

IRS Form W-2: Electronic Delivery

What is in this document?

Congratulations on your choice to participate in the IRS Form W-2 paperless initiative made possible by the BEST Advantage System – Employee Self-Service (ESS) module.

This procedure highlights the steps required by School District/Agency staff to consent to electronic delivery of IRS Form W-2 in the BEST Advantage System – Employee Self-Service (ESS) module.

We will walk through logging into the Employee Self-Service (ESS) module from the BEST Portal, navigating to the Electronic W-2 Widget on the Compensation tab, and how to elect to receive your IRS Form W-2 electronically. We have also included steps if you change your mind, and wish to receive your IRS Form W-2 via paper distribution going forward.

These step-by-step instructions can also be viewed in video format by [clicking here](#).

Let's get started!

Click on any of the steps below for more detail.

- [Step 1: Log in to the BEST Advantage System – Employee Self-Service \(ESS\) module](#)
- [Step 2: Request Electronic Delivery of IRS Form W-2](#)
- [Step 3: Remove consent to receive IRS Form W-2 electronically](#)

Need help?

For questions or help regarding your W-2 or any other information displayed in Employee Self-Service, please contact your District/Agency Payroll Department.

For questions or help related to Employee Self Service (ESS), multi-factor authentication (MFA), and resetting your BEST login password, contact your District ESS Lead (DEL).

You can find your DEL(s) by accessing the Customer Resource Center (CRC) website at bestcrc.lacoe.edu and clicking on User Hub: DEL User Community, or by going to: bestcrc.lacoe.edu/del



Step 1: Log in to the BEST Advantage System – Employee Self-Service (ESS) module

Log in to the [BEST Portal](#) and click on the **BEST Advantage System – Employee Self-Service (ESS)** icon.

For detailed instructions on how to log in to ESS, please see our [Employee Self-Service Quick Guide](#), or view the [Welcome to ESS](#) video.

[Return to Top](#)

