



DENVER PUBLIC SCHOOLS

Enroll in W2 and 1095-C Electronic Delivery

Provided you are an active employee in DPS, you have the ability to receive your W2 and 1095-C Year End Statements electronically.

You will be notified through E-Mail when your W2 and 1095-C are available to view and/or print from a district computer within a district building. Once enrolled, no paper forms will be mailed to you. You can revoke your authorization for future years.

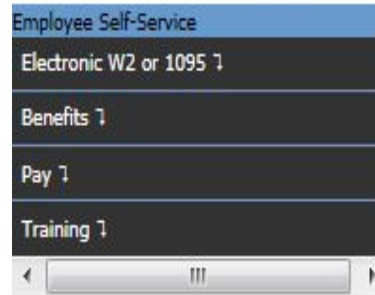
1095-C and W2 Electronic Delivery Enrollment

Step 1: Using Internet Explorer from a district computer within a district building, type in the following path in the address field:

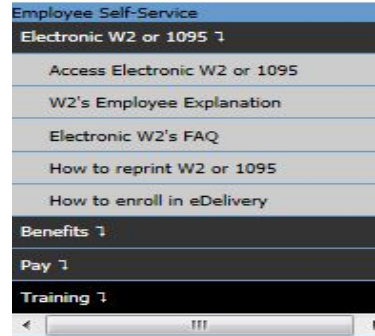
<https://employeeinfo.dpsk12.org> - Enter your assigned User Name and Password for the Employee Self-Service/Lawson Portal where it says [Click here to access Pay, Benefits, Leave Balances, W2s, 1095-Cs and Training.](#)

If you do not have an Outlook email login OR have forgotten your password, please contact the DoTS Hotline at 720-423-3888 or email the Hotline at DoTS_Hotline@dpsk12.org

Step 2: Click on “Electronic W2 and 1095” at the top, left-hand corner of the page:



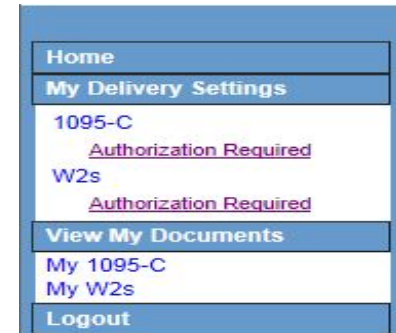
Step 3: Click “Access Electronic W2 or 1095”:



Step 4: If prompted, enter your username and password at the Document Self Service Page:



Step 5: Click “Authorization Required” under 1095-C and/or W2:

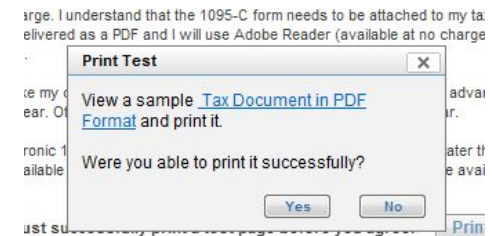


Step 6: Read the authorization and click on “Test Print”:



Step 7: Click on “View a sample Tax Document in PDF Format” and print it:

A sample 1095-C or W2 will pop up in a separate screen and after you are able to print the sample document, click “Yes”.



Step 8: Once the sample form prints, click “I Agree”:

My Delivery Settings - Tax Document - Authorization

I wish to receive my 1095-C electronically via the Company Self-Service Web Site. I understand that I could receive my 1095-C form as a printed document at no charge. I understand that the 1095-C form needs to be attached to my tax returns, and I need to print my 1095-C. My 1095-C will be delivered as a PDF and I will use Adobe Reader (available at no charge) to print it. I was able to print the sample 1095-C successfully.

I understand that I may revoke my consent to receive my 1095-C electronically with 30 days advance notice anytime through December 1 of the current year. Otherwise, my consent will carry forward from year to year.

It is anticipated that the electronic 1095-Cs will be available by January 15th, but in no case later than January 31. I will be notified via email when my 1095-C is available on line. Once published to Self-Service, my 1095-C will be available for re-print through October 15th.

You must successfully print a test page before you agree.

Step 9: Enter a secondary email address, select yes, and click “Submit”:

My Delivery Settings [Home > My Delivery Settings](#)

1095-C | W2s

Please choose your delivery options for your 1095-C documents.

