

## Electronic Form W2 Viewing and Printing

### I. Overview

Online viewing and printing of Form W2 is available through Bi-Co Online Information Center Employee Self Service

### II. Availability of Forms

The Payroll Office will notify employees via email when the Form W2 is available for viewing and printing.

### Additional Notes

- x Once employees have been notified that year end forms are available, they can immediately view and print their Form W2 through Employee Self Service.
- x Adobe Reader is required in order to view and print the electronic W2.
- x If you need to reset your password please go to <http://password.brynmawr.edu/>
- x If you have any questions, please contact the Payroll Office @ [payroll@brynmawr.edu](mailto:payroll@brynmawr.edu)

### III. Logging in

- x Open a web browser.
- x Navigate to [informationcenter.brynmawr.edu](http://informationcenter.brynmawr.edu)
- x Enter your User ID and Password.
- x Click on the Sign In Button.

### IV. Getting to Online Year End Form

Look for the menu item labeled Self Service and click on this link. Use the following navigation: Payroll and Compensation > View W-2/W-2c Forms.

### V. Viewing and Printing Year End Form and Filing Instructions

- x Click on the Year End Form link and view/view/print