Electronic Form W-2
Viewing and Printing

I.   Overview

Online viewing and printing of Form W-2 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 online Form W-2 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 W-2 through Employee Self Service.
- x Adobe Reader is required in order to view and print the electronic W-2.
- 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

III.   Logging in

- x Open a web browser.
- x Navigate to 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 viorm-0.055Tw[(vi)-0.525prew