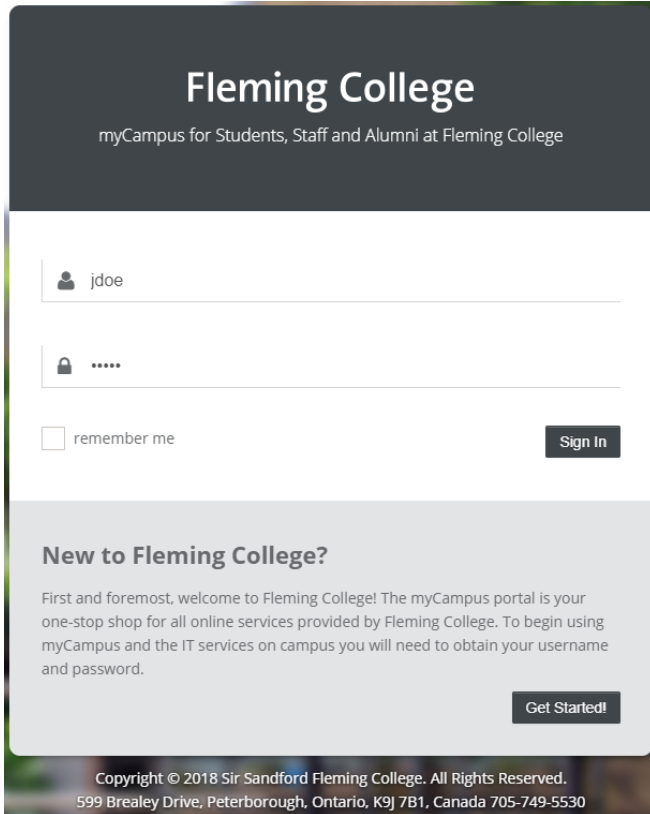


## Adjusting T4 Consent

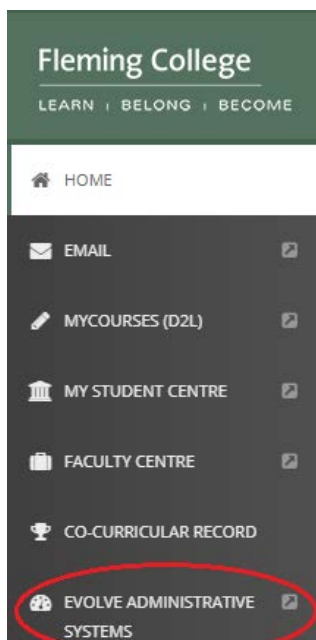
This document will explain how to adjust the type of T4 or T4A slip you will receive for the 2017 year and beyond.

T4s and T4As are now always available digitally regardless of consent status. This means that when you withdraw your consent, your slips will be mailed to you and will also be available to view online.

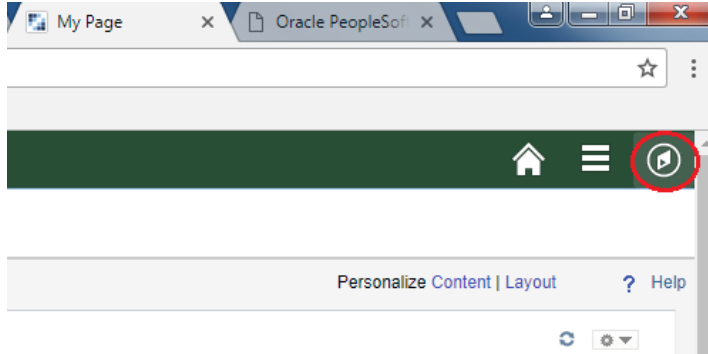
- 1) Open a web browser and navigate to [mycampus.flemingcollege.ca](http://mycampus.flemingcollege.ca)
- 2) Sign in using your regular Fleming username/password



- 3) On the left hand side of the Portal, click on 'Evolve Administrative Systems'



4) In Evolve, click on the navigator icon in the top right hand corner of the page



5) In the navigator select the following: My Self Service > Payroll and Compensation > T4/T4A Consent

Your status will be set to the following as of 29/01/2018:

*You have consented to receive electronic T4 and T4A slips. If you prefer to receive paper T4 and T4A slips, you must submit a withdrawal of consent form.*

*After you submit the withdrawal of consent form, it will be valid in future years until you submit a new consent form.*

To withdraw consent:

6) Click the check box next to: Check here to withdraw your consent to electronic T4 and T4A slips.

7) Click Submit

Your Current Status Consent received.

Check here to withdraw your consent to receive electronic T4 and T4A slips.

Submit

These steps can be followed again to reverse the changes if you decide to consent to digital only forms in the future.