Online W-2 Consent Form

Please Note: These instructions are intended to provide employees with basic information required to access the Online W-2 Consent Form. The screen shots are provided for general reference purposes only. Your computer screens may look slightly different depending on your access to the services contained within Drexel One. However, the steps contained below are the same for all employees. If you have any problems accessing the Online W-2 Consent Form, please contact the Payroll Department at payroll@drexel.edu.

If you are already familiar with logging on to the Drexel One portal and accessing the “Employees” tab, skip to step 4.

Step 1. Access the Drexel One portal

Use your internet browser to access the Drexel One portal at https://one.drexel.edu. You will be taken to the log on page.
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Step 2. Log on to Drexel One

Log on to Drexel one using your e-mail user ID and password. If you have forgotten your password, click on the “help” link and follow the instructions.
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Step 3. Select the “Employee” link

From the Drexel One Welcome page, click on the “Employee” link at the top left of the screen.

*Note:* If you do not see an “Employees” tab, your job records may not have been added to the system yet. Please have your department contact Human Resources for assistance.
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Step 3a. DrexelAlert Emergency Contact Information Update

Once each academic term, you will be prompted to verify primary mobile phone number for inclusion in the DrexelAlert system.

Follow the on screen instructions to enter or update your primary mobile phone number as required. When you are finished, click on the “Submit” button at the bottom of the screen.

If you do not receive this pop-up message, you will automatically be taken to the Employee Services Menu; skip to Step 4.
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Step 3b. Address Verification

Once each academic term, you will also be prompted to verify your Campus Mailing Address, Employee Home Address and Work Location Address. When you are prompted by this automatic pop-up, please review your address information and e-mail any corrections/updates to Human Resources Information Systems at hris@drexel.edu.

Please include your correct address(s), university ID and the effective date of your change. Click on the “Continue” button to move on to the Employee Services Menu.
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Step 4. Select from the Employee Services Menu

Click the “Tax Forms” link.
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Step 5. Select “W-2 Electronic Consent”

From the Tax Forms menu, select the “W-2 Electronic Consent” link to access the Online W-2 Consent Form.
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Step 6. Review Consent Form and Select Your Option

Read the disclosures contained in the Electronic W-2 Consent page. This page contains important information about your rights and responsibilities as they pertain to opting for electronic delivery of your W-2.

Your election remains in effect until you change it, so if you have previously opted for electronic W-2 delivery, this box will already be checked, otherwise it will be blank.

- To make your election to receive your W-2 online, check the “Consent to Receive W-2 Electronically” box under “My Choice” and click “Submit”.

- To revoke your election to receive your W-2 online, uncheck the “Consent to Receive W-2 Electronically” box under “My Choice” and click “Submit”.

- Drexel One does not display a confirmation message when making changes.

Once you have read the disclosures and made your election (or verified that election already in effect for you is correct) log out of Drexel One using the icon in the upper-right hand corner of the screen. Be sure to close out of your browser once you have logged out of Drexel One.