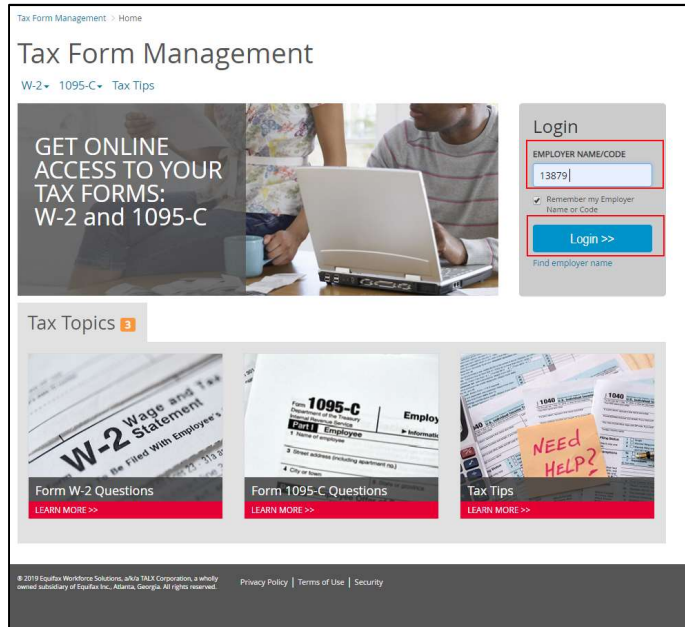
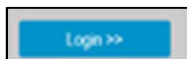


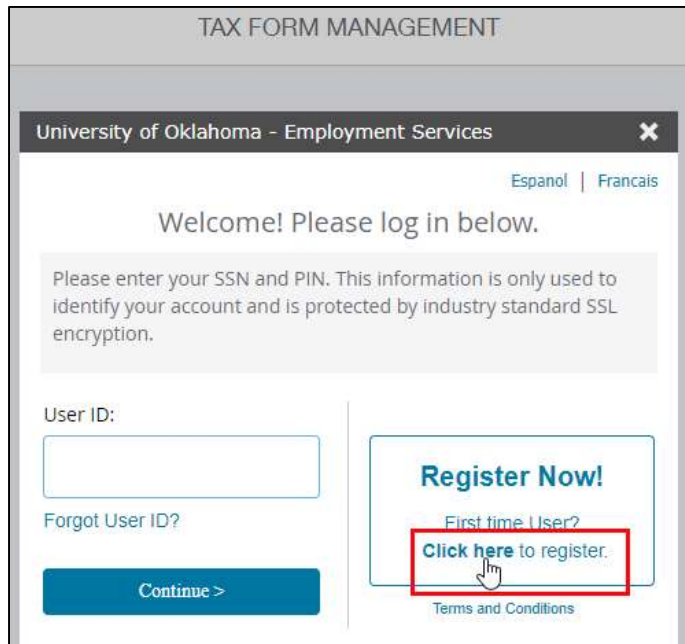
1. Go to the mytaxform.com secure website.

