# 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.
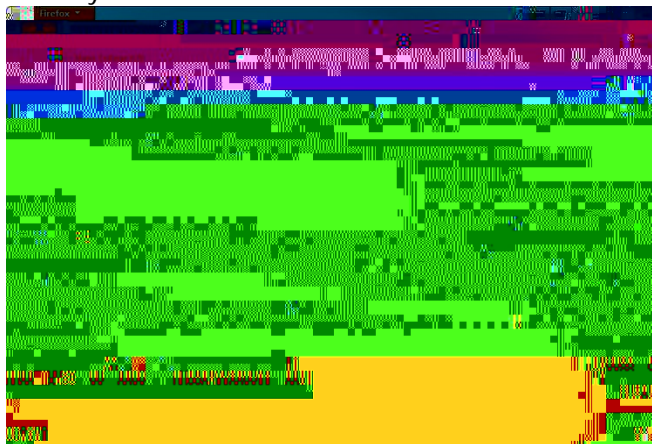


2) Your Bryn Mawr user ID will come in automatically *but* you must enter your Bryn Mawr password and click on the **Continue** button.
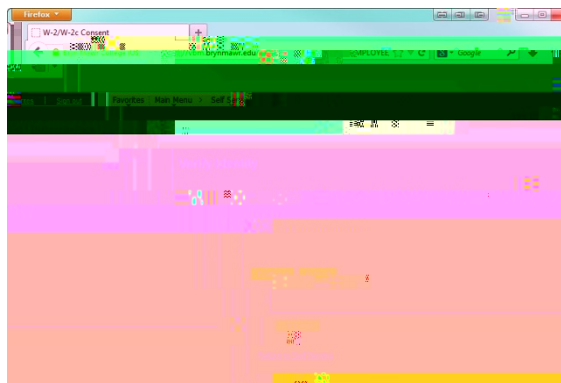
3) Click **OK** to confirm your consent.  **YOU MUST CLICK THE OK BUTTON TO COMPLETE YOUR CONSENT.**

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

x   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.

x   Adobe Reader is required in order to view and print the electronic W-2.

x   After you submit your consent, it will remain valid for all future tax years so this process does not need to be repeated.

x   Should you change your mind and decide you no longer wish to receive your W-2 electronically, this process can