



## View W-2

This guide covers how to **view your W-2** and **Update Tax Form Printing Elections**.

### Start Here

1. Open **Google Chrome**.
2. Navigate to **Workday**.
3. If prompted, login with your **College email and password**.
4. In the top-left corner, select **Menu**.
5. Select the **Benefits and Pay** app.
6. Under **Tasks and Reports**, select **My Tax Documents**.
7. A list of available tax forms, such as your W-2, will appear. Select the **document name** to open or download the PDF.
8. Select **Edit** if you wish to change your **Tax Form Printing Elections**.
  - Select **OK** to save your changes.

**Have Questions?** For assistance, please contact [help@brynmawr.edu](mailto:help@brynmawr.edu) or 610-526-7440.