



**Los Angeles County
Office of Education**



Get your W-2 Faster with BEST!

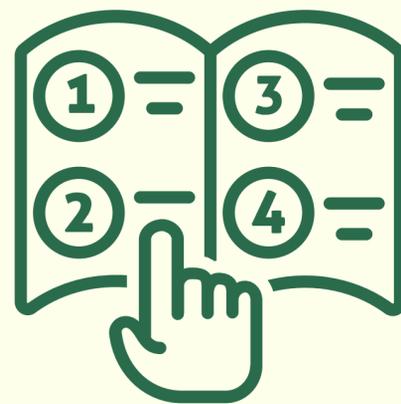
Sign up for electronic delivery of W-2s!

Q. How do I sign up for electronic delivery of my W-2?

A. Log in to Employee Self-Service (ESS), and consent to electronic delivery!

Instruction Video and Guide

Click the images below to access instructions.



Deadline to sign up for Electronic Delivery is Tuesday, December 31, 2024!

How do I log in to ESS?



[Welcome to ESS Video](https://connect.lacoe.edu/esswelcome)
<https://connect.lacoe.edu/esswelcome>



<https://bestportal.lacoe.edu>

Revised: September 30, 2024



IRS Form W-2: Electronic Delivery

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](#)

If you have questions or require any further assistance, regarding your W-2 or any other information displayed in Employee Self-Service, please contact your District/Agency Payroll Department.



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](#)

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

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

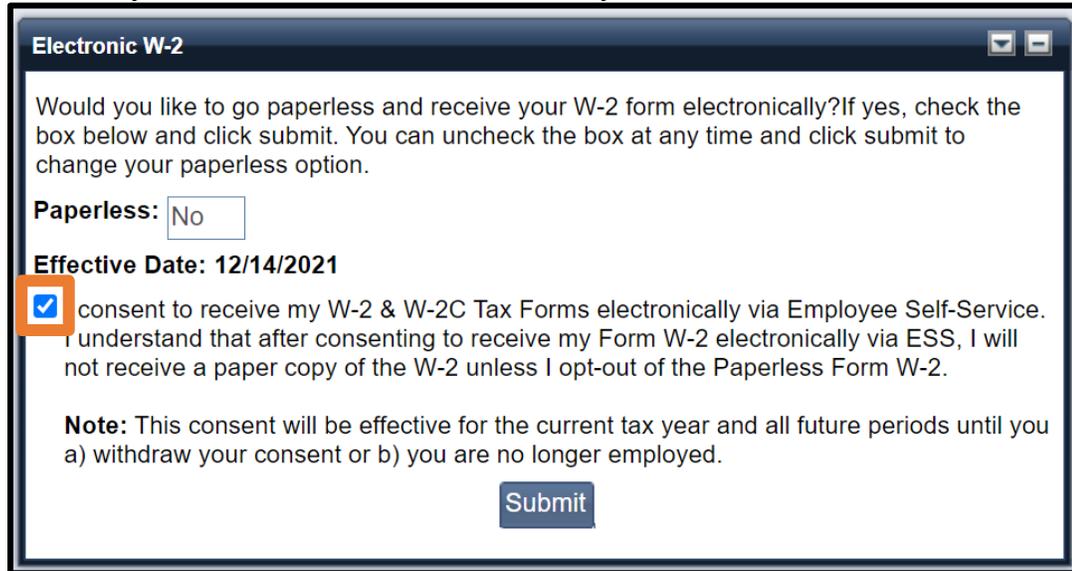


B. Find the **Electronic W-2** widget in the bottom right Corner.



Business Advantage System – Employee Self-Service (ESS) IRS Form W-2: Electronic Delivery