 <https://www.mytaxform.com>

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

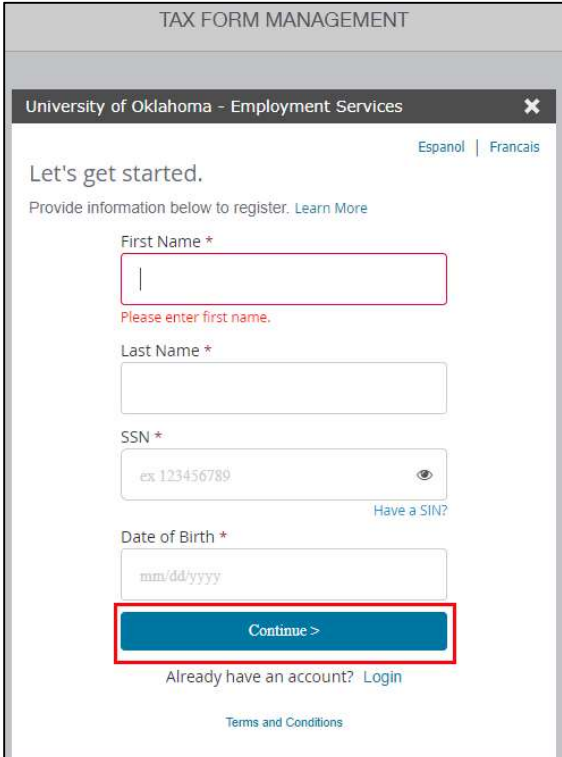
A screenshot of the Tax Form Management website. The header shows "Tax Form Management" with a breadcrumb "W-2 > 1095-C > Tax Tips". A large banner says "GET ONLINE ACCESS TO YOUR TAX FORMS: W-2 and 1095-C". To the right is a login section with a red box around the "EMPLOYER NAME/CODE" field containing "13879", a checked "Remember my Employer Name or Code" box, and a "Login >>" button. Below the banner are "Tax Topics" with three cards: "Form W-2 Questions", "Form 1095-C Questions", and "Tax Tips", each with a "LEARN MORE >>" link. The footer contains copyright information and links for "Privacy Policy", "Terms of Use", and "Security".

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

A screenshot of the Tax Form Management registration page. The header says "TAX FORM MANAGEMENT". Below is a banner for "University of Oklahoma - Employment Services" with "Espanol" and "Francais" links. The main text says "Welcome! Please log in below." and "Please enter your SSN and PIN. This information is only used to identify your account and is protected by industry standard SSL encryption." There is a "User ID:" field with a "Forgot User ID?" link and a "Continue >" button. To the right is a "Register Now!" section with a red box around the "First time User? Click here to register." link, which has a hand cursor icon over it. A "Terms and Conditions" link is at the bottom.

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

[Continue >](#)



TAX FORM MANAGEMENT

University of Oklahoma - Employment Services ✕

[Español](#) | [Français](#)

Let's get started.

Provide information below to register. [Learn More](#)

First Name *

Please enter first name.

Last Name *

SSN *

ex 123456789 👁

Have a SIN?

Date of Birth *

mm/dd/yyyy

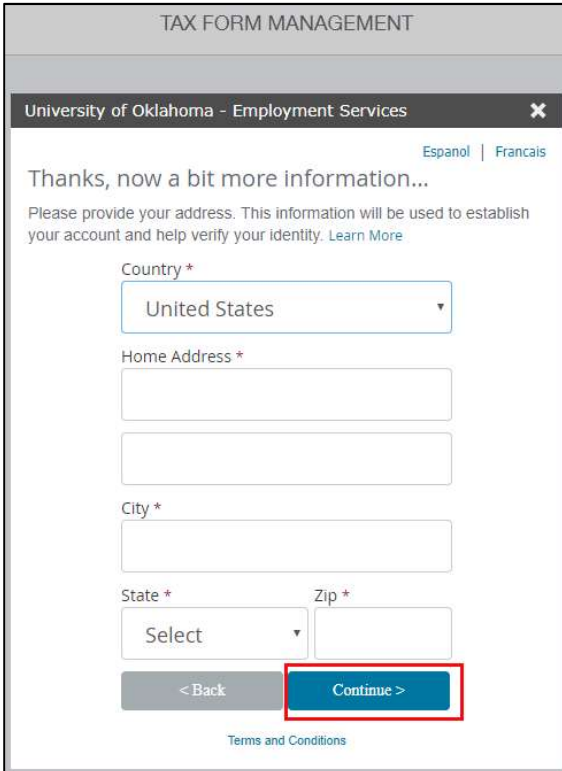
[Continue >](#)

Already have an account? [Login](#)

[Terms and Conditions](#)

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

[Continue >](#)



TAX FORM MANAGEMENT

University of Oklahoma - Employment Services ✕

[Español](#) | [Français](#)

Thanks, now a bit more information...