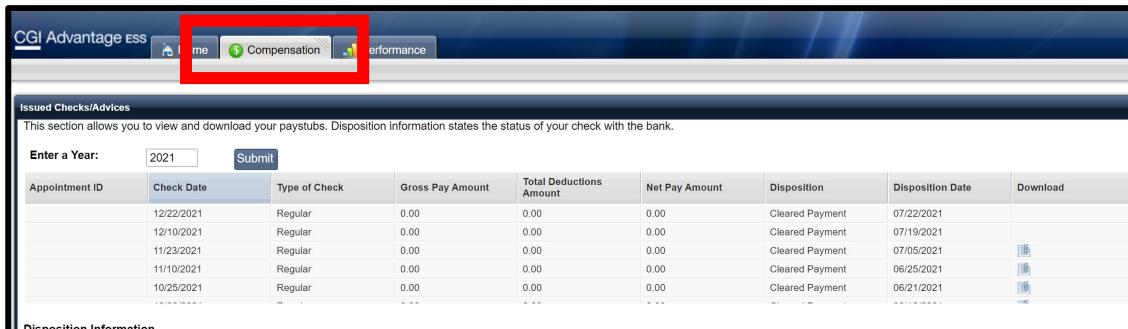


**Los Angeles County
Office of Education**

BEST ESS W2
E-Delivery Opt-In/Out
2025.03.19

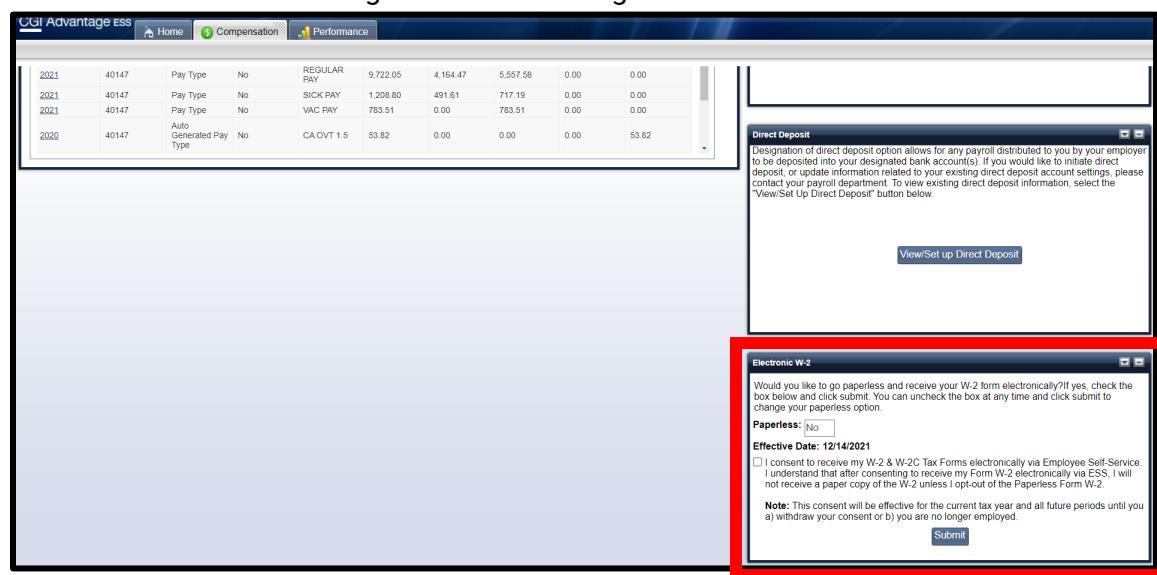
Step 2: Request Electronic Delivery of IRS Form W-2.

1. From the ESS Home Page, navigate to the **Compensation** tab.



The screenshot shows the CGI Advantage ESS Home Page. The top navigation bar includes links for Home, Compensation (which is highlighted with a red box), and Performance. Below the navigation bar, a section titled "Issued Checks/Advices" displays a table of pay stub information for the year 2021. The table includes columns for Appointment ID, Check Date, Type of Check, Gross Pay Amount, Total Deductions Amount, Net Pay Amount, Disposition, Disposition Date, and Download. The data shows several regular and sick pay entries.

2. Find the **Electronic W-2** widget in the bottom right Corner.



The screenshot shows the CGI Advantage ESS Home Page with the "Compensation" tab selected. On the right side, there is a "Direct Deposit" section and an "Electronic W-2" widget. The "Electronic W-2" widget is highlighted with a red box. It contains a question about going paperless, a "Paperless" checkbox (unchecked), and a "Submit" button. Below the question, there is a note about the effective date and a note about consent being effective for the current tax year and all future periods.



3. To receive your IRS FORM W-2 electronically, click the **Checkbox**.

Electronic W-2

Would you like to go paperless and receive your W-2 form electronically? If yes, check the box below and click submit. You can uncheck the box at any time and click submit to change your paperless option.

Paperless: No

Effective Date: 12/14/2021

I consent to receive my W-2 & W-2C Tax Forms electronically via Employee Self-Service. I understand that after consenting to receive my Form W-2 electronically via ESS, I will not receive a paper copy of the W-2 unless I opt-out of the Paperless Form W-2.

Note: This consent will be effective for the current tax year and all future periods until you
a) withdraw your consent or b) you are no longer employed.

Submit

4. Click the **Submit** button.

Electronic W-2

Would you like to go paperless and receive your W-2 form electronically? If yes, check the box below and click submit. You can uncheck the box at any time and click submit to change your paperless option.

Paperless: No

Effective Date: 12/14/2021

I consent to receive my W-2 & W-2C Tax Forms electronically via Employee Self-Service. I understand that after consenting to receive my Form W-2 electronically via ESS, I will not receive a paper copy of the W-2 unless I opt-out of the Paperless Form W-2.

Note: This consent will be effective for the current tax year and all future periods until you
a) withdraw your consent or b) you are no longer employed.

Submit



5. You will receive a confirmation message indicating that “**Your W-2 Form will now be delivered electronically.**” Click the **Close** button to close the message box.