C. 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.

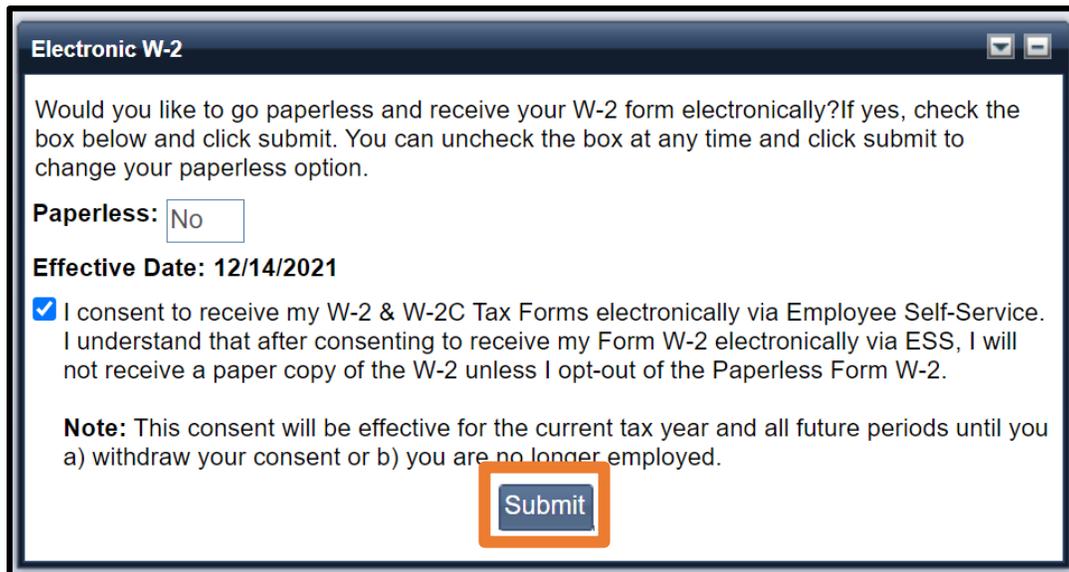
Paperless:

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.

D. 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.

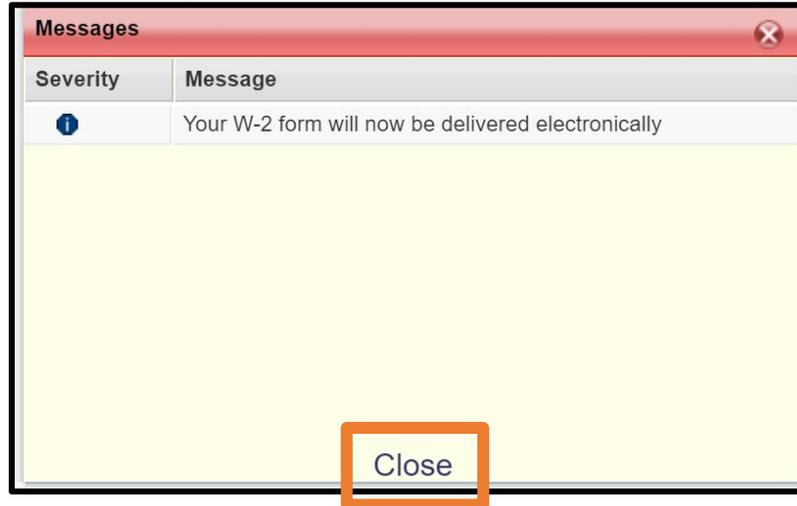
Paperless:

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.

E. 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.

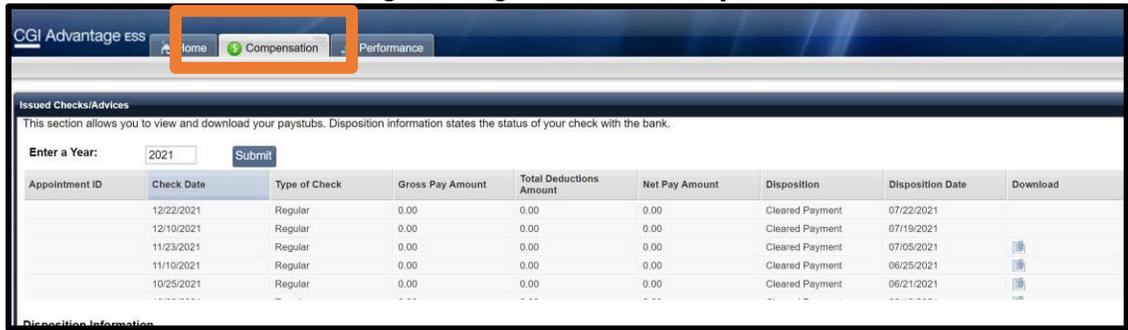


[Return to Top](#)