Please provide your address. This information will be used to establish your account and help verify your identity. [Learn More](#)

Country *

United States ▼

Home Address *

City *

State * Zip *

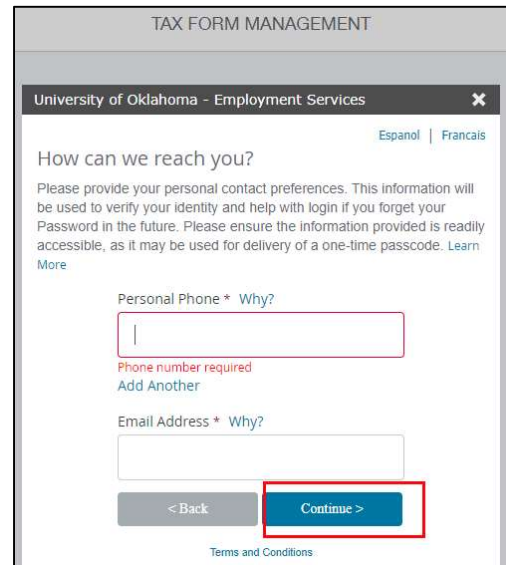
Select ▼

< Back

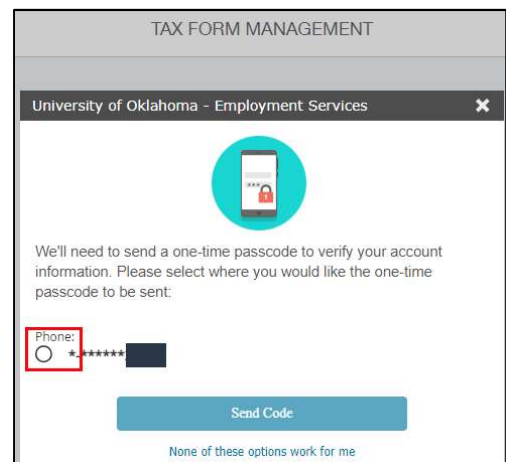
[Continue >](#)

[Terms and Conditions](#)

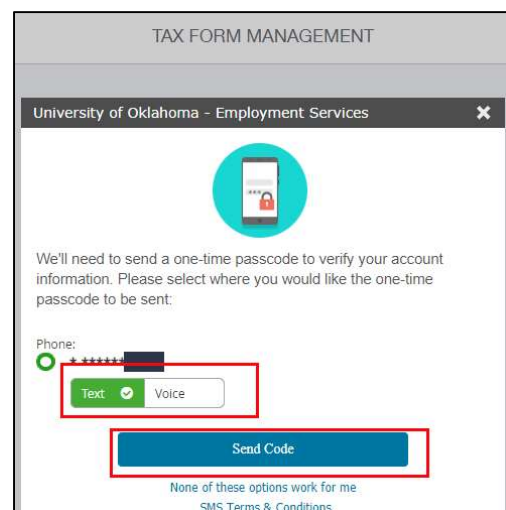
6. You will be prompted to complete Personal Phone and Email Address. Click continue.



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



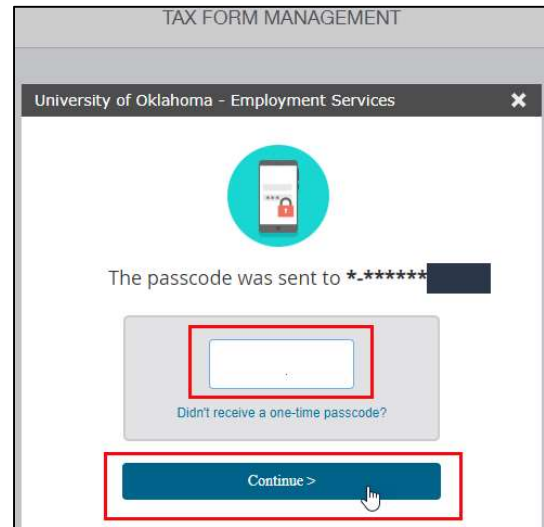
8. Select the Text or Voice option by clicking over the prompt. Then, click Send Code.



