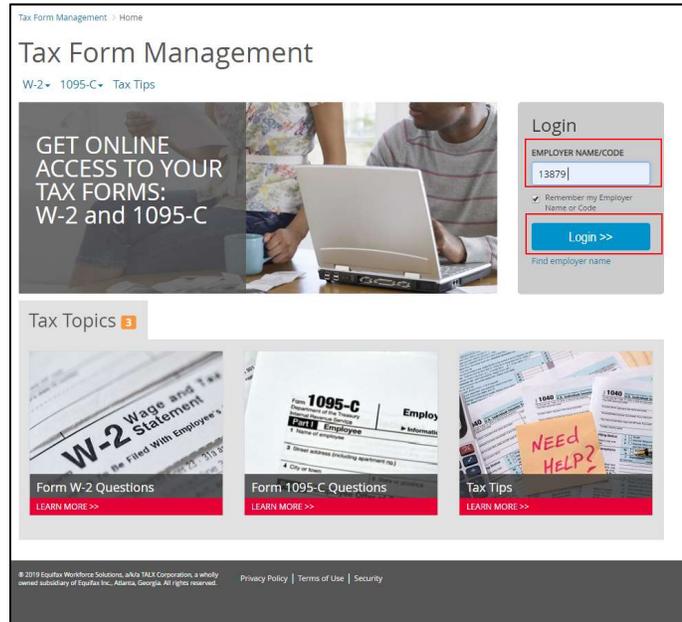


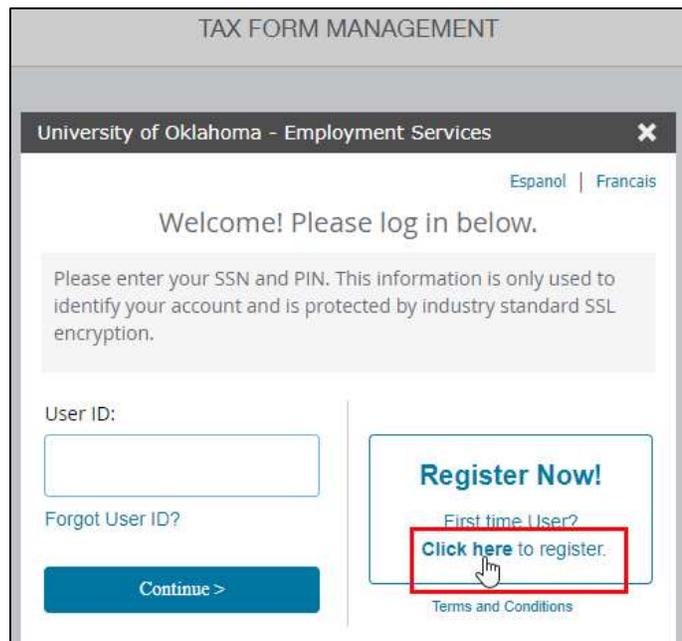
1. Go to the mytaxform.com secure website.



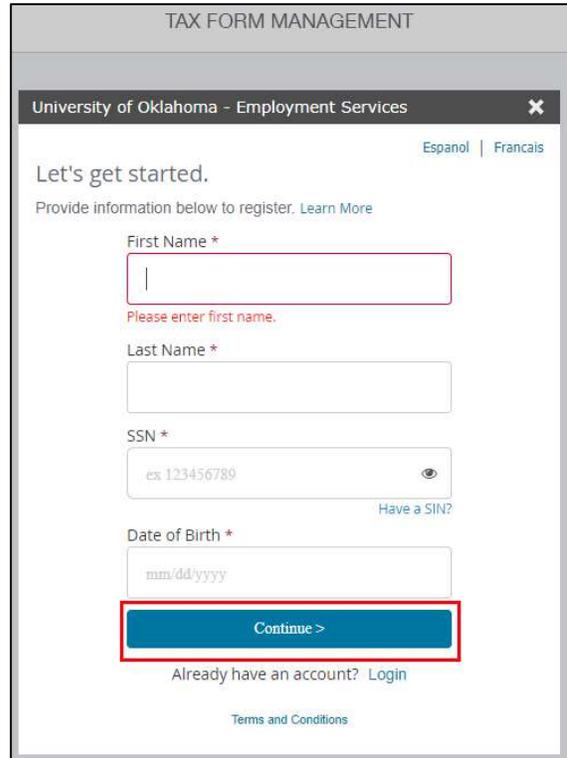
2. Either enter in the employer code: 13879
OR
Enter in University of Oklahoma.
Click Login.