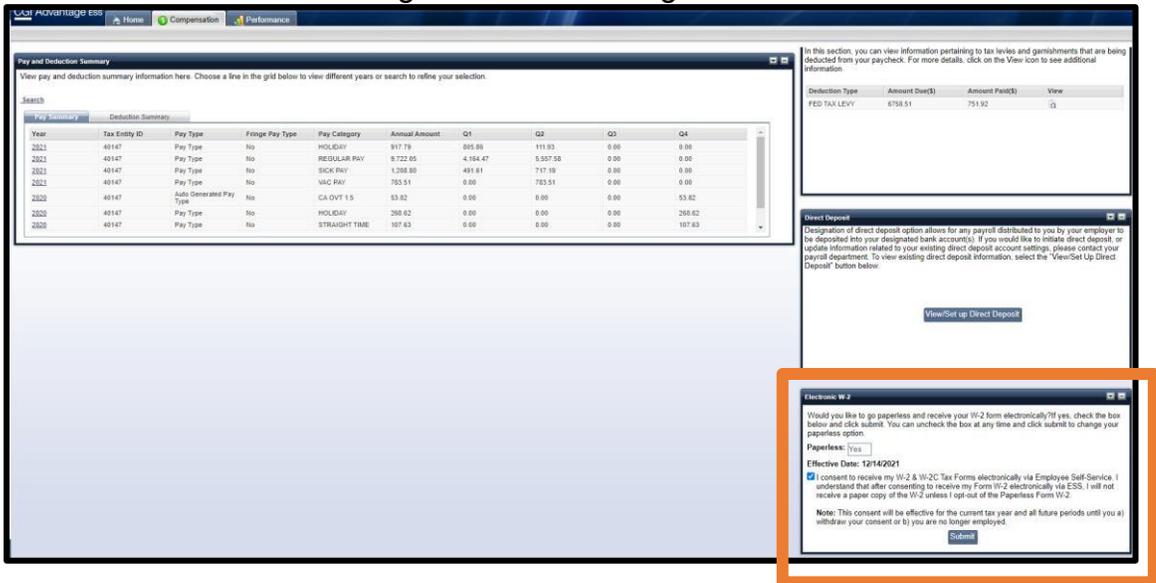
Step 3: Remove consent to receive IRS Form W-2 electronically

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.