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.

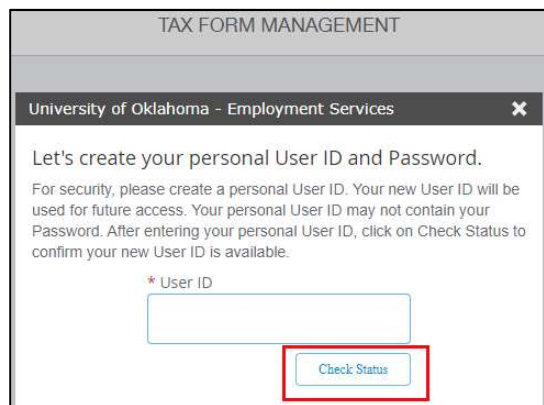


If you didn't receive a passcode, then click 'Didn't receive a one-time passcode?' link.

The screenshot shows a web interface titled "TAX FORM MANAGEMENT" with a sub-header "University of Oklahoma - Employment Services". It features a teal circular icon with a smartphone and a lock. Below this, it says "The passcode was sent to *-*****". There is a text input field for the passcode, a link "Didn't receive a one-time passcode?", and a blue "Continue >" button. Red boxes highlight the passcode input field and the "Continue >" button.

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.

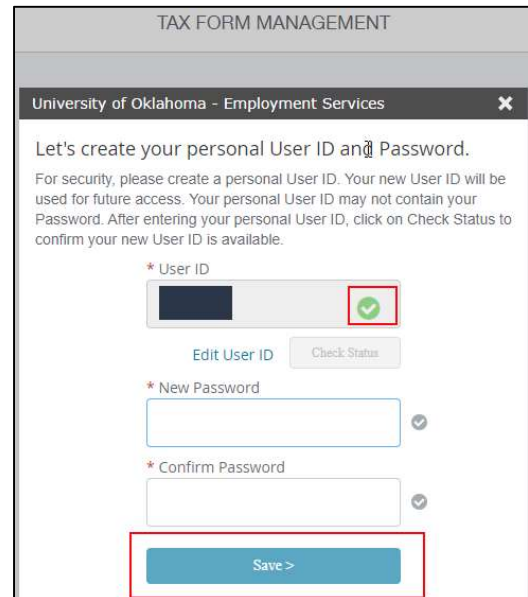
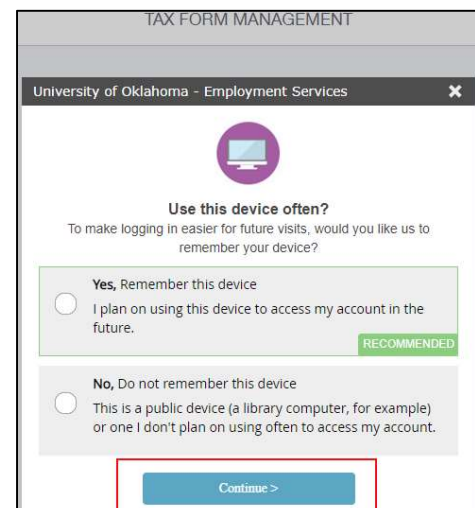
The screenshot shows a web interface titled "TAX FORM MANAGEMENT" with a sub-header "University of Oklahoma - Employment Services". It says "Let's create your personal User ID and Password." followed by instructions: "For security, please create a personal User ID. Your new User ID will be used for future access. Your personal User ID may not contain your Password. After entering your personal User ID, click on Check Status to confirm your new User ID is available." There is a text input field for the User ID and a blue "Check Status" button. Red boxes highlight the "Check Status" button.