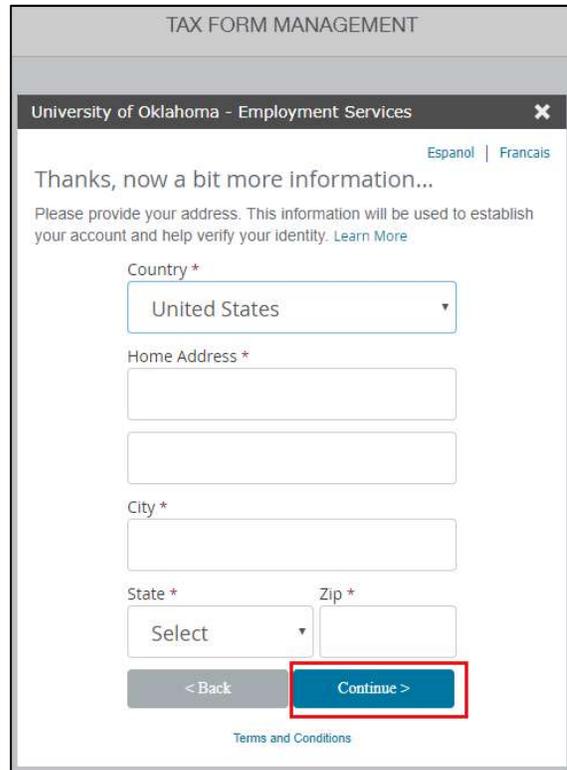
3. Under 'Register Now!' select
Click here to register.



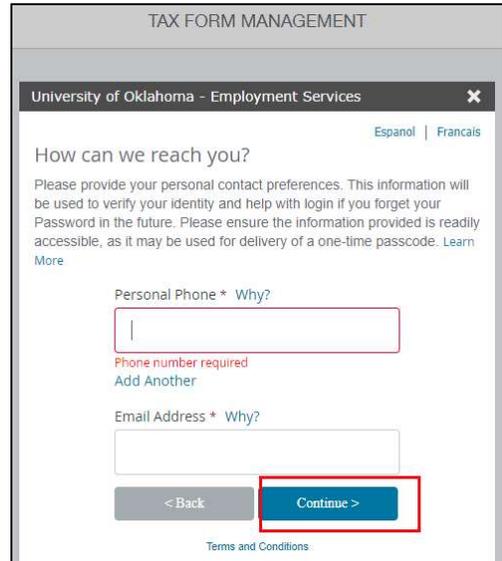
4. You will be prompted to complete First Name, Last Name, SSN, and Date of Birth (format mm/dd/yyyy). Click continue.

A screenshot of a web browser window titled "TAX FORM MANAGEMENT" and "University of Oklahoma - Employment Services". The page says "Let's get started." and "Provide information below to register." It contains input fields for "First Name *", "Last Name *", "SSN *" (with an example "ex 123456789" and a "Have a SIN?" link), and "Date of Birth *" (with a "mm/dd/yyyy" placeholder). A blue "Continue >" button is highlighted with a red box. At the bottom, there is a "Login" link and "Terms and Conditions" text.

5. You will be prompted to complete Home Address, City, State, and Zip. Click continue.

A screenshot of a web browser window titled "TAX FORM MANAGEMENT" and "University of Oklahoma - Employment Services". The page says "Thanks, now a bit more information..." and "Please provide your address. This information will be used to establish your account and help verify your identity." It contains a "Country *" dropdown menu (set to "United States"), "Home Address *" text input fields, "City *" text input field, "State *" dropdown menu (set to "Select"), and "Zip *" text input field. A blue "Continue >" button is highlighted with a red box. At the bottom, there is a "< Back" button and "Terms and Conditions" text.

- You will be prompted to complete Personal Phone and Email Address. Click continue.

TAX FORM MANAGEMENT

University of Oklahoma - Employment Services ✕

Espanol | Français

How can we reach you?