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

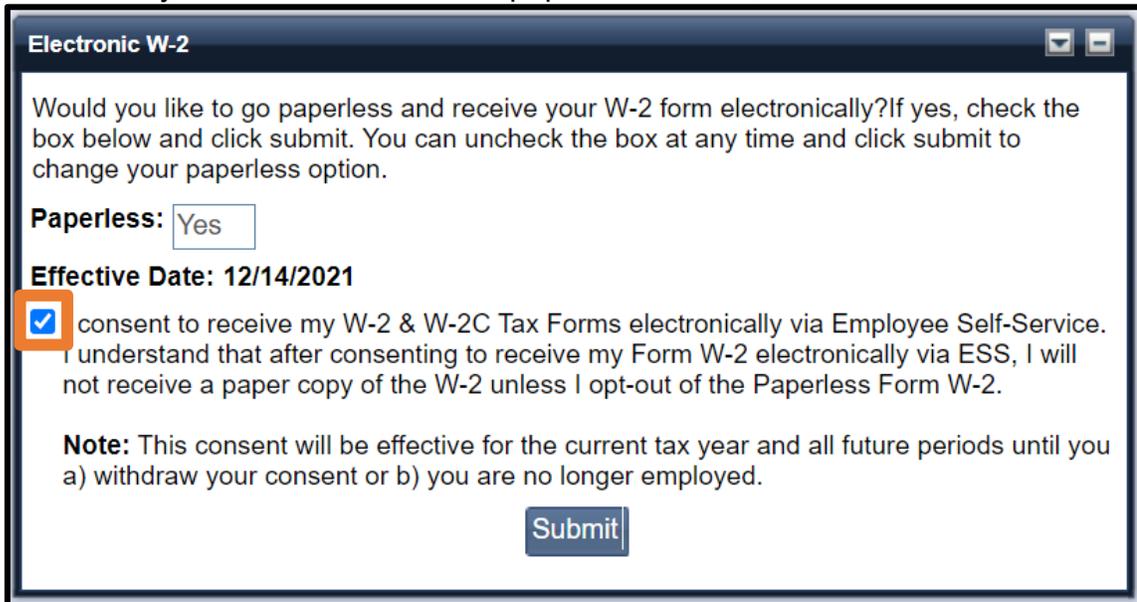


B. Find the **Electronic W-2** widget in the bottom right Corner.



IRS Form W-2: Electronic Delivery

C. To receive your IRS FORM W-2 via paper distribution, unclick 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.

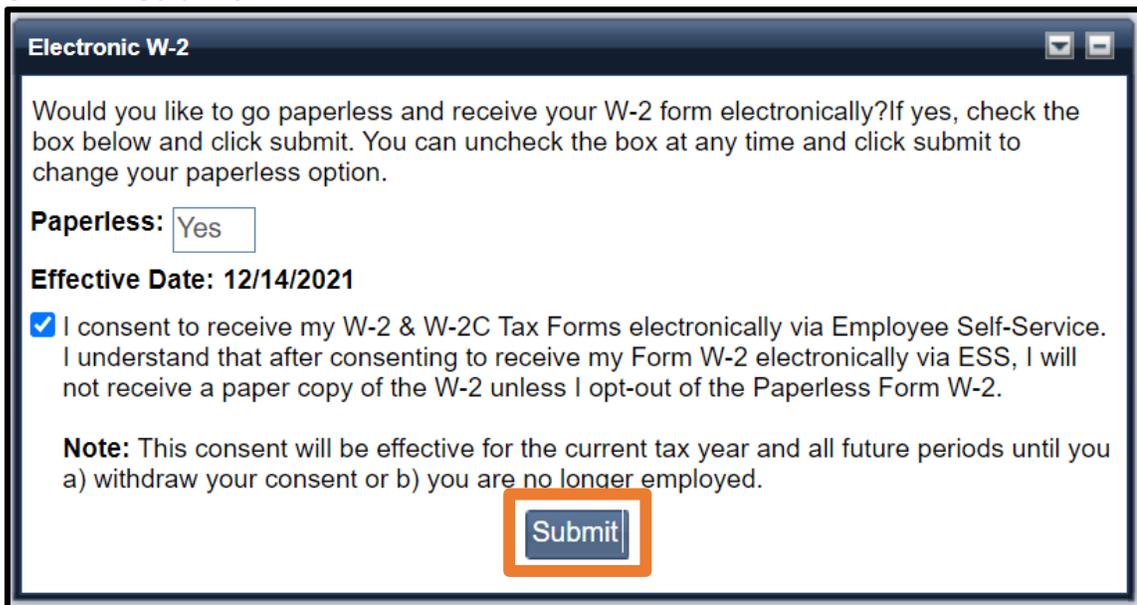
Paperless: Yes

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.

D. 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.

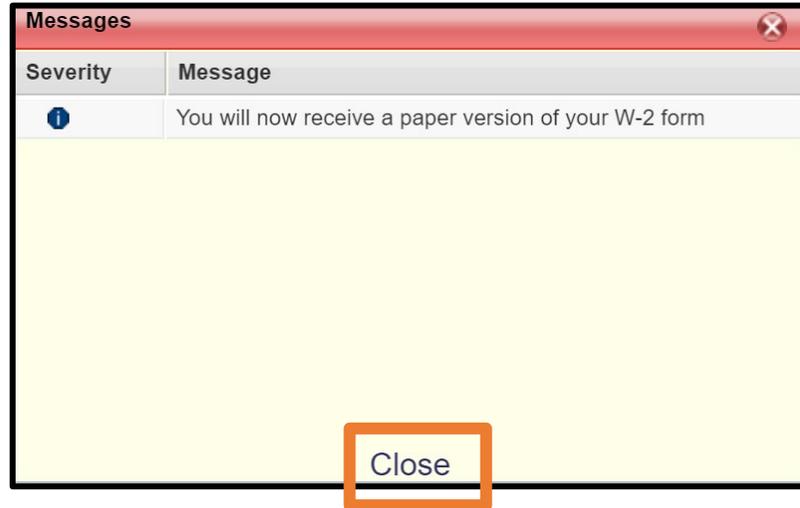
Paperless: Yes

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.

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



[Return to Top](#)