

ELECTRONIC W2/1095C ENROLLMENT

1. Go to the mytaxform.com secure website.

https://www.mytaxform.com

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





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

	Espanol Franca
Welcome!	Please log in below.
Please enter your SSN and	DINE These informations is a substance of the
identify your account and encryption. User ID:	is protected by industry standard SSL
identify your account and encryption. User ID:	Register Now!



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

Continue >

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



	TAX FORM MANAGEMENT	2
University	of Oklahoma - Employment Services	×
	0 W 0 14	Espanol Francais
Let's ge	et started.	
Provide info	ormation below to register. Learn More	
	First Name *	
	1	
	Please enter first name.	
	Last Name *	
	SSN *	
	ex 123456789	۲
	Have	a SIN?
	Date of Birth *	
	mm/dd/yyyy	
	Continue >	
	Already have an account? Login	
	Terms and Conditions	

TAX FORM MANAGEMENT	
University of Oklahoma - Employment Services	×
	Espanol Francais
Thanks, now a bit more information	
Please provide your address. This information will be your account and help verify your identity. Learn More	used to establish
Country *	
United States	•
Home Address *	
	_
City *	
city	
State * Zip *	
Select •	
<back continue=""></back>	
Terms and Conditions	

ELECTRONIC W2/1095C ENROLLMENT



ELECTRONIC W2/1095C ENROLLMENT

University of Oklahoma - Employment Services

Personal Phone * Why?

Phone number required

How can we reach you?

More

TAX FORM MANAGEMENT

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

Espanol | Francais

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



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

Add Another
Email Address * Why?
< Back Continue > Terms and Conditions
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:
Send Code
None of these options work for me
IAX FURIVI IVIANAGEIVIENT
University of Oklahoma - Employment Services

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

Send Code

TAX TO HIM 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:
Send Code
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.

Continue >

If you didn't receive a passcode, then click 'Didn't receive a onetime passcode?' link.

Unive	ersity of Oklahoma - Employment Services
	The passcode was sent to *-****
	Didn't receive a one-time passcode?
	Continue >
	TAX FORM MANAGEMENT
11-1-1-1-1	
Unive	rsity of Oklanoma - Employment Services
Let's	create your personal User ID and Password.
For se used t Passv confin	curity, please create a personal User ID. Your new User ID will be or future access. Your personal User ID may not contain your word. After entering your personal User ID, click on Check Status to m your new User ID is available.
	* User ID

- 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.

ELECTRONIC W2/1095C ENROLLMENT

TAX FORM MANAGEMENT



- 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 <u>must</u> be 8 to 16 characters in length.
 - Password <u>must</u> 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 <u>cannot</u> contain a User ID.
 - d. Password <u>cannot</u> have 9 consecutive digits.
 - e. Password <u>cannot</u> repeat a character more than twice in a row.

 - g. Once the password is accepted, click the Save button.

Save >

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



	TAX FORM MANAGEMENT
University of	f Oklahoma - Employment Services
Let's creat	e your personal User ID and Password.
For security, p used for futur Password. Af confirm your	please create a personal User ID. Your new User ID will b e access. Your personal User ID may not contain your ter entering your personal User ID, click on Check Status new User ID is available.
	* User ID
	Edit User ID Check Status
	* New Password
	0
	* Confirm Password
	0
	`
	Same >
	Carte 2





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.

Tax Form Delivery Options		*
It looks like you're n your tax forms deliv	ot signed up to get ered online!	
Send me a paper copy of my tax forms.	Set me up to receive my tax forms online.	
\$ a fee may apply if you want to view online later	☐free unlimited access to current tax year forms	

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

Consent for Online Delivery			×
Important Disclosures Consent changes will be applied to W-2, 1095-C			
You must consent to receive your form online.	By consenting, you will no longer receive a paper form.	Your form will be delivered online going forward.	You may remove your consent for online delivery at anytime.
By consenting to receive your form online, you will Disclosuresdocument before accepting the terms I understand and accept the terms for conse	I not receive paper forms from your employer. Your o	ionsent will remain in effect until you withdraw it. Yo	u must read the Electronic Tax Form
CANCEL			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.

Consent for Online Delivery		×
Please confirm your contact information. We will notify you when your electronic form is available."At least one email and address are required.		Le
I ← EMAIL	# ADDRESS	1
Select the email address(es) you would like notifications sent:	Select your mailing address:	
BACK		СОННИМ & SUBMIT

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.

University of Oklahoma - Employment Services
View/Edit your Personal Information. When you are finished, click 'Save' at the bottom of the page.
To ensure your security, you are required to have at least one e- mail address on file.
* E-Mail
Select One 🔻
+ Add another E-mail

e-mail address on file.	e at least one
* E-Mail	
	X Cancel
E-mail 1	٠
	X Cancel
E-mail 2	*
+ Add another E-mail	
Cancel 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.

Consent for Online Delivery			×
Please confirm your contact informat We will notify you when your electronic form is available. ³ A	On. t least one email and address are required.		
⊿ •EMAIL	1	*ADDRESS	1
Select the email address(es) you would like notifications a	ent:	Select your mailing address:	
BACK			CONFIRM & SUBMIT

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

Consent for Online Delivery			×
Please confirm your contact information. We will notify you when your electronic form is available."At least one em Please select atleast 1 mailing address	all and address are required.		
-MAIL	1	#*ADDRESS	1
Select the email address(es) you would like notifications sent:		Select your mailing address:	
ВАСК			CONFIRM & 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.

Consent for Online Delivery	×
Crequest successfully processed You will now receive your form online.	

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

o chiptoyer's identification number	12a See instructions for Box 12	2 1 Wages, tips, other compensation	2 Federal income tax withheid
e Employer's name, acontess, and ZIP code	12b	3 Social security wages	4 Social security tax withheld
	12c i \$	5 Medicare wages and tips	6 Medicare tax withheid
	12d 5 \$	7 Social security tips	8 Allocated tips
e Employee's name, address, and ZIP code		9 Advance EIC payment	10 Dependent care benefits
	Internal Revenue Service.	11 Nonqualified plans	13 Set try Reference Third-party set party
15 State Employer's state and Tax Statem 2003 Rescue Department Con		Local II	sty name
b Employer's identification number	12a Sen instructions for Box 12	2 1 Wages, tips, other compensation	2 Federal income tax withheld
CLOSE THIS WI	NDOW TO	S Medicare wages and tips	6 Medicare tax withheld
	12d ! [\$	7 Social security tips	8 Allocated tips
	12e		

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





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

		A TAX FORM MANAGEMENT	Läst Logged In: 11/12/2021 09:51 AM		
MENU	RECENT TAX FORMS				
	Ready to file your taxes? With just a few clicks, you can take advantage of special financial offers from our tax prep partners listed below. Click here for more info regarding your W2 import code as all of these providers allow you to import your data, saving you time and reducing errors.				
	Easily import your W-2 & save up to \$15 turbotax.	H&R BLOCK Save 20%	Save 25% TaxAct when you file with TaxAct. Claim offer		