

# Electronic Form W-2 Providing Online Consent

## Overview

Online viewing and printing of Form W-2 is available through Bi-Co Online Information Center Employee Self Service.

## Your Consent Required

To view and print your electronic Form W-2, you must provide consent through Bi-Co Online Information Center Employee Self Service.

## Logging in

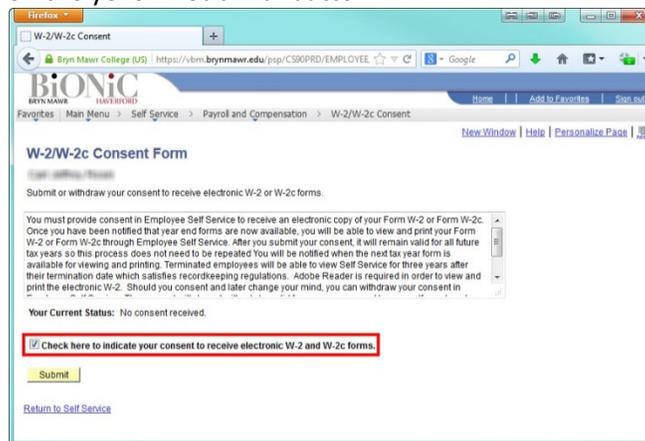
- 1) Open a web browser.
- 2) Navigate to **informationcenter.brynmawr.edu**
- 3) Enter your College **User ID** and **Password** (same as Bryn Mawr Webmail or a College computer).
- 4) Click on the **Sign In** Button.

## Getting to Online Consent

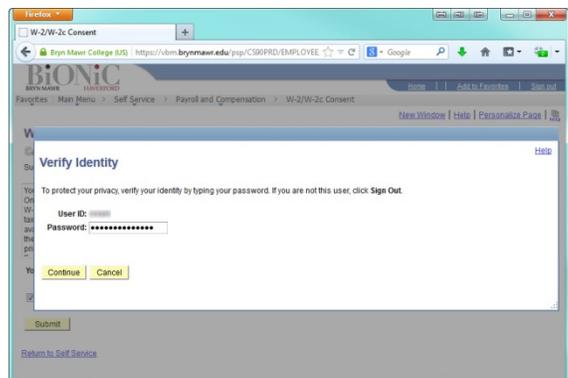
Click on the menu item labeled **Self Service** on the left side. Use the following navigation: **Payroll and Compensation>W-2/W-2c Consent**.

## Providing Consent

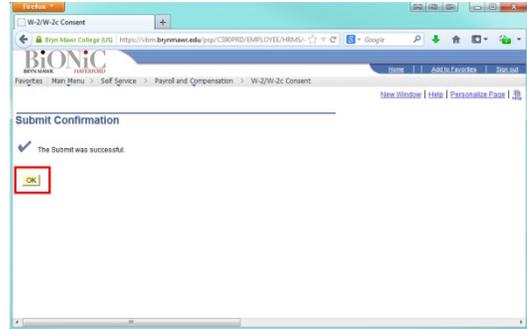
- 1) Check the box labeled “Check here to indicate your consent to receive electronic W-2 and W-2c forms” and click on the yellow “Submit” button.



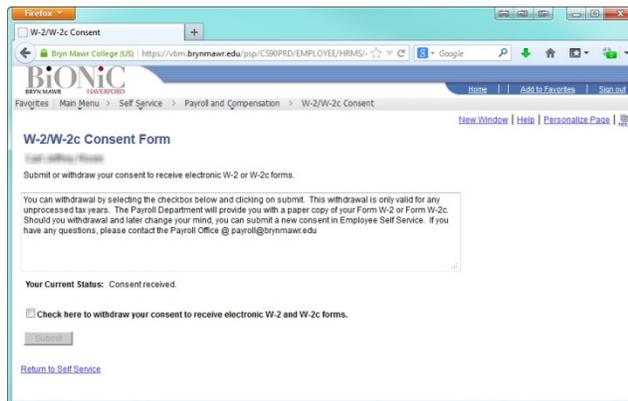
- 2) Your Bryn Mawr user ID will come in automatically but you must enter your Bryn Mawr password and click on the **Continue** button.



- 3) Click **OK** to confirm your consent. **YOU MUST CLICK THE OK BUTTON TO COMPLETE YOUR CONSENT.**



- 4) A screen will appear indicating Your Current Status: **Consent Received.**



- 5) Sign Out of Bi-Co Online Information Center.  
6) You will receive an email notification once the forms are available for viewing and printing.

### Additional Notes

- Once employees have been notified that year end forms are now available, they can immediately view and print their Form W-2 through Employee Self Service.
- Adobe Reader is required in order to view and print the electronic W-2.
- After you submit your consent, it will remain valid for all future tax years so this process does not need to be repeated.
- Should you consent and later change your mind, you can withdraw your consent in Employee Self Service. The consent withdrawal is not retroactive and will only be valid for any unprocessed tax years.
- If you do not submit your consent, the Payroll Department will provide you with a paper copy of your Form W-2 or Form W-2c.
- If you have any questions, please contact the Payroll Office @ [payroll@brynmawr.edu](mailto:payroll@brynmawr.edu).