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.

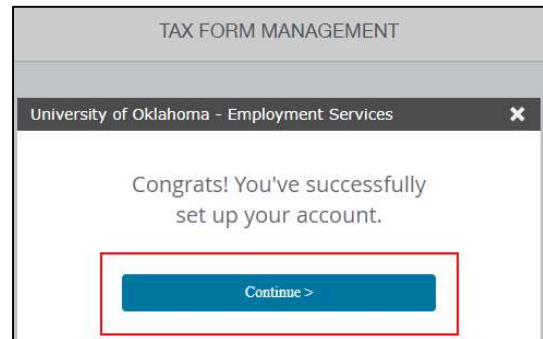
- a. Password **must** be 8 to 16 characters in length.
- b. Password **must** have at least 3 of 4 categories:
 - i. Lowercase characters (a-z)
 - ii. Uppercase characters (A-Z)
 - iii. Digits (0-9)
 - iv. Non-alphanumeric (!,\$,#,% etc.)
- c. Password **cannot** contain a User ID.
- d. Password **cannot** 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.



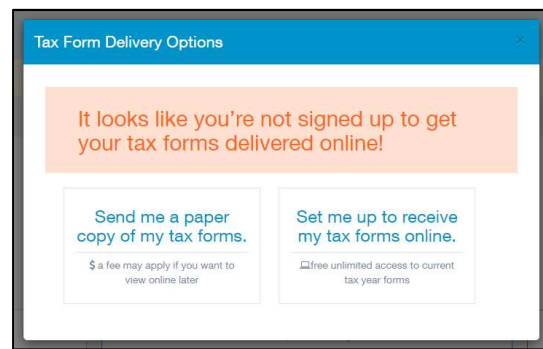
12. The system will now prompt you to choose to remember or not to remember this device. After choosing the appropriate option, click continue.

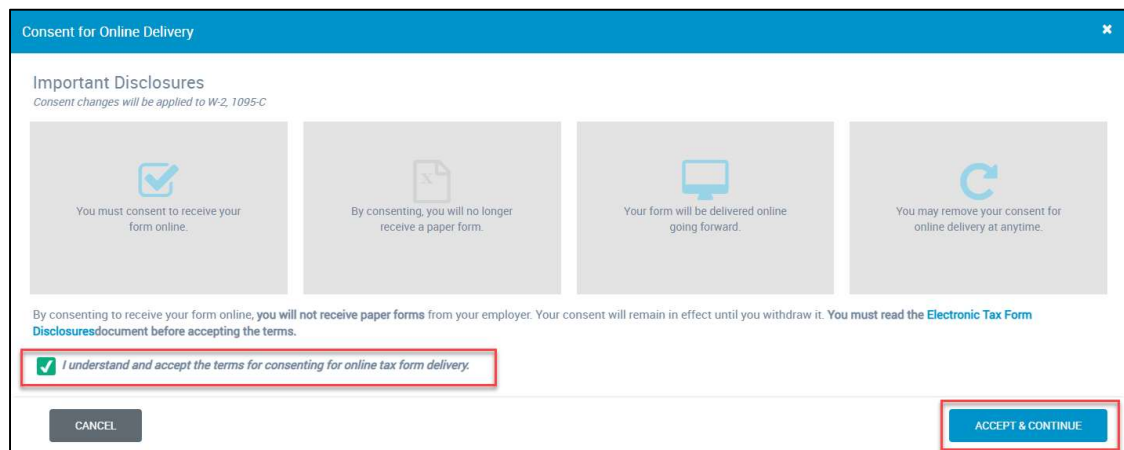
13. You now have successfully set up your account. Click continue.