Please provide your personal contact preferences. This information will be used to verify your identity and help with login if you forget your Password in the future. Please ensure the information provided is readily accessible, as it may be used for delivery of a one-time passcode. [Learn More](#)

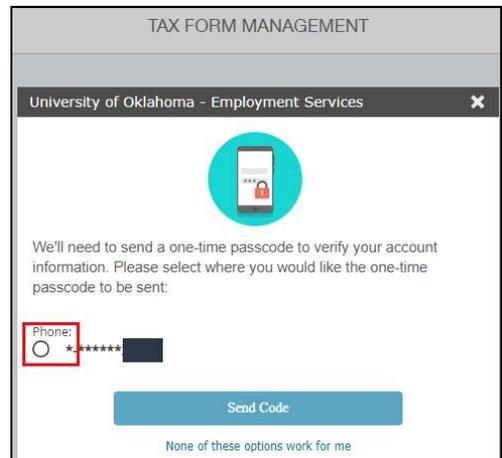
Personal Phone * Why?

Phone number required
[Add Another](#)

Email Address * Why?

[Terms and Conditions](#)

- You will be prompted to click the radio button next to the phone number.



TAX FORM MANAGEMENT

University of Oklahoma - Employment Services ✕

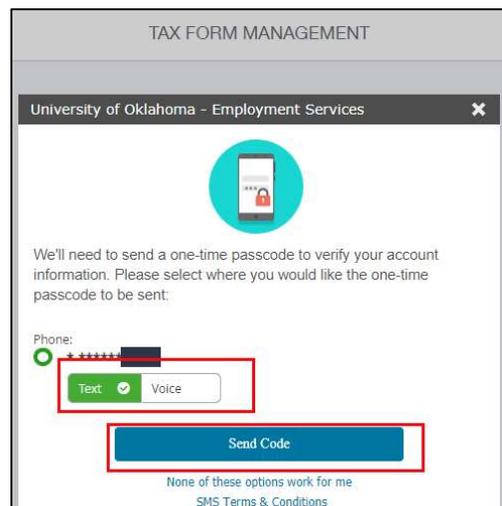


We'll need to send a one-time passcode to verify your account information. Please select where you would like the one-time passcode to be sent:

Phone: *-*****-███

[None of these options work for me](#)

- Select the Text or Voice option by clicking over the prompt. Then, click Send Code.

TAX FORM MANAGEMENT

University of Oklahoma - Employment Services ✕



We'll need to send a one-time passcode to verify your account information. Please select where you would like the one-time passcode to be sent:

Phone: *-*****-███

Text Voice

[None of these options work for me](#)
[SMS Terms & Conditions](#)

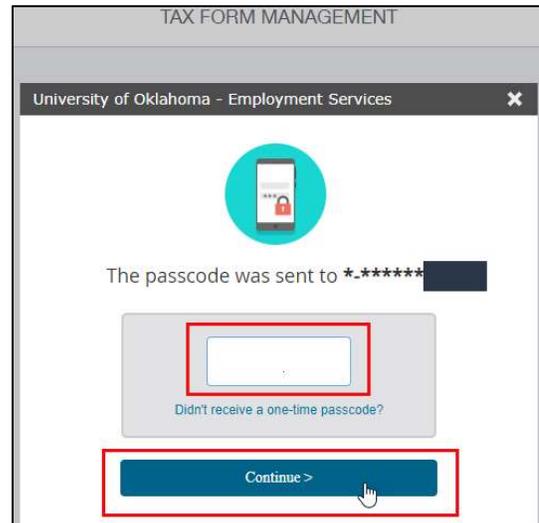
9. The System will prompt you to enter the pass code texted or called to your phone. Once the code is completely entered, click continue.



If you didn't receive a passcode, then click 'Didn't receive a one-time passcode?' link.

10. The system will prompt you to create a personal User ID, then click the Check Status button to see if it is available.

- a. User ID is **case sensitive**, be mindful of the upper case versus lower case when creating a user id.

