with "Potsdam" selected. Underneath the dropdown is a "Remember Campus?" toggle switch. In the center, there's a green "LOG IN" button. To the right of the button are two links: "FORGOT PASSWORD" and "APPLICATION ACCESS". At the bottom, there's a dark blue footer with the SUNY logo and the text "The State University of New York". Below the logo, there's a line of small text: "Copyright © 2016 The State University of New York. All RIGHTS RESERVED. | UNAUTHORIZED ACCESS PROHIBITED | Contact Us | WEB ACCESSIBILITY | Privacy Policy | Forgot Password | Application Access".

2. Once logged into SUNY HR, click on the NYS Payroll Online Link.



- Once in NYS Payroll Online, click on Go Paperless



**Office of the NEW YORK STATE COMPTROLLER** | **NYSPPO**  
NYS Comptroller Thomas P. DiNapoli | New York State Payroll Online

**NYS Payroll Online**

- View Paycheck**  
View your past and present pay stubs.
- View Direct Deposit Account(s)**  
View your direct deposit account details.
- Go Paperless**  
Opt In/Out of receiving printed pay stubs and /or W-2s.
- Update Tax Withholdings**  
View and update your Federal, State, and Local tax withholding information.
- View W-2**  
View and print your past and present W-2s.
- Update Email Addresses**  
View and update your email addresses
- How Can We Improve This Site?**  
Take a quick survey and share your thoughts.

- Then click on Printed W-2s.

#### **Printed Pay Stubs**

Grant or withdraw consent to stop printing pay stubs

#### **Printed W-2s**

Grant or withdraw consent to stop printing W-2s

- Finally, check the box for “I do not want a printed copy of my W-2s sent to me.” Then, click the save button.

#### **Printed W-2s**

HAGGETT,JESSICA L

Submit or withdraw your consent to receive a printed copy of your W-2s.

By checking the box below and clicking Save, I am confirming that I no longer wish to receive a printed copy of my Form W-2, Wage and Tax Statement. I understand that I can access and print a copy of my Form W-2 from NYSPPO, and that a [Job Aid](#) is available for printing instructions. I reserve the right to change my election at any time.

Your Current Status : Consent Withdrawn

☒ I do not want a printed copy of my W-2s sent to me.

Save

**\*When it's time to view your W-2, go to NYSPPO and click View W-2 to obtain your tax document.\***