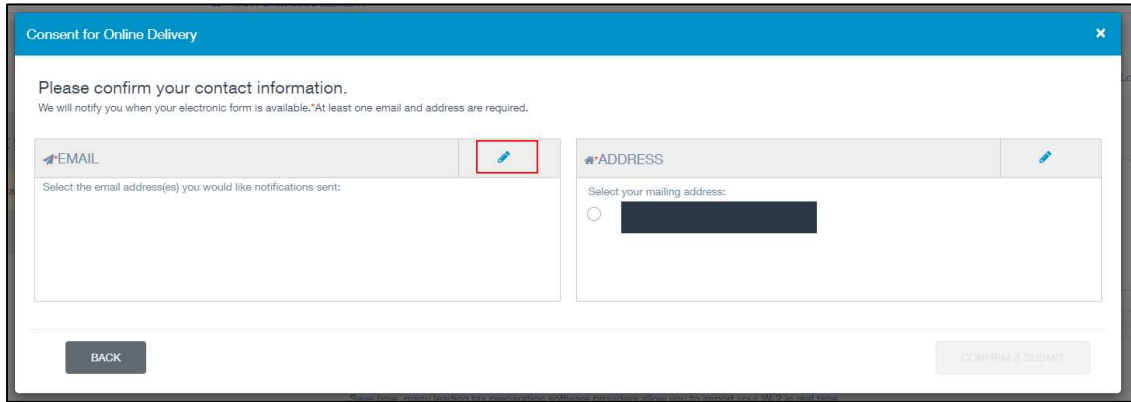
14. The system will ask you if you want to receive your tax forms online. This will allow you to view/print your W2 and 1095c forms as soon as they are posted rather than waiting for a paper copy to be mailed. This also allows you to come back and view/print the forms again later (if you lose them).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



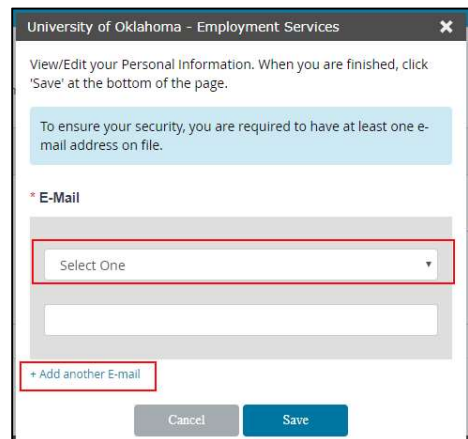
15. If you chose to receive your forms electronically (online), you will be prompted to accept the disclosures below. Click Accept & Continue.

A screenshot of a "Consent for Online Delivery" window. It has a blue header with the title and a close button. Below is a section titled "Important Disclosures" with a note "Consent changes will be applied to W-2, 1095-C". There are four disclosure boxes: 1) "You must consent to receive your form online." with a checkmark icon; 2) "By consenting, you will no longer receive a paper form." with a document icon; 3) "Your form will be delivered online going forward." with a computer monitor icon; 4) "You may remove your consent for online delivery at anytime." with a refresh icon. Below these is a paragraph: "By consenting to receive your form online, you will not receive paper forms from your employer. Your consent will remain in effect until you withdraw it. You must read the [Electronic Tax Form Disclosures](#) document before accepting the terms." At the bottom, there is a checkbox with a green checkmark and the text "I understand and accept the terms for consenting for online tax form delivery." highlighted with a red rectangle. To the left is a "CANCEL" button, and to the right is an "ACCEPT & CONTINUE" button highlighted with a red rectangle.