You will receive emails at your primary email address: as well as your secondary email address:

Authorization Started - clicking Submit completes your authorization

Yes	No	Web Delivery
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Deliver my 1095-C document(s) via web access.
Settings controlled by your system administrator dictate whether you will receive an email notification when information is available via the web.

Step 10: Once your electronic authorization is confirmed, you will see a green checkmark next to “Authorized” under the form you completed in the left hand side of the screen.

Home

My Delivery Settings

1095-C

Authorized

W2s

Authorized

Authorization Required

View My Documents

My 1095-C

My W2s

Logout

Step 11: To enroll in electronic W2, follow the steps above. Click on “Authorization Required” under W2s:

Home

My Delivery Settings

1095-C

Authorized

W2s

Authorization Required

View My Documents

My 1095-C

My W2s

Logout

Step 12: Read the authorization and click on “Test Print”:

My Delivery Settings - Tax Document - Authorization

I wish to receive my W-2 electronically via the Company Self-Service Web Site. I understand that I could receive my W-2 form as a printed document at no charge. I understand that the W-2 form needs to be attached to my tax returns, and I need to print my W-2. My W-2 will be delivered as a PDF and I will use Adobe Reader (available at no charge) to print it. I was able to print the sample W-2 successfully.

I understand that I may revoke my consent to receive my W-2 electronically with 30 days advance notice anytime through December 1 of the current year. Otherwise, my consent will carry forward from year to year.

It is anticipated that the electronic W-2s will be available by January 15th, but in no case later than January 31. I will be notified via email when my W-2 is available on line. Once published to Self-Service, my W-2 will be available for re-print through October 15th.

You must successfully print a test page before you agree.

Step 13: Click on “View a sample Tax Document in PDF Format” and print it:

A sample W2 will pop up in a separate screen and after you are able to print the sample document, click “Yes”.

my W-2 electronically via the Company Self-Service Web Site. I understand that I could receive my W-2 form as a printed document at no charge. I understand that the W-2 form needs to be attached to my tax returns, and I need to print my W-2. My W-2 will be delivered as a PDF and I will use Adobe Reader (available at no charge) to print it. I was able to print the sample W-2 successfully.

I understand that I may revoke my consent to receive my W-2 electronically with 30 days advance notice anytime through December 1 of the current year. Otherwise, my consent will carry forward from year to year.

It is anticipated that the electronic W-2s will be available by January 15th, but in no case later than January 31. I will be notified via email when my W-2 is available on line. Once published to Self-Service, my W-2 will be available for re-print through October 15th.

You must successfully print a test page before you agree.

Print Test

View a sample Tax Document in PDF Format and print it.

Were you able to print it successfully?

Step 14: Once the sample form prints, click “I Agree”:

My Delivery Settings - Tax Document - Authorization

I wish to receive my W-2 electronically via the Company Self-Service Web Site. I understand that I could receive my W-2 form as a printed document at no charge. I understand that the W-2 form needs to be attached to my tax returns, and I need to print my W-2. My W-2 will be delivered as a PDF and I will use Adobe Reader (available at no charge) to print it. I was able to print the sample W-2 successfully.

I understand that I may revoke my consent to receive my W-2 electronically with 30 days advance notice anytime through December 1 of the current year. Otherwise, my consent will carry forward from year to year.

It is anticipated that the electronic W-2s will be available by January 15th, but in no case later than January 31. I will be notified via email when my W-2 is available on line. Once published to Self-Service, my W-2 will be available for re-print through October 15th.

You must successfully print a test page before you agree.

Step 15: Enter a secondary email address, select yes, and click submit:

My Delivery Settings [Home > My Delivery Settings](#)

1095-C | W2s

Please choose your delivery options for your W2s documents.

You will receive emails at your primary email address: as well as your secondary email address:

Authorization Started - clicking Submit completes your authorization

Yes	No	Web Delivery
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Deliver my W2s document(s) via web access.
Settings controlled by your system administrator dictate whether you will receive an email notification when information is available via the web.

Step 16: Once your electronic authorization is confirmed, you will see a green checkmark next to “Authorized” under W2 on the left hand side of the screen.

Home

My Delivery Settings

1095-C

Authorized

W2s

Authorized

View My Documents

My 1095-C

My W2s

Logout

Step 17: Congratulations! You are enrolled in electronic delivery and can click “Logout”.