

## 2021 W-2 (Wage and Tax Statement) Advisory

The following is important information concerning your 2021 W-2. If you have any questions, please contact your agency payroll office.

To consent to receive your W-2 online, use the following instructions:

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- Visit <https://hrsystems.azdoa.gov/>, click the “YES Portal” login, enter your **EIN** and **Password**, click “**Sign in**”
  - On the left menu, click “**Your Employee Services**”, click “**Pay**”, then click “**Pay Documents**”. If prompted, enter your **EIN** and **Password**, click “**Login**”
  - On the left menu, click “**Authorization Required**”.
    - If you do not see this option and instead see “**Authorized**”, STOP, you have already provided consent and do not need to do it again. To view your W-2, click “**My W2**”. You’re done!
  - You must print a test first, so click “**Print Test**”
  - Select “**sample Tax Document in PDF format**” that is underlined and print it,
    - If your sample PDF appeared in a new window, close it.
    - If your sample PDF appeared in the current website window, on the left menu, click “**view sample Tax Document in PDF format**”.
  - If you have successfully printed, select “**Yes**”
    - If you were unable to view the PDF, you can install Adobe Reader by clicking the “**Download Adobe Reader**” link. Once installed, go back to Step 3.
  - At the bottom of the consent document that appears, select the “**I Agree**” button
  - If you have a work e-mail, it will default as a primary e-mail address.
    - If this e-mail address is incorrect, contact your Agency Human Resources Office to have it corrected.
  - If you have a personal e-mail address, you can enter it as a secondary e-mail address.
    - Having at least one e-mail address (either work or personal) is required.
  - The e-mail address(es) will be used to notify you that your W-2 is available on the YES website. Click “**Submit**”
  - No website message will appear, but you will receive a confirmation e-mail.
  - If your W-2 has been posted, to view it, click “**My W2s**” on the left menu. You’re done!
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### Online W-2s

Employees who have consented to receive their W-2 online will have access up to 3 weeks earlier than those who receive their W-2 by mail. Once you have consented, it is not necessary to consent again, since your consent is effective until you revoke it. An e-mail will be sent to you to notify you as soon as your W-2 is available online. Your W-2 will not be e-mailed. If your e-mail address has changed, please login similar to the consent instructions above and select “Change Secondary E-mail.”

### Paper W-2 Mailing

Employees who have not consented to receive their W-2 electronically will be mailed their 2021 W-2 by January 31, 2022. Please ensure your mailing address in YES is accurate. Mailing addresses in YES as of **Tuesday, December 30, 2021 at 2:00 PM** will be used for the mailing. Any duplicate W-2s that are needed will be available via the YES website (<https://hrsystems.azdoa.gov/>) starting **February 1, 2022**.

W-2s for prior years (2006-2020) are also available via YES at (<https://hrsystems.azdoa.gov/>).