[Return to Top](#)



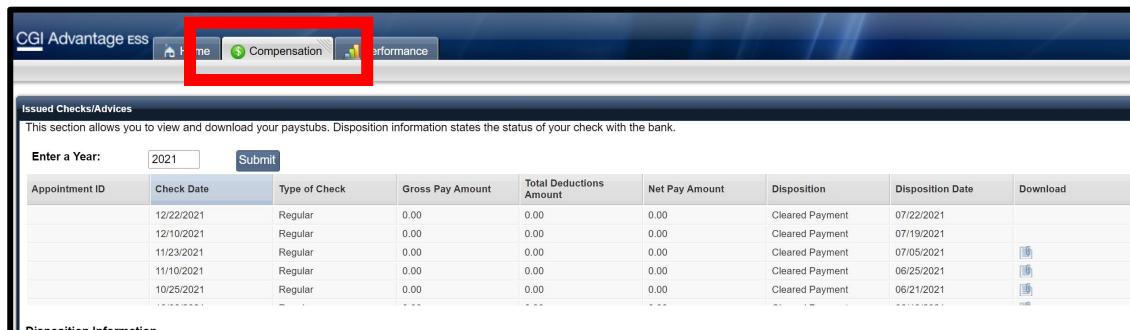
**Los Angeles County
Office of Education**

BEST ESS W2
E-Delivery Opt-In/Out
2025.03.19

Step 3: Remove consent to receive IRS Form W-2 electronically

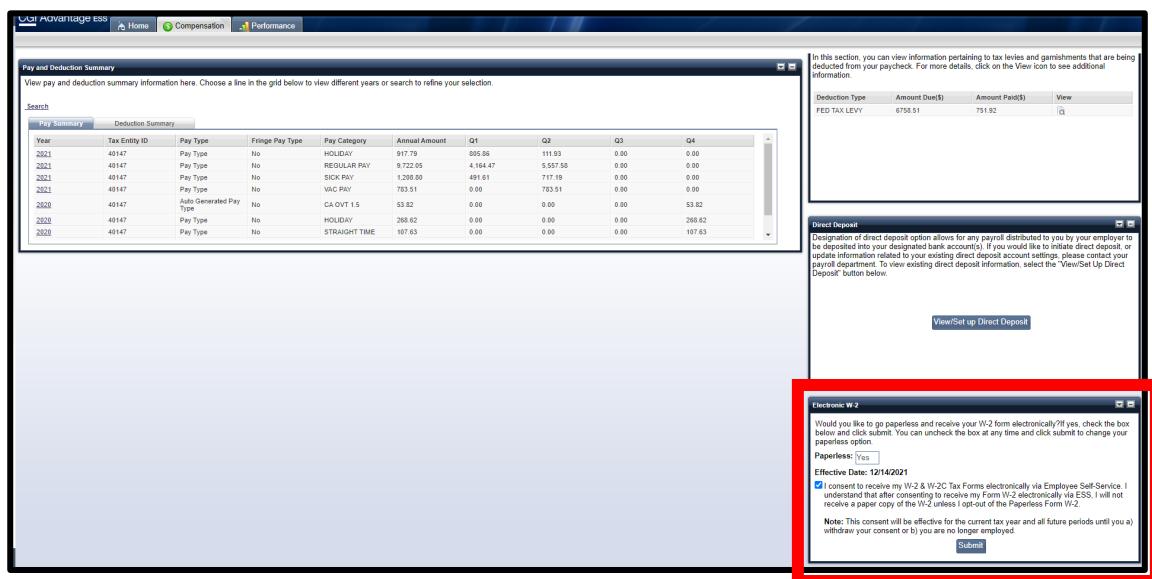
If you have previously elected to receive your IRS Form W-2 electronically and want to receive a paper form going forward, follow the below instructions to remove your consent to receive IRS Form W-2 electronically.