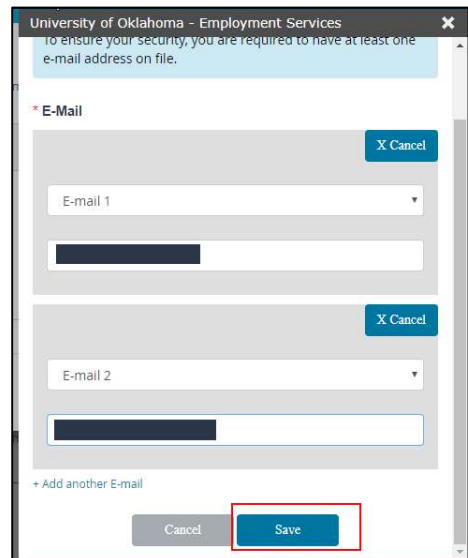
16. You will need to confirm your contact information for notification when your forms are available. You can click the edit pen to add E-Mail(s). You are required to have at least one email address on file.



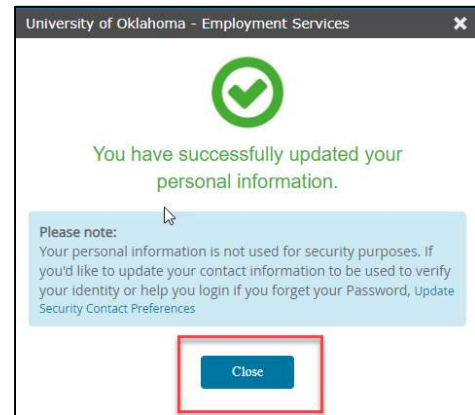
17. You can use the drop down to choose Email number, and you can add another email by clicking the + Add another Email.



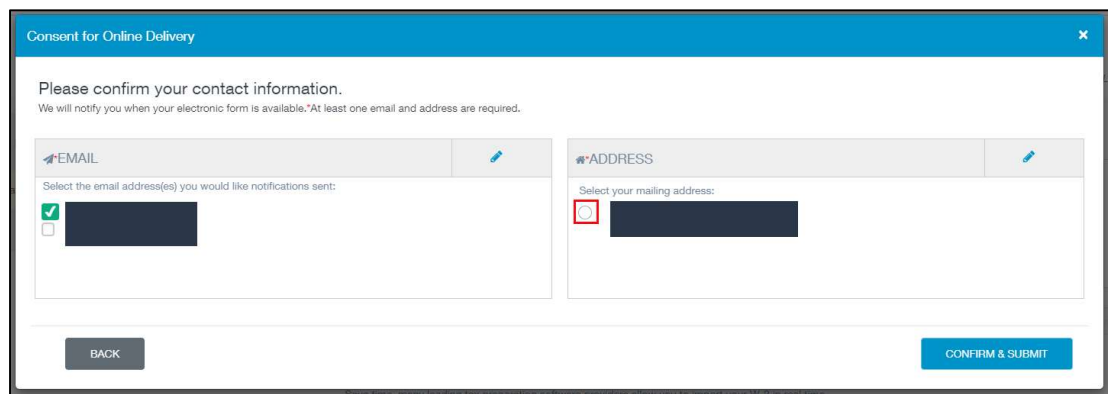
18. Once your email(s) have been entered, click Save.



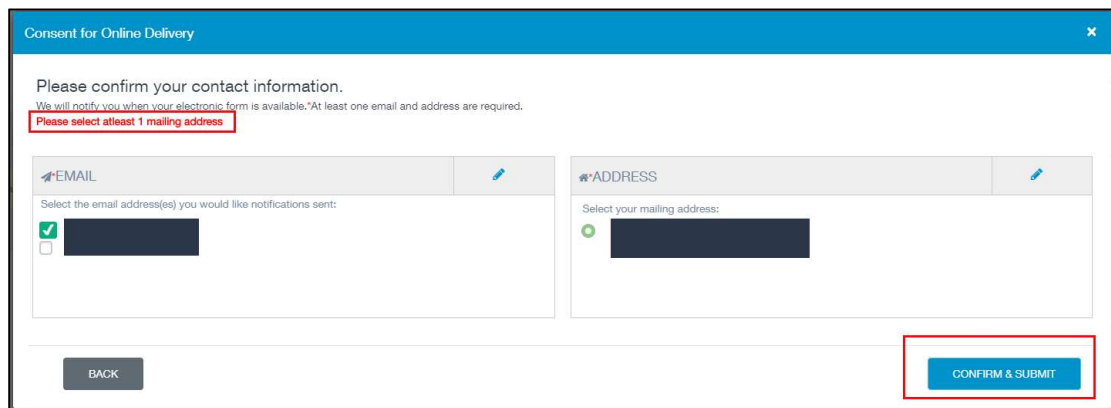
19. The following prompt appears click Close to proceed to the next step.