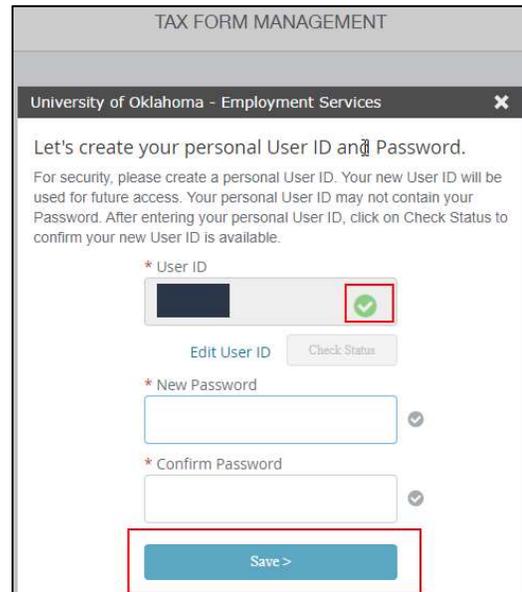
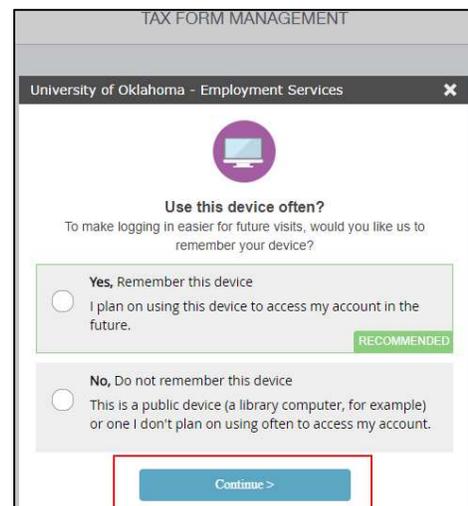


11. A green check mark will appear if the User ID was accepted. The system will now prompt you to create a *New Password and to *Confirm Password.

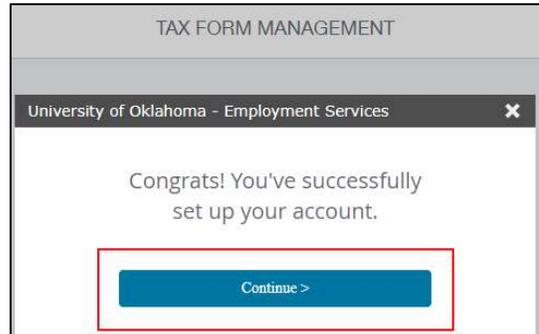
- a. Password **must** be 8 to 16 characters in length.
- b. Password **must** have at least 3 of 4 categories:
 - i. Lowercase characters (a-z)
 - ii. Uppercase characters (A-Z)
 - iii. Digits (0-9)
 - iv. Non-alphanumeric (!, \$, #, % etc.)
- c. Password **cannot** contain a User ID.
- d. Password **cannot** have 9 consecutive digits.
- e. Password **cannot** repeat a character more than twice in a row.
- f. Password **cannot** contain [] {} \ " ' & <>
- g. Once the password is accepted, click the Save button.



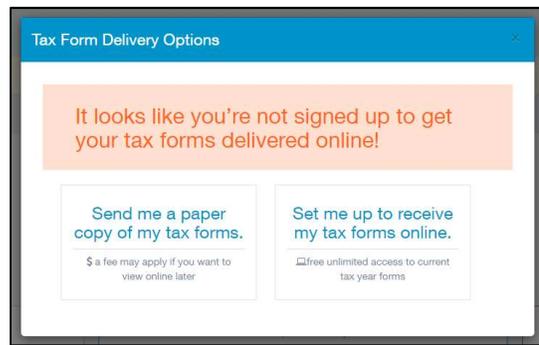
12. The system will now prompt you to choose to remember or not to remember this device. After choosing the appropriate option, click continue.

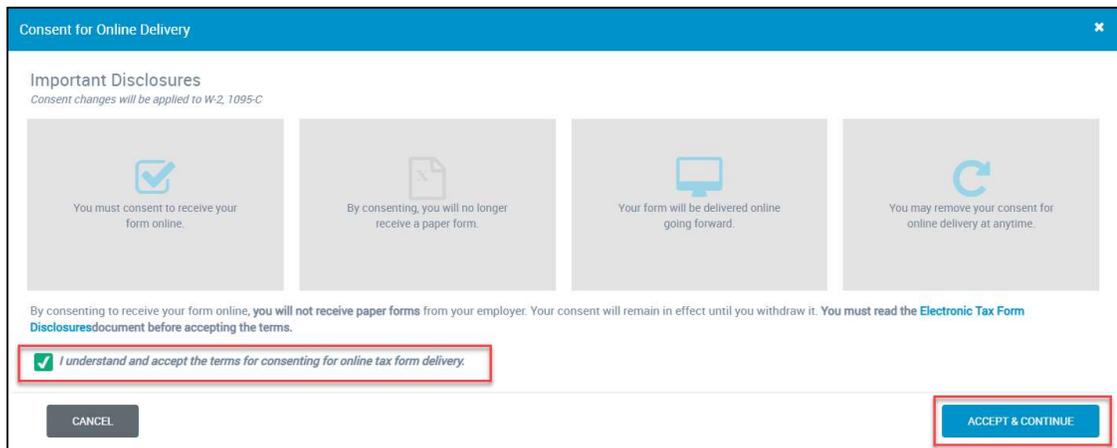
13. You now have successfully set up your account. Click continue.