1. From the ESS Home Page, navigate to the **Compensation** tab.



The screenshot shows the CGI Advantage ESS home page. The 'Compensation' tab is highlighted with a red box. Below the tabs, there is a section titled 'Issued Checks/Advices' with a table showing pay stub information for the year 2021. The table includes columns for Appointment ID, Check Date, Type of Check, Gross Pay Amount, Total Deductions Amount, Net Pay Amount, Disposition, Disposition Date, and Download. All entries show 'Regular' as the type of check and 'Cleared Payment' as the disposition.

2. Find the **Electronic W-2** widget in the bottom right corner.



The screenshot shows the ESS home page with the 'Compensation' tab selected. In the bottom right corner, there is a small window titled 'Electronic W-2' with a red box around it. The window contains a question: 'Would you like to go paperless and receive your W-2 form electronically? If yes, check the box below and click submit. You can uncheck the box at any time and click submit to change your paperless option.' There is a checkbox labeled 'Paperless: Yes' and a note below it. The note states: 'Effective Date: 12/14/2021' and includes a checkbox for 'I consent to receive my W-2 & W-2C Tax Form electronically via Employee Self-Service. I understand that after consenting to receive my Form W-2 electronically via ESS, I will not receive a paper copy of the W-2 unless I opt-out of the Paperless Form W-2.' Below the note is a 'Note' section and a 'Submit' button.



3. To receive your IRS FORM W-2 via paper distribution, click the checkbox to uncheck it.

Electronic W-2

Would you like to go paperless and receive your W-2 form electronically? If yes, check the box below and click submit. You can uncheck the box at any time and click submit to change your paperless option.

Paperless: Yes

Effective Date: 12/14/2021

I consent to receive my W-2 & W-2C Tax Forms electronically via Employee Self-Service. I understand that after consenting to receive my Form W-2 electronically via ESS, I will not receive a paper copy of the W-2 unless I opt-out of the Paperless Form W-2.

Note: This consent will be effective for the current tax year and all future periods until you a) withdraw your consent or b) you are no longer employed.

Submit

4. Click the **Submit** button.

Electronic W-2

Would you like to go paperless and receive your W-2 form electronically? If yes, check the box below and click submit. You can uncheck the box at any time and click submit to change your paperless option.

Paperless: No

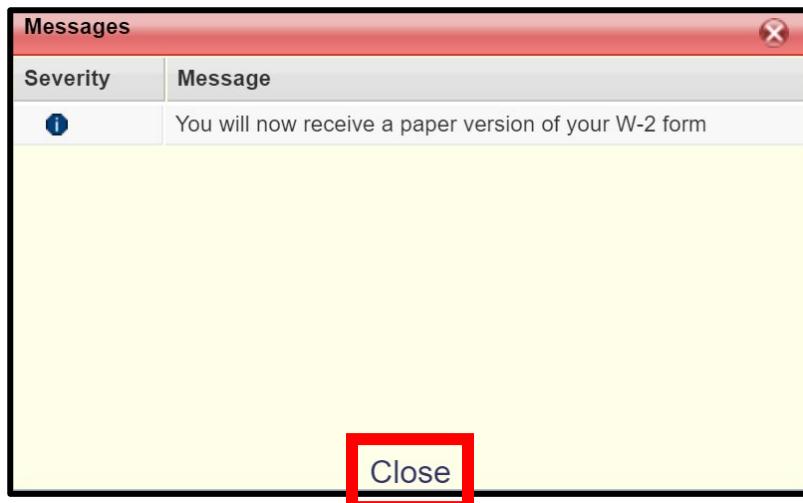
Effective Date: 12/27/2024

I consent to receive my W-2 & W-2C Tax Forms electronically via Employee Self-Service. I understand that after consenting to receive my Form W-2 electronically via ESS, I will not receive a paper copy of the W-2 unless I opt-out of the Paperless Form W-2. Note: This consent will be effective for the current tax year and all future periods until you a) withdraw your consent or b) you are no longer employed.

Submit



5. You will receive a confirmation message indicating that “**You will now receive a paper version of your W-2 form.**” Click the **Close** button to close the message box.



[Return to Top](#)



**Los Angeles County
Office of Education**

BEST ESS W2
E-Delivery Opt-In/Out
2025.03.19