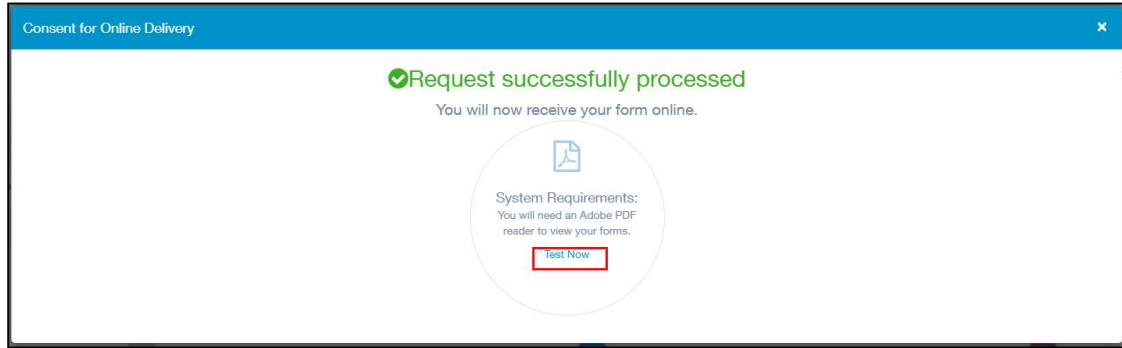
20. The system will then take you back to the Consent for Online Delivery screen. At least one address is required on file, click the address box of the address you wish to have on file.



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.



Consent for Online Delivery

✓ Request successfully processed

You will now receive your form online.

System Requirements:
You will need an Adobe PDF reader to view your forms.

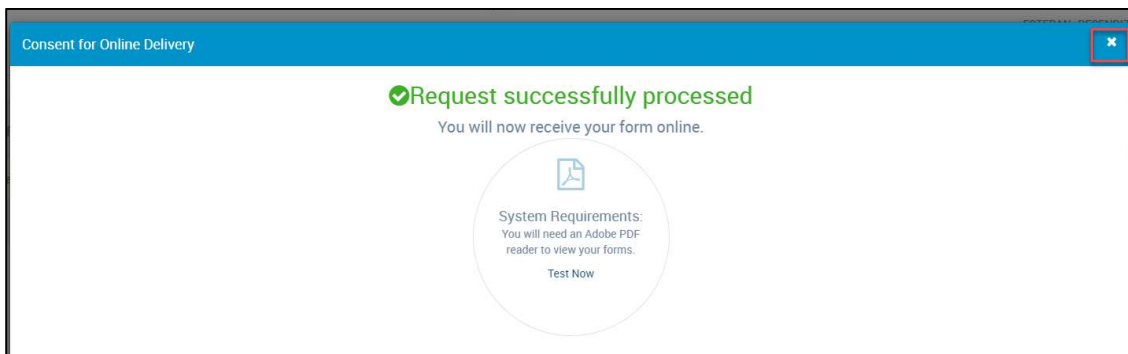
Test Now

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



CONGRATULATIONS
TEST COMPLETE
CLOSE THIS WINDOW TO CONTINUE

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



Consent for Online Delivery

✓ Request successfully processed

You will now receive your form online.

System Requirements:
You will need an Adobe PDF reader to view your forms.

Test Now

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