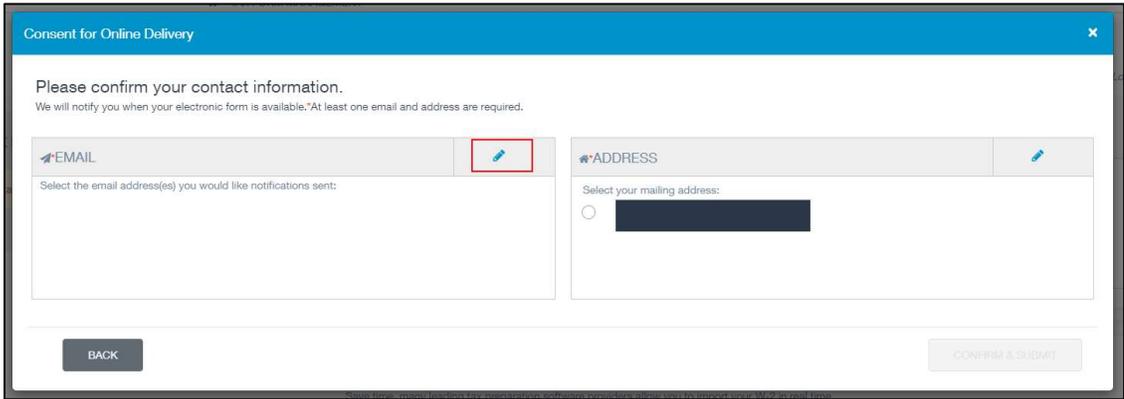
14. The system will ask you if you want to receive your tax forms online. This will allow you to view/print your W2 and 1095c forms as soon as they are posted rather than waiting for a paper copy to be mailed. This also allows you to come back and view/print the forms again later (if you lose them). This access continues even after you leave the University.



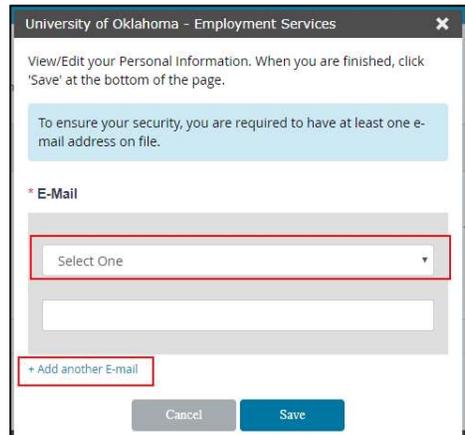
15. If you chose to receive your forms electronically (online), you will be prompted to accept the disclosures below. Click Accept & Continue.



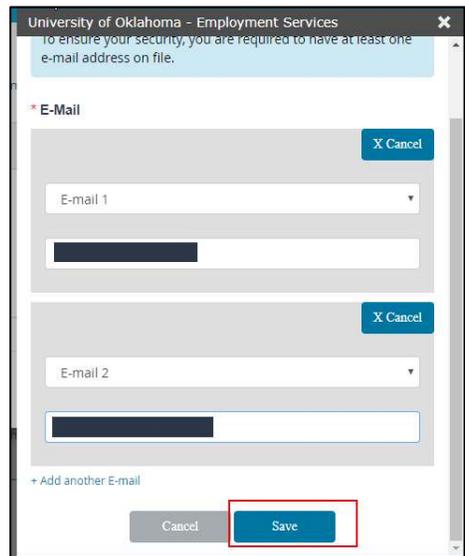
16. You will need to confirm your contact information for notification when your forms are available. You can click the edit pen to add E-Mail(s). You are required to have at least one email address on file.



