1. Go to: www.your.yale.edu

2. Click “Workday” at the top of the page and login

3. Click the “Pay” worklet
4. In the “View” section, click “My Tax Documents”

5. Click “Edit” on the right

6. Verify your name and click “OK” in the bottom left corner

7. Select the second radio button: “Receive electronic copy of my Year End Tax Documents” (Ignore the red asterisk next to the first radio button)

8. Click “OK” in the bottom left corner

Click “Done” in the bottom left corner