

Workday URL: <https://www.myworkday.com/caci>

These instructions are intended for current or former CACI employees who would like to opt-in to electronic delivery only of their W-2 tax documents.

Opt-In To Paperless W-2s:

1. Go to Workday: <https://www.myworkday.com/caci>
2. From your Home page, click on Menu > Under Personal > **Pay**.
3. Under the "View" header, click on **My Tax Documents**.
4. Under "Printing Election" (see top right side), select **Edit**.
5. You should now be in the **Change Year-End Tax Documents Printing Elections** page. To opt out of mailed paper forms and receive your W-2 electronically, select the first option to "**Receive electronic copy of my Year End Tax Documents**".

*Opting out of mailed paper copies allows you to have earlier access to the form(s) and reduces risk of identity theft. Note that you may still print as many copies of the tax form(s) as necessary from Workday's My Tax Documents section.

6. After selecting your desired option, click **OK** to complete this process.