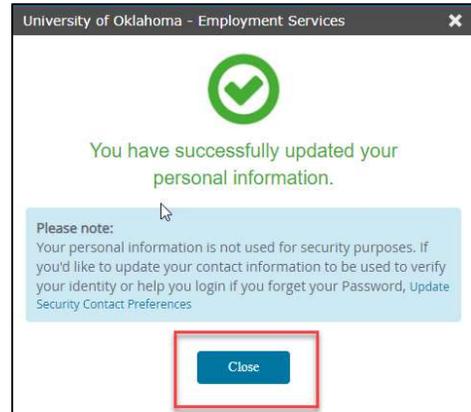
17. You can use the drop down to choose Email number, and you can add another email by clicking the + Add another Email.



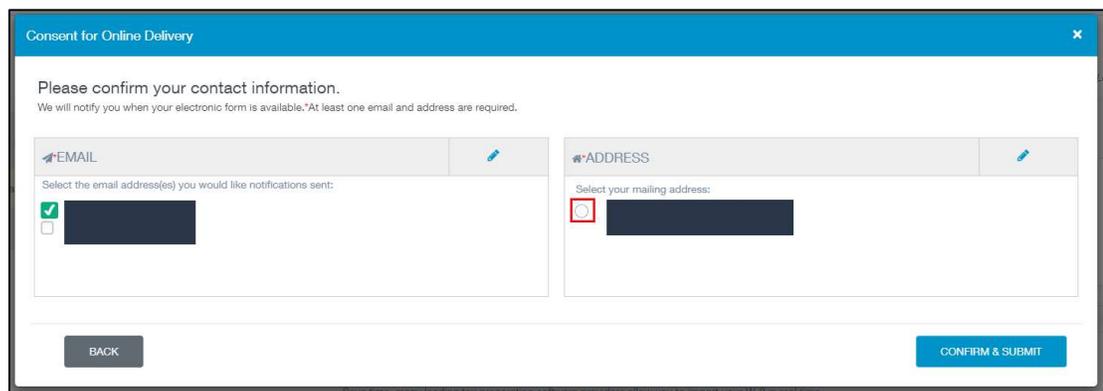
18. Once your email(s) have been entered, click Save.



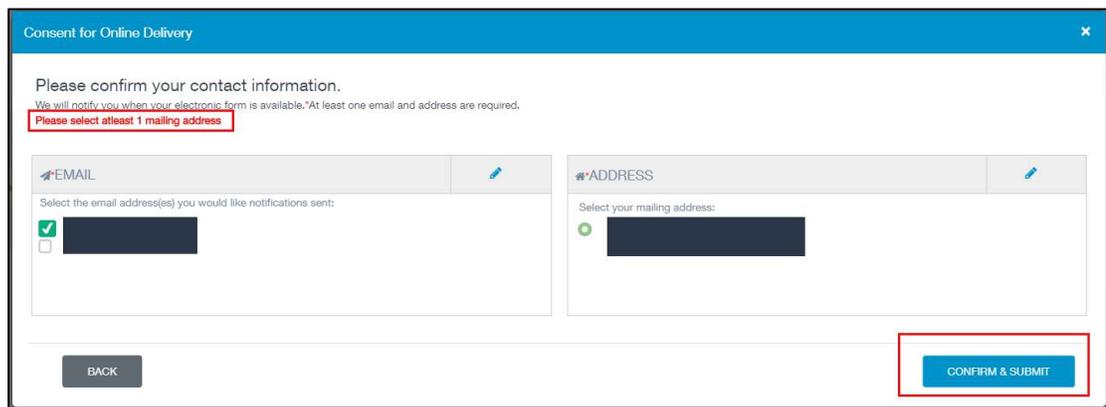
19. The following prompt appears click Close to proceed to the next step.



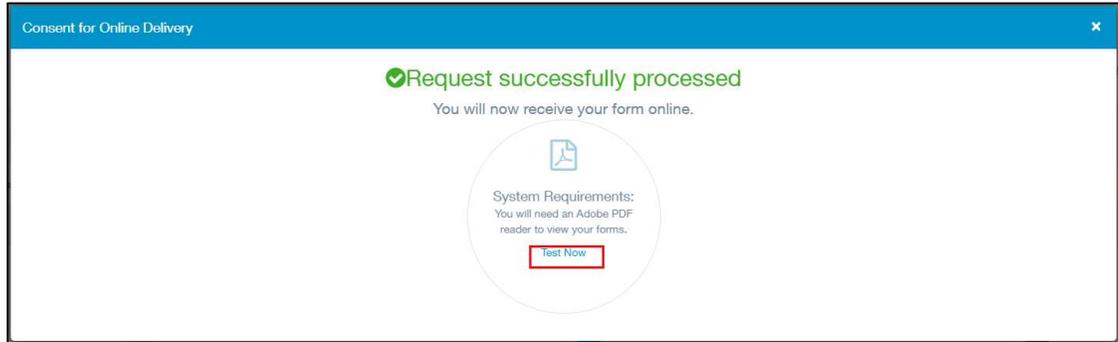
20. The system will then take you back to the Consent for Online Delivery screen. At least one address is required on file, click the address box of the address you wish to have on file.



