

Electronic Form W-2 Providing Online Consent

Overview

Online viewing and printing of Form W-2 is available through Virtual Bryn Mawr Employee Self Service.

Your Consent Required

To view and print your electronic Form W-2, you must provide consent through Virtual Bryn Mawr Employee Self Service.

Logging in

- 1) Open a web browser.
- 2) Navigate to **virtual.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.

The screenshot shows the 'W-2/W-2c Consent Form' page. At the top, it says 'VIRTUAL BRYN MAWR' and 'Christine Marie Eigenbrot'. Below that, it says 'Submit or withdraw your consent to receive electronic W-2 or W-2c forms.' There is a scrollable text area with the following text: 'You must provide consent in Employee Self Service to receive an electronic copy of your Form W-2 or Form W-2c. Once you have been notified that year end forms are now available, you will be able to view and print your Form W-2 or Form W-2c through Employee Self Service. After you submit your consent, it will remain valid for all future tax years so this process does not need to be repeated. You will be notified when the next tax year form is available for viewing and printing. Terminated employees will be able to view Self Service for three years after their termination date which satisfies recordkeeping regulations. Adobe Reader is required in order to view and print the electronic W-2. Should you consent and later change your mind, you can withdraw your consent in Employee Self Service. The consent withdrawal will only be valid for one year after you submit your consent.' Below this text, it says 'Your Current Status: No consent received.' There is a checkbox labeled 'Check here to indicate your consent to receive electronic W-2 and W-2c forms.' which is checked. Below the checkbox is a yellow 'Submit' button. At the bottom, there is a link 'Return to Payroll and Compensation'.

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

The screenshot shows the 'Verify Identity' page. At the top, it says 'VIRTUAL BRYN MAWR'. Below that, it says 'To protect your privacy, verify your identity by typing your password. If you are not this user, click Sign Out.' There is a text input field for 'User ID: ceigenbr' and a password input field for 'Password: *****'. Below these fields are two buttons: 'Continue' and 'Cancel'.

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



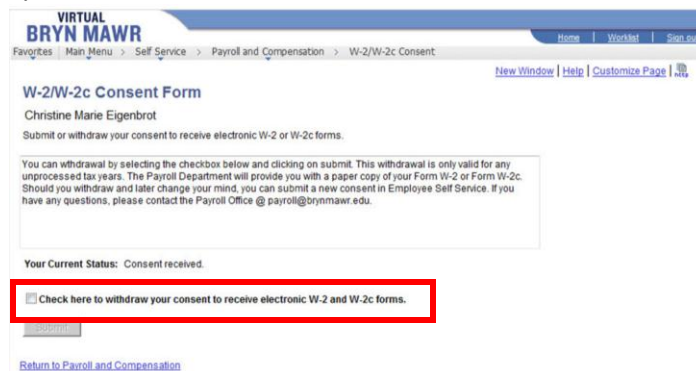
4) A screen will appear indicating Your Current Status: **Consent Received.**

5) You will receive an email notification once the forms are available for viewing and printing.

6) Sign Out of Virtual Bryn Mawr.

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.
- Terminated employees will be able to view Self Service for three years after their termination date which satisfies recordkeeping regulations.
- 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.