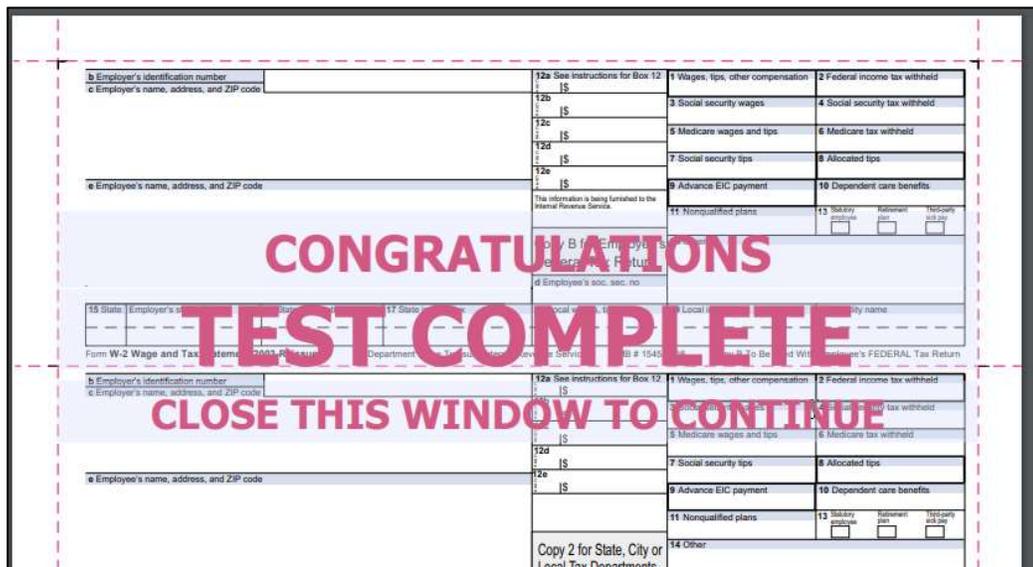
21. Once the address box is highlighted in green, click Confirm and Submit.



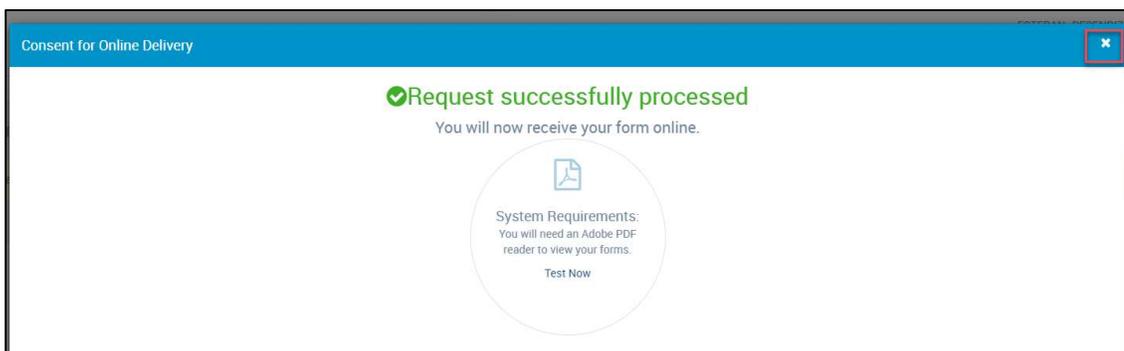
22. When your enrollment in electronic forms is complete you will receive this message. Click Test Now for System Requirements to ensure you have access to view your W2 and/or 1095c.



23. If your system passes the necessary requirements, this window will populate.



24. Close the following prompt and proceed to the next step.



25. You now have full access, this